

# Planning and regulatory checklist

**Metacognitive skill targeted:** learning planning, time management

## When to use it

After an activity is completed as a self- evaluation method.

## What you'll do

After completing an activity you will read the questions from the checklist and give your honest opinion on how you did the activity. This will help you understand the level of your achievement.

## What You Need

Planning and regulatory checklist chart

## How to use it

1. Read the questions from the planning and regulatory checklist chart
2. Reflect on the questions
3. Fill in the checklist

## About this Template

To fill in the chart answer the questions by checking the right box according to your answer. It is important that you answer all the questions.

## Tips for Reuse / Continuation

Try to find solutions that fit you best regarding answers where you put “Need to improve”.

## PLANNING AND REGULATORY CHECKLIST

Checklist	Yes	Somehow	No
I followed instructions.			
I avoided distractions.			
I completed work on time.			
I used planned learning strategies.			
I stayed focused on activity.			
I followed planned time.			
I thought about steps for completing the activity.			
I used breaks during the activity.			
I stayed motivated during the activity.			
I reached my final goal.			