

HERE IS WHAT TO THINK ABOUT BEFORE STARTING A NEW TASK:

1. **STOP**



- Stop what I am doing.

2. **THINK**



- What do I need to do?
- Do I have a checklist that I can use?

3. **PLAN**



- Plan the steps needed to finish the task.
- Fill out the checklist that I can use.

4. **DO**



- Sit down and start working!