Put all non-chord tones in parentheses
Identify the non-chord tones
Do a local harmonic analysis
Mark the cadences
Include voice-leading in all dominant complexes

On the reverse, do a timeline analysis of the phrase structure; for each phrase indicate one way in which it either anticipates a subsequent phrase (and is therefore "antecedent' or comments on, completes a previous phrase (and is therefore "consequent"). Include the number of measures + beats of each phrase Call the first phrase circled "a"; the second, circled "b", etc.

A

Analyze the period structure of the passage

