

Online Class Task Planner

My Name : _____

Week/Day: _____

Communication

When I checked my email today, I replied back to or wrote to the following people:

Week Of: Date:	Person or People Emailed	Subject	What I Need to Do to Move This Forward	People Who Can Help Me With This	Action Items (What I Need To Do)	How I Resolved This

FACILITATOR FEEDBACK

Date	Subject	Facilitator	Week Number	Assignment Name	Facilitator Feedback	What I Need to Do to Improve Next Time

Question Corner

This is my space to jot down notes, questions, etc while you work on my courses!

Coursework

I HAVE QUESTIONS ABOUT...

-Things to include: 1) Subject, 2) Assignment, 3) Week Number, 4) Specific Question(s)

-Example: *I have a question about math. In week three on assignment number two, I'm not sure how to perform problems 12-24.*

1. First
2. Second
3. Third
4. Fourth

I ENJOYED LEARNING ABOUT...

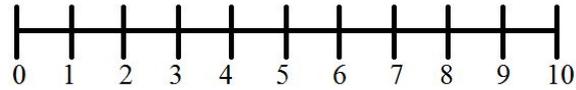
-Things to include: 1) Subject, 2) Assignment, 3) Week Number, 4) Specific Example(s)

-Example: *I enjoyed learning about figurative language in my English course. In week three, we got to write a short story using onomatopoeia, and I chose to write my story in comic book style to really emphasize that style of language.*

1. First
2. Second
3. Third
4. Fourth

REFLECT TO REMEMBER

1. On a scale of 1-10, I would rate my productivity & success as a ____ today:



2. I took steps toward completing or completed the following tasks today:

Date	Task	What I Achieved	What Is Remaining?	My Due Date

3. One thing I learned that inspired me or interested me to dig deeper was _____. This was important to me because...