

Step-by-Step Mastery (Steps & Actions)

Name:

Date:

School / Class / Department:

Phone / Extension:

Team / Role:

Step 1

Q1. Step Name (short label):

Q2. What is the action? (what to do):

Q3. Do I understand? (Yes / No / Not Yet):

Q4. What I don't understand about this step:

Q5. How can I show I understand?

Q6. Why this step matters:

Step 2

Q1. Step Name (short label):

Q2. What is the action? (what to do):

Q3. Do I understand? (Yes / No / Not Yet):

Q4. What I don't understand about this step:

Q5. How can I show I understand?

Q6. Why this step matters:
