JobTIPS
Transition Toolbox

Set up a meeting with _____ at _____ (time) on _____(day of week) to check on our project.

Have ready what you have done:

_____
_____
_____

Show your partner what you have done.

Ask your partner about what s/he has done: (write it down)

_____
_____
_____

Now what else is needed? (Write it down)

_____
_____
_____

Problem Solve: *"We need to finish these things before _____. I would like to do _____. What do you want to do?"*

Assign tasks. Write it down.

"Do we still have any other steps to do?"

Assign those steps. *Make sure it is as equal as possible.

If there is any disagreement, ask _____for help!