

### Rubric on Organization: Tracking & Prioritizing Work

Throughout this cycle we have been focusing on organizational skills. These skills are essential to your ability to develop as an independent learner and will assist you as you learn to juggle many more classes and responsibilities in high school. In essence, organizational skills are one of the foundational pieces to your success at Gamble Montessori High School and beyond. This doesn't mean you have to do things in a specified way, but you ARE expected to try out different methods and figure out what works for you (FYI: this can't be nothing!).

**Directions:** Circle or highlight the parts of the rubric that define your experience. Then score yourself in the final column and add your reflections to explain why you gave yourself that score. Your teacher will also provide their feedback on your performance.

	Outstanding	Proficient	Developing	Score (O, P, D)	
<b>Planner/ Tracker Use</b>	<p>I tried out at least two different planning tools (written planner, digital work tracker, utilizing checklist, work list, etc) that I used every day during this cycle.</p> <p>I have selected a planning tool that I would like to try using this year.</p>	<p>I used one type of planning tool every day during this cycle</p> <p>I have selected a planning tool that I would like to try using this year.</p>	<p>I did not use a planning tool with consistency. Sometimes I wrote things down and sometimes I didn't.</p> <p>I have not determined which planning tool will work best for me.</p>	<p>Student score: Explain: fill the whole space</p>	<p>Teacher score: Feedback:</p>
<b>Prioritizing Work</b>	<p>I have figured out a way for dividing up what I am working on and completing what is due sooner or what is most important first.</p> <p>I know what I will work on during class each day and for homework.</p>	<p>I have developed a plan for when I work on certain subjects, but I am still struggling to figure out what work should get done first.</p> <p>I am struggling with another aspect of prioritizing work (explain if circled).</p>	<p>I don't know when I should work on what.</p> <p>I feel overwhelmed with so many different classes and subjects and don't know where to start.</p>	<p>Student score: Explain: fill the whole space</p>	<p>Teacher score: Feedback:</p>
<b>Completion of Assignments</b>	<p>I completed all of my assignments for all my classes <u>on time</u> and demonstrated <u>high quality work</u>.</p> <p>I made revisions on provided feedback.</p>	<p>I completed all of my assignments for all of my class but a few were late or were not done to the best of my ability.</p>	<p>I did not complete all of my assignments.</p> <p>Many assignments were done without great effort.</p>	<p>Student score: Explain: fill the whole space</p>	<p>Teacher score: Feedback:</p>

*"The greatest gifts we can give our children are the roots of responsibility and the wings of independence." -Maria Montessori*

