

Weekly Time Sheet (due each Friday) Yearbook Spring Semester

Name:	Date -	Block
-------	--------	-------

Pages Assigned	Status	Due Date	Materials Needed
	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		

POINTS: 15 per week: 15=100% 14-11=88% 10-6=78% 5-3=70% 2-1=50% 0=0%

Weekly Time Sheet (due Fridays) Tasks Log

Monday	Tuesday	Wednesday	Thursday	Friday

Saturday	Sunday

Points for Completed Stories	
Completed Spread	12
Interview	3
Proofed	2
Finished Corrections	2
Quick Read	2
Podcast	10
Blog/Story	10

Other Points	
UIL Meet	5
Workshop	2
Errand	1
Cleaning	1
Interview	2
Proofing	2
Corrections	1

This Week's Points	Spread _____	Points _____
	Interview _____	Points _____
	Proofs _____	Points _____
	Quick Read _____	Points _____
	Other _____	Points _____
	Other _____	Points _____
	TOTAL _____	

Notes: