

# Developing a Plan to Complete a Task

Name \_\_\_\_\_ Date \_\_\_\_\_

To the right, circle: 2 = does very well, 1 = does well, 0 = needs improvement. On the blanks to the left, mark a "+" for a strength or a "-" for an area that needs improvement.

## Clarifies task.

- Reads directions to understand the task.
- Asks questions about parts for which directions are not clear.

2 1 0

## Defines the task.

- Determines what the completed task should look like.
- Determines how much time there is to complete the task.

2 1 0

## Determines what details need to be completed.

- Makes a list of all details that need to be completed.
- Determines the best order for completing the details.

2 1 0

## Defines each detail.

- Determines what it takes to complete each detail.
- Determines materials needed to complete each detail.
- Determines time needed to complete each detail.

2 1 0

## Makes a timeline of when things need to be completed.

- Puts final deadline on timeline.
- Puts starting and ending dates for each detail on timeline.
- Puts other important information on timeline.

2 1 0

Goes Beyond : (extra effort, depth, quality, creativity, cleverness, understanding)

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