

SMART Goals for the Week

1 _____

2 _____

3 _____

Identify to what level you've met your goals:

Goal	Not Met	Attempted	Met	Exceeded
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1				
2				
3				

Daily Class Log

Indicate what you worked on during class each day.

Monday: Present Tardy Absent

Tuesday: Present Tardy Absent

Wednesday: Present Tardy Absent

Thursday: Present Tardy Absent

Friday: Present Tardy Absent

What I'm most proud of this week:

Rate Yourself on a Scale of 1 (low)–5 (high):

Attitude _____

Maintains a positive attitude and is supportive and cooperative with teachers and classmates. Shows initiative.

Work Relationships _____

Works cooperatively with peers, teachers, & staff. Communicates properly & effectively. Offers ideas, shares responsibility, follows through on tasks & gets others involved. Works as part of the team.

Quality of Work _____

Shows knowledge of assigned tasks & responsibilities. Shows consistent planning, organization & good effort. Breaks down tasks into manageable steps. Puts forth effort needed to do the best job possible. Meets deadlines.

Productivity _____

Uses class time wisely. Completes assignments. Follows through on assigned & voluntary tasks. Is involved in class projects as well as duties of office. Knows when to ask for help. Volunteers to help others.

Working to Potential as a Leader _____

Demonstrates flexibility in handling unexpected situations or problems. Consistently sets good example of behavior & attitude. Displays strong leadership qualities & meeting skills. Willingly facilitates groups, listens actively, & participates appropriately.