One Step at a Time

On a separate piece of paper, list all of the steps that need to be taken to accomplish a specific task. Enter each step in the boxes below, beginning at the bottom of the “stairs” with the first step. Include details that are need to help someone follow the steps. In the space to the left of each step, define any key terms that would help the reader follow the steps.

**Key Terms Steps in the Process**

Review the steps you’ve written as if you were new to the process. Do they make sense? Did you leave out any important information or give enough detail?

Step 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_