**Time Management Log:**

**Date:**

**How I used my time:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **0** | **1** | **2** | **3** | **4** | **5** |
| I didn’t complete any work today. | I worked less than half of the time | I worked about half of the time | I worked most of the time. | I worked the whole time with prompting | I worked the whole time without prompting |
| I don’t understand the material. | I don’t understand the materials, but asked for help. | I understand some of the material . | I understand most of the material. | I understand all of the material because I asked questions when I didn’t understand | I understood the material by reading directions and problems solving |
| I didn’t ask any questions | I asked questions rarely. | I asked some questions when I was stuck, but was often off task when I didn’t know what to do. | I asked questions most of the time. | I asked questions almost all of the time but needed 1 redirection | I asked questions whenever I didn’t understand. |

**What I accomplished today:**

**Did I come to class with reflections completed**: Yes No Nothing Due Today

**Am I on track to finish this project on time:** Yes Yes with 1 or 2 study halls No

**Upcoming Due Dates:**

**Missing Assignments:**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mrs. Singleton’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**