

Completing Complex Tasks on Time and to Expectation

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.

<p>Prepares to complete a complex task.</p> <p><input type="checkbox"/> Determines what needs to be done to complete task.</p> <p><input type="checkbox"/> Determines when the task needs to be completed.</p> <p><input type="checkbox"/> Determines when the task needs to be started.</p> <p><input type="checkbox"/> Sets time aside for unexpected problems/their solutions.</p> <p>Divides the task into smaller parts.</p> <p><input type="checkbox"/> Determines parts that need to be completed.</p> <p><input type="checkbox"/> Determines the expectations for completing each part.</p> <p><input type="checkbox"/> Determines when each part needs to be started.</p> <p><input type="checkbox"/> Determines when each part needs to be completed.</p> <p><input type="checkbox"/> Prepares to begin each part.</p> <p>Completes each part, and the whole task, on time.</p> <p><input type="checkbox"/> Secures or prepares needed materials.</p> <p><input type="checkbox"/> Begins working on each part at appropriate time.</p> <p><input type="checkbox"/> Maintains continuous effort in completing each part.</p> <p><input type="checkbox"/> Allows time for review and revision.</p> <p>Completes each part and the task to expectations.</p> <p><input type="checkbox"/> Commits to doing what it takes to meet expectations.</p> <p><input type="checkbox"/> Works on each part until it meets expectations.</p> <p><input type="checkbox"/> Reviews/revises the task before considering it finished.</p> <p>Cleans up/puts things away when finished with task.</p> <p><input type="checkbox"/> Puts materials back where they belong.</p> <p><input type="checkbox"/> Returns work area to original condition.</p> <p><input type="checkbox"/> Reviews work area and does final cleaning.</p>	<p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p> <p>2 1 0</p>
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Goes Beyond : (extra effort, depth, quality, creativity, cleverness, understanding)

Comment:

Grade