

LEARNING SKILLS & WORK HABITS CHECKLIST

NAME: _____ COURSE: _____ TEACHER: _____

	LEARNING SKILLS & WORK HABITS	I have trouble with this	I'm doing okay but I could do better	I think I'm doing well in this area	I'm really good at this
1	Responsibility:				
	I participate in my class and work with my peers				
	I honour my commitments to the class community				
	I complete and submit my assignments by the due date				
	I return forms and borrowed materials when they are due				
	I acknowledge and I am responsible for the choices I make				
	I accept consequences for my choices, think about who I've affected, and take steps to make it better				
2	Organization:				
	I develop clear plans with steps and actions to keep me organized and complete my school work				
	I prioritize my work based on importance, timelines, and the resources I will need				
	I manage my time, adjusting my pace to complete assignments				
	I use my agenda to assist me with organizing my work				
	I use a variety of resources to locate information and choose which information is most important, relevant, and reliable.				
3	Independent Work:				
	I use available resources (exemplars, rubrics, feedback) to plan and monitor my progress				
	I reflect on my work to meet and set new goals				
	I regularly stay on task to meet my goals				
	I follow instructions promptly and independently				
4	Collaboration:				
	I work with my group to divide tasks equally and fairly				
	I complete the share of my work to the best of my ability, within the established timelines				
	I listen and speak respectfully, and I value the opinions of others				
	I use communication tools (text messages, e-mail, social networking) in an appropriate and respectful manner				
	I think about how I relate to others and how I can carefully choose my words and actions				
	I am willing to revise my ideas and plans to achieve group goals				
	I contribute my ideas to support the group when solving problems and making decisions				
	I ask questions to clarify our ideas				
5	Initiative:				
	I think of new ideas and implement strategies to explore them further				
	I try new and different strategies to successfully complete my work				
	I ask relevant questions to assist my learning				
	I am enthusiastic to learn new things, and I do so with an open mind				
	I am able to look at situations from a different point of view				
	I advocate for myself and others when needed				
6	Self-Regulation:				
	I set goals and put strategies in place to achieve my goals				
	I try to complete my work using classroom resources (peers, my notes, information technology, etc.) and recognize when I need to ask for clarification				
	I am aware of my learning, social strengths, and personal interests, and I am able to determine my areas of need through self-reflection				
	I take advantage of new opportunities to learn and expand my knowledge				
	I can independently apply problem solving strategies when completing course assignments and in relationships with friends				

Choose two learning skills or work habits that you will work on during the next term and explain how you will do this.
