



Project Action Plan Template

Date:	
Must Do <i>(What do I/we have to accomplish in today's class to stay on track)</i>	Might Do <i>(What could we try to accomplish in today's class to make our final product even better)</i>
Do you need a teacher conference today? YES/NO Teacher Sign Off: _____	

Reflection <i>Continuum of Engagement¹</i>					
<i>← Actively disengaged →</i>		<i>← Passively disengaged or engaged →</i>		<i>← Actively engaged →</i>	
DISRUPTING (1)	AVOIDING (2)	WITHDRAWING (3)	PARTICIPATING (4)	INVESTING (5)	DRIVING (5)
Distracting others Disrupting learning	Looking for ways to avoid work Off-task behavior	Being distracted Physically separating from the class/group	Doing work Paying attention Responding to questions	Asking questions Valuing the learning	Setting goals Seeking feedback Self-assessment
Did you accomplish everything on the "Must Do" list today? → YES/NO					
If you answered "NO" above, explain why:					
What do you need to work on for homework?					
Teacher Sign Off: _____					

¹ This figure is adapted from Amy Berry's research on teacher's perceptions of engagement. Berry, A. (2020). Disrupting to driving: Exploring upper primary teachers' perspectives on student engagement. *Teachers and Teaching*, 26(2), 145–165.6