



My Steps Checklist

In Microsoft Word, type or print the PDF to write your answers.
Write or type your steps and the date you plan to complete the step. After you have completed the step, check it off and put the actual date that you completed the step. Continue doing this until all your steps are completed.

Step 1: _____

Date Planned to Complete: _____ Actual Date Completed: _____

Step 2: _____

Date Planned to Complete: _____ Actual Date Completed: _____

Step 3: _____

Date Planned to Complete: _____ Actual Date Completed: _____

Step 4: _____

Date Planned to Complete: _____ Actual Date Completed: _____

Step 5: _____

Date Planned to Complete: _____ Actual Date Completed: _____

Step 6: _____

Date Planned to Complete: _____ Actual Date Completed: _____

Step 7: _____

Date Planned to Complete: _____ Actual Date Completed: _____



My Steps Checklist

STEPS CONTINUED

Step 8: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 9: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 10: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 11: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 12: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 13: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 14: _____

Date Planned to Complete: _____

Actual Date Completed: _____



My Steps Checklist

STEPS CONTINUED

Step 15: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 16: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 17: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 18: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 19: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 20: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 21: _____

Date Planned to Complete: _____

Actual Date Completed: _____



My Steps Checklist

STEPS CONTINUED

Step 21: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 22: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 23: _____

Date Planned to Complete: _____

Actual Date Completed: _____

Step 24: _____

Date Planned to Complete: _____

Actual Date Completed: _____