

## Weekly Time Sheet (due each Friday) Yearbook

Name:	Date	-	Block
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Pages Assigned	Status	Due Date	Materials Needed
	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
This week's Completed Tasks	Notes to Editor		Things needed to complete a spread
			Approval:

## Weekly Time Sheet (due Fridays) Tasks Log

Monday	Tuesday	Wednesday	Thursday	Friday

Saturday	Sunday

### Personality Profile Progress

- Not started
- Interviews complete
- Working on Rough Draft
- Proofed by an Editor
- Proofed by Mallett
- Corrections
- Complete

### Other Points

UIL Meet	5
Workshop	2
Errand	1
Cleaning	1
Story	12
Proofing	2
Corrections	1

### Six Weeks Points

25 Feature Story (story for spread)	_____	_____
15 Personality Profile	_____	_____
10 1 hour photo shoot	_____	_____
20 Completed Spread	_____	_____
( ) _____	_____	_____
( ) _____	_____	_____
TOTAL		_____

**Notes:**