
	Productivity & Accountability: I can manage time by...				
Learning Target(s)	Establishing a plan with a sequence of steps in order to <ul style="list-style-type: none">maintain focus on outcome success,prioritize tasks,allocate resources (including time), andimprove efficiency	Organizing space and resources including <ul style="list-style-type: none">creating structures for managing physical materials,utilizing strategies for organizing thinking (e.g., graphic organizers, mind maps, etc.), andmaximizing the use of technology and/or digital space to enhance curation and use of resources	Monitoring and pacing work, including <ul style="list-style-type: none">quality andpunctuality	Reaching short-term and long-term goals through <ul style="list-style-type: none">scheduling andmanaging procrastination	Prioritizing and optimizing <ul style="list-style-type: none">process andpace
Quality Criteria What does “done” look like? How would you know if students met the target?	<ul style="list-style-type: none">Students create a checklist and mark when a task is completed	<ul style="list-style-type: none">	<ul style="list-style-type: none">Students reflect on work through the use of a rubric. (quality)	<ul style="list-style-type: none">Students set and refine goals regularly, using feedback as appropriateLong-term goals, projects, and assignments are broken into manageable tasks	<ul style="list-style-type: none">

	Being Productive using Flexibility & Adaptability		
	Responsiveness	Successful under Ambiguity	Intellectual Agility

Learning Target(s)	<p>Demonstrate a growth mindset when investigating and implementing new projects, processes, procedures or ideas that will benefit self, a team, an organization, or society by</p> <ul style="list-style-type: none"> changing thoughts behaviors to respond to new information or changing circumstances exhibiting a willingness to learn new methods, procedures, or techniques. 	<p>Continue to work on challenging tasks and goals over time, even when it is difficult by</p> <ul style="list-style-type: none"> reassessing priorities and workloads or constraints being faced committing to fulfilling different tasks than were initially assigned when the need becomes evident seeking help to manage pressure and workload in changing situations, circumstances, leadership, and environments 	<p>Recognize when changes might be needed or when challenges might arise during meetings/planning sessions/design work/implementation by</p> <ul style="list-style-type: none"> using calendaring tools and planning templates to review and revise plans, agendas, and/or priorities in advance identifying when there is a need to improve process or outcomes using divergent thinking to explore and experiment during the discovery/design process
<p>Quality Criteria</p> <p>What does “done” look like?</p> <p>How would you know if students met the target?</p>	<ul style="list-style-type: none"> Pushing through challenges when they arise. Recognizing strengths and areas for growth to be able to best support self and team. 	<ul style="list-style-type: none"> Prioritizing tasks (hot dots) 	<ul style="list-style-type: none"> Use features that create pop-up reminders Report progress toward plans and goals in daily stand up meetings