Checklist Template
Step 1: Identify a clear goal for the checklist. ☐
Step 2: Identify critical steps that could be missed and prevent you from achieving the goal. ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____
Step 3: Make the steps actionable with a specific response or action to be completed or observed. ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____
Step 4: Provide guiding questions for the teachers to answer as they review the checklist. Review feedback and adjust as necessary. ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____ ☐ _____