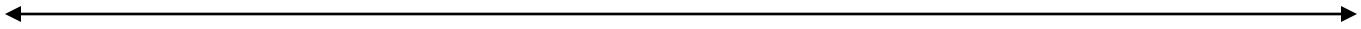


Yearbook Weekly Task List – Coverage & Spreads

Student Name: _____

Position on staff: _____

Week of: _____ (first A day of the week)



<u>SPREADS ASSIGNED TO ME</u>	<u>DEADLINE</u>

Students are assigned spreads weeks or months in advance of their deadline. In order to accomplish these large chunks of work, you need to find ways to break it up into manageable tasks to be completed weekly. Look at your end goals and deadlines above, and then start working backward to figure out what needs to get done to eventually help you complete your spread. **Items on your task list are things to be completed both IN and OUT of class** (ie interviews, photo coverage, writing copy, editing and revising, getting editor feedback, follow-up interviews, research and fact-gathering, brainstorming mod ideas, etc) This task list becomes your individual classwork as well as your personalized homework. Make sure you keep a copy for yourself to keep things organized throughout the week.

Task List for the Week (check off the ones that are completed by the end of the last class of the week):

- _____
- _____
- _____
- _____
- _____
- _____
- _____

Reflection/Self-Assessment (briefly explain how the week went – what got done and what didn't, and why?)
