

WEEKLY ACTION PLAN AND REFLECTION

One of the most important 21st Century skills that students must develop in order to succeed in school and beyond is project management. Being able to set your own schedule and goals throughout life will lead you productive, fulfilling lives. During this project, Weekly Action Plans will not only help you practice this skill but also assist you in keeping track of your assignments.

Requirements:

- 1 action plan per week
- Looked over by crew and Baba K
- Reflection at the end of week
- Passed in at the end of the week

Click [here](#) to see an example action plan

PROJECT ACTION PLAN AND LOG		WEEK OF:		
PROJECT NAME:				
NAME:				
TO BE COMPLETED AT THE BEGINNING OF EACH WEEK:				
Task	Due Date	Status at Beginning of the Week	Desired Status at the End of the Week	Completed
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
TO BE COMPLETED AT THE END OF EACH WEEK:				
Did you accomplish your goals this week? Why or why not? What do you need to continue to do and what do you need to change?				