

Academic Success Tools

Project Plan and Log

Name of Project:

Project Due Date:

Describe the project requirements:

Visualize success. What does it look like?

1. Make a plan

Think of all the tasks that are needed to complete this project, such as: developing a timeline; gathering materials; learning the content (i.e. reading, viewing videos, talking to an expert or mentor); writing, editing, and revising drafts; creating a model or illustrations; checking your work against the project rubric; etc.

Describe your plan to complete this project. Be specific!

Task	Date Due	Date Completed

Based on past experiences and obligations that you have coming up, what might go wrong with your plan? Describe how you will address the potential obstacles. Think about where and when you will work on the project, how you will avoid distractions, who you will go to if you need help, etc.

Identify regular dates that you will monitor your plan, such as every Monday after school. List the dates and describe how you will remind yourself to monitor.

2. Monitor the plan (repeat for each monitoring date)

Am I meeting all of my deadlines? Yes No

Am I on track to complete the project on time? Yes No

*If I answered **yes** to both questions, I should reflect by identifying what is helping me be successful, and continue doing that until the next time I monitor my plan. For example, doing a little work each night, reviewing my plan each day to make sure I stay on track, sharing my accomplishments with a friend, etc.*

What strategies are working well for me?

*If I answered **no**, I need to figure out why my plan is not working.*

What obstacles or challenges are preventing my plan from working?

- Time issues – too many other things are competing for my time
- I am getting distracted when I work on the project
- I am hung up on a certain step, specifically: _____
- Not a clear plan to begin with
- Don't know what I need to do next
- Don't understand the material or content enough to proceed
- Other – specify: _____

[DESIGNER: Please replace bullets above with small boxes so students can insert check marks.]

3. Adjust as needed (repeat for each monitoring date)

What support do I need to get my plan back on track? What do I need to change to stay focused on my plan? My revised plan includes:

4. Reflect on what worked (do this when the project has been completed)

What went well? Be specific! *For example: I stuck to my timeline, I used the project rubric as a guide, I reviewed and revised my work several times, I sought help from a teacher or knowledgeable peer, etc.*

What could I do differently on the next project to self-regulate?

Homework Log

Use this log to monitor your actions and progress for homework success. Reflect on the data to determine the accuracy of your predictions.

Planning					Monitoring Actions			Monitoring Progress	
Class / Assignment	Do I have all the materials?	Estimated difficulty (1=Easy; 5=Hard) Do I need help?	Do I need to break it into smaller pieces? If yes, add rows	Estimated time needed to complete	Actual time to complete	Actual difficulty (1=Easy; 5=Hard)	Effort (1=Low; 5=High)	Anticipated grade	Actual grade

Effort and Learning Chart

Effort	Learning
5. I tried very hard and kept a growth mindset. My effort is helping me learn.	5. I know this so well that I could explain it to others.
4. I tried hard and kept a growth mindset, but distractions sometimes got in the way. I will work to maintain my focus.	4. I can get the right answer, but I don't know it well enough to explain it to others yet.
3. I tried even when I got frustrated, but there is more that I could do. I will work to keep a growth mindset and focus my efforts.	3. I understand most of this, but I have more to learn.
2. I tried but got frustrated and gave up quickly. I will focus on how mistakes are part of learning.	2. I understand some of this, but I have a lot more to learn.
1. I didn't really try to learn. I will put in more effort.	1. I do not understand this yet.

