



Student Independent Work: Planning Tool

Student:

Teacher/Staff Member:

Date:

		Planning	Planning	Planning	Self-Evaluation	Self-Evaluation
	Date:	Sub-Task: Describe each assignment sub-task to be completed.	Time Allocated: Estimate the time required for this task. E.g., "20 mins"; "11:20-11:40"	Performance Goal: Write your goal for the amount, accuracy, and/or quality of work to be completed.	Actual Performance: After the assignment, record the amount, accuracy, and/or quality of the work <i>actually completed</i> .	Goal Met?: Did you achieve the goal within the time allocated?
1						YES NO
2						YES NO
3						YES NO
4						YES NO

Adjustment: Find any 'NO' responses in the **Goal Met?** column. In the space below, write the number of that goal and your plan to improve on that goal next time.

Number of Goal Not Met & Action Plan to Fix: _____

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5						YES NO
6						YES NO
7						YES NO
8						YES NO

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