

Completing Assignments on Time and to Expectations

Name _____ Date _____

To the right, mark A = Always, M = Most of the Time, S = Sometimes, N = Never.
 On the left, mark "+" for strengths and "-" for skills that need improvement.

Keeps a book in which to write and track assignments.

A M S N

- Has a book where math assignments are written.
- Repeats and/or asks questions to clarify assignments.
- Writes assignments down correctly and clearly in book.
 - includes pages, problems, and due dates
 - includes notes to help remember important details

Keeps a calendar to establish and track priorities.

A M S N

- Puts all important due dates and work dates on the calendar.
- Checks calendar carefully to establish priorities.
 - checks calendar to establish weekly priorities
 - checks calendar to establish daily work priorities and plan
- Schedules daily work time based on the calendar.
- Brings needed material home based on the calendar.

Focuses mind and energy on completing assignments.

A M S N

- Studies in appropriate place (quiet, spread out, good lighting).
- Gets material ready before beginning.
- Checks assignments and directions before beginning.
- Begins working on assignments immediately.
- Continues working on assignments until completed.

Completes assignments as they are given.

A M S N

- Follows directions in completing assignments.
- Shows all work and completes all details.
- Reviews completed work for correctness and quality.
- Revises work to make it correct and higher quality.

Marks assignment complete, stores assignment, cleans up.

A M S N

- Marks completed assignment as complete.
- Stores assignments in place where they can be found.
- Puts materials away and cleans up work area.

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