WORKSHEET **My Paper Ramp Card**

The form or letter: _____

How long it's been waiting: _____

The deadline (if there is one): _____

Parts I need to find: _____

Step Zero (does it pass the Silly Test?): _____

Step 1: _____

Step 2: _____

Step 3: _____

The hard question, answered rough: _____

Top of the ramp (send, mail or submit): _____

- ☐ I found the deadline and put it in my calendar.
- ☐ I wrote my parts list.
- ☐ I did Step Zero.
- ☐ I reached the top of the ramp.

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