DAILY PROGRESS REPORT

PROGRESS	POINTS
• Keep a day-by-day record of what you accomplish toward completing your spread & making your deadline. • Since a part of your evaluation is based on quality production performance, be as specific as possible when communicating your accomplishments. • At the end of the 2-week period, be sure to answer the two questions at the bottom of this sheet.	
Day 1 (day and date) _____ Accomplished: Need to do before or during next class:	_____ **points & reactions**
Day 2 (day and date) _____ Accomplished: Need to do before or during next class:	_____ **points & reactions**
Day 3 (day and date) _____ Accomplished: Need to do before or during next class:	_____ **points & reactions**
Day 4 (day and date) _____ Accomplished: Need to do before or during next class:	_____ **points & reactions**
Day 5 (day and date) _____ Accomplished: Need to do before or during next class:	_____ **points & reactions**
What things went really well?	__ Yippee! I'm ahead of the game. __ Way cool! I'm right on track. __ Yikes! I need to play catch up. _____ Total Points
What didn't go so well?	