

Student Productivity Skills

Name _____ Class _____ Date _____

Directions

Circle the numbers on the right to indicate overall quality for each level. Next, mark "+" for strengths, "-" for weaknesses on the blanks on the left.

5 = Highly skilled
4 = Skilled
3 = Moderately skilled
2 = Poorly skilled
1 = Unskilled

Works well with others.

5	4	3	2	1
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- ___ Contributes to the success of groups.
- ___ Allows others to contribute and participate.
- ___ Resolves own conflicts.
- ___ Displays positive work habits and social skills.

Is responsible.

5	4	3	2	1
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- ___ Follows directions.
- ___ Uses time wisely.
- ___ Meets deadlines (turns assignments in on time).
- ___ Is responsible without supervision.

Uses technology for a variety of purposes.

5	4	3	2	1
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- ___ Applies technology in completing and improving tasks.
- ___ Is comfortable with different forms of technology.

Is a productive thinker and worker.

5	4	3	2	1
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- ___ Knows where to go for help.
- ___ Is able to set and meet short- and long-term goals.
- ___ Uses higher-order thinking when solving problems.

Can routinely produce quality work.

5	4	3	2	1
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- ___ Can develop plans to complete major projects.
- ___ Can develop a quality first draft.
- ___ Can analyze own work or benefit from the analysis of others.
- ___ Can revise drafts to quality based on analysis.
- ___ Persists through difficulties and frustrations.