



Partnering with schools to equip students with the mindsets, skills, and strategies they need to succeed at school and beyond

Assignment Planner

1. Decision

Signed _____

Date _____

2. Goal: (make it specific)

What: _____

Date to be completed: _____

Achieving this task on time will have the following benefits:

1. _____

2. _____

Not achieving this task on time will have the following negative effects:

1. _____

2. _____

When I achieve this goal my reward will be:

3. Breakdown	Estimated Hours
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

4. Time Management

In what ways can I schedule my time to best achieve this goal?

- 1. _____
- 2. _____
- 3. _____

5. Identify your resources

What other resources can I access that would better help me achieve this goal?

Websites/Books/People/Places

Who can keep me **accountable** to my commitment: _____

Who can help me with information/skills/reviewing: _____

6. Organisational Structures

What systems will I need in place to organised my materials for this assignment?

- 1. _____
- 2. _____

What changes can I make to my environment (workspace) to help achieve this goal?

- 1. _____
- 2. _____

Task:
Due date:

Weighting

Goal:

	Sub tasks	Time	Deadline	Resources	Completed
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Accountability Person: _____

Review Panel: _____