

Assignment Plan

Prepare to work

- Write my first and last name legibly (so it can be read by other people easily).
- Write today's date and my class number (if there is one).
- Write the name of the assignment.
- Read the directions twice. Ask my teacher if there is something I don't understand.

Prep Time: Analyzing the assignment

Number of problems or questions	How long do I think this will take?	What materials do I need?	What prep work is needed?

This is a daily grade ____ quiz grade ____ test grade ____ other _____

Complete the assignment

Reflection

- Did I invest the time the assignment deserved?
- Did I write neatly enough that other people can read it easily?
- Am I proud of my work?
- If someone saw only this assignment, would it give them an accurate view of my ability?
- Did I check carefully for small errors?
- This assignment helped me develop my skills in all of the following (check):
 - ___ responsibility ___ perseverance ___ time management
 - ___ practice towards mastery ___ review ___ using materials
 - ___ using technology ___ a new skill ___ working with others
 - ___ working independently ___ self-reliance ___ thinking about my thinking

Finishing the assignment

- Turn it in where it is supposed to go.
- Clean up the materials I used or am responsible for.
- What do I do when I am finished with my work? Begin!