



Weekly Work Log

Points for week:					
5	4	3	2	1	0

Week No. _____

Copy off overhead when you FIRST come in!

Student Name: _____

Monday ____ - ____ - ____

Daily Agenda:

1. _____
2. _____
3. _____
4. _____

Daily Plan:

You will never write "Work on my....." in this area! Read this!

Write down what you plan to accomplish today. Must have a **tool name** and a **procedure!** For example: Use router table to router edges. Never write, "**Work**" or "**Worked on my Project**".

Daily Plan for days that I lecture most of the period or for Bookwork days....here are some samples: "Take excellent notes." Listen attentively to Mr. Leever and ask good questions." "Try to get 100% on my bookwork!", etc.....

Tuesday ____ - ____ - ____

Daily Agenda:

1. _____
2. _____
3. _____
4. _____

Daily Plan:

Wednesday ____ - ____ - ____

Daily Agenda:

1. _____
2. _____
3. _____
4. _____

Daily Plan:

Thursday ____ - ____ - ____

Daily Agenda:

1.
2.
3.
4.

Daily Plan:

Friday ____ - ____ - ____

Daily Agenda:

1.	Scan Checklist below!
2.	
3.	
4.	

Daily Plan:

Checklist

- Before you turn this in, did you:
 - Write down a Daily Plan for each day? Remember, be specific!! Use tool names, processes, procedures, etc... DO NOT write down, “Work on project.”
 - Copy down the agenda from the overhead each day? (NO points given for waiting until Friday and copying your friends.)
 - Put your name at the top?
 - Put the correct week at the top?
 - Put the date down for each day?