



# Student Independent Work: Planning Tool

Student:

Teacher/Staff Member:

Date:

|   |       | Planning  | Planning  | Planning   | Self-Evaluation  | Self-Evaluation  |
|---|-------|---|---|--|--|--|
|   | Date: | Sub-Task:<br>Describe each assignment sub-task to be completed. | Time Allocated:<br>Estimate the time required for this task. E.g., "20 mins"; "11:20-11:40" | Performance Goal:<br>Write your goal for the amount, accuracy, and/or quality of work to be completed. | Actual Performance:<br>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: \_\_\_\_\_

Number of Goal Not Met & Action Plan to Fix: \_\_\_\_\_

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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