

Date ..... Subject .....

Name .....

# Thinking It Through ...

Developing Effective Work Methods

## Setting Goals

I would like to work on... ▼

- Developing a plan that details how I will carry out my task
- Using appropriate resources to accomplish my task
- Identifying different ways to carry out the task
- Recognizing what methods worked well and those that were not as effective
- Understanding how to apply the same methods in other situations
- .....
- .....

## Action Plan

I will ... ►

...to meet my goals.



When I ►

## Self-Evaluation

During this project I ... ▼

- Developed a work plan
- Used different resources, such as people, books and computer tools to help me complete my task
- Was flexible and able to adjust my work methods if/when the situation changed
- Completed my task
- Assessed what worked well and what was not very effective
- .....
- .....



In the future, I will work on ... ►

## Teacher Feedback ►

My overall assessment ►

- I met most of my goals
- I met some of my goals
- I did not meet my goals

