

Sequoia Elementary School
Room Twelve
Third Grade
Mr. Morris

Federal Survey Card
ASSIGNMENT

Sept. 24
DATE DUE

1	19
2	20
3	21
△4	22
5	23
(6)	24
(7)	25
8	26
9	△27
10	(28)
11	29
12	30
13	31
14	
15	
16	
△17	
18	

finished (#) not finished △ absent # other

FIG. 7-11
The Check Off List at the end of the week.

A Final Look

And here, one last time, is a view of the Check Off List that was used to collect the Federal Survey Cards. Notice how quickly your eye moves past the crossed out numbers and comes to rest upon #6? This kind of efficiency in paper handling really helps me maintain my focus as I manage my work load.

Throughout the week, as I dealt with the collection of Federal Survey Cards—not to mention the one hundred and one other things going on at the same time—I was always able to pick up the packet and know immediately where we stood. I didn't have to count the cards, lay them out, double-check them, or ask the students. The circled numbers on the Check Off List told me everything I needed to know. That is a major stress reducer.

Also, using a COL was a boost to student motivation. I could easily identify individuals who had taken care of business and recognize them for their efforts. The COL made sure that I knew who deserved praise and who needed a gentle reminder about being responsible..