	Mastered	Practicing	Needs improvement	Needs a lessons
Availability of planner	Planner is present during work cycle.	Planner is eventually produced with some effort.	Student needs prompting to utilize planner during work cycle.	Student has lost planner or has left it at home.
Utilizing planner as a tool	Student lists specific tasks needing to be done. Tasks are clearly prioritized based on importance. Weekly goal recorded.	Students lists tasks on appropriate dates, but the tasks lack detail.	Student lists tasks randomly.	There is no visible evidence of the student using the planner as a tool.