

# T CHART PLAN FOR IMPROVING WORK HABITS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Select one of the following work habits or another from the work we have done in class. Complete the T Chart. Then select a specific “Look Like” and a specific “Sound Like” behavior as you focus for improvement.

**Work Habits:**     **Listening, Being Prepared, Managing My Time,  
Being Organized, Working Independently,  
Working With Others, Being Persistent,  
Accurately Assessing My Work,  
Showing Concern For The Quality Of My Work**

When I \_\_\_\_\_, it would:  
*(put the work habit here)*

Look Like (be very specific)	Sound Like (be very specific)

**GO.35.1**

# MY PLAN FOR THE WEEK

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**

**GO.35.2**

# TASK AND TIME PLAN

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Project: \_\_\_\_\_

M	T	W	Th	F	Sat	Sun

**GO.35.3**

# TASK AND TIME PLAN

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

Steps to get my project finished	Date to Complete

GO.35.4

# WHAT COULD KEEP ME FROM GETTING MY PROJECT DONE

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Problems</b>	<b>Solutions</b>

GO.35.5

# TASK AND TIME PLAN

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

Task: \_\_\_\_\_

<b>Action To Take</b>	<b>Date To Complete</b>
<b>Potential Barriers</b>	<b>Ways To Overcome These Barriers</b>

**GO.35.6**

# PROJECT CONTRACT

Course Title: \_\_\_\_\_

Name: \_\_\_\_\_ Contract Due Date: \_\_\_\_\_

First Check Point - Date: \_\_\_\_\_  
Tasks To Be Completed:

Second Check Point - Date: \_\_\_\_\_  
Tasks To Be Completed:

To Finish Project On - Date: \_\_\_\_\_  
Tasks To Be Completed:

Signature: \_\_\_\_\_

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# MY TIME DIARY

Time	Mon.	Tues.	Wed.	Thurs.	Fri.
6:00 AM					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00 PM					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00 AM					

GO.35.8



# IMPROVING MY WORK HABITS AND STUDY SKILLS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I want to improve: \_\_\_\_\_

\_\_\_\_\_

## Short Term Action Plan:

## Long Term Action Plan:

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I want to improve: \_\_\_\_\_

\_\_\_\_\_

## Short Term Action Plan:

## Long Term Action Plan:

GO.35.9

# HOW I USE MY TIME

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Minutes I Spend Doing Each Thing

Activity	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

**GO.35.10**

# GOOD THINKING HABITS

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Select one Good Thinking Habit to analyze. Put your selection in the box below.

Good Thinking Habits	
Being Persistent	Thinking Before Acting
Using Clear Language	Checking My Own Work
Clearly Knowing What Is Expected	Asking Good Questions
Checking For Accuracy	Being Creative
Using What I Already Know	Working With Others
Using All My Senses	Working Independently
Considering Other Points Of View	Being Curious
Listening Carefully	Thinking About How I Think

My Choice To Analyze: _____	
What I have seen others do who are good at this.	What I do.

GO.35.11

# PLANNING MY PROJECT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Sub-Task</b>	<b>What To Do</b>	<b>By When</b>
<b>Define exactly what I am to do.</b>		
<b>Audience for my work.</b>		
<b>Intended impact of my work on my audience.</b>		
<b>How will my work be assessed?</b>		
<b>Information Sources I will use.</b>		
<b>Steps in getting at organizing information.</b>		
<b>Steps in using the information to complete my project.</b>		

GO.35.12

# MAKING THE BEST USE OF MY TIME

Name: \_\_\_\_\_ Date: \_\_\_\_\_

How I Sometimes Waste Time	How I Could Improve

**GO.35.13**

# MAKING THE BEST USE OF MY TIME #2

Name: \_\_\_\_\_ Date: \_\_\_\_\_

How I Spend My Time Now	How I Could Improve

GO.35.14

