

Review: Planning

Name _____

Date _____

Your Turn

Complete each of the following items.

1. Write the formula for creating an effective goal statement.

Idea + Opportunity = Goal

2. Write an effective goal statement.

Answers will vary.

3. On each line, write one of the six questions you need to answer about your goal. Then answer each question.

Who? (Answers will vary.)

What? (Answers will vary.)

Where? (Answers will vary.)

When? (Answers will vary.)

Why? (Answers will vary.)

How? (Answers will vary.)

4. What four other issues do you need to plan for? (Hint: They all start with "T.")

Tasks

Time

Team

Tools

5. Which two parts of your planning sheet will be especially important when you create a rubric sheet to evaluate your work?

The goal and objectives become categories on the rubric.

Reflect: What part of planning do you need to work on most? **Answers will vary.**
