PROJECT BRIDGE | COUNSELOR GUIDE

A Monday check for your caseload

Four questions, about ten minutes, one clear list of who needs you this week.

1 Who asked for help?

Look at messages and requests since last Monday. Anyone waiting on you goes to the top of the list.

2 Who has gaps in their profile?

Missing activities, test plans, a college list, or key documents. Pick the one gap that blocks the next step for each student.

3 Who is missing a story?

A student with real experiences but nothing written down has little to reuse for essays and scholarships. Ask for one short memory they are proud of.

4 Who has gone quiet?

No contact in a few weeks. A short, friendly note works better than a long one.

How to use it: write names beside each question, then pick your top five for the week. Change the questions to fit your caseload and your school's calendar.