

Weekly SMART Goal & Progress Log

Set the Goal. Follow the Way. Take Action.



Technology Commons
Port Credit Secondary School
May The Light Never Be Lacking

Student Number: _____

Course: _____

Week #: _____

/20

Expectations

Make your work easy to see: write clearly, add useful details, and use the right technical words. If I cannot read it, the mark is 0. Use this sheet to plan your class time. I give you enough time in class, so I do not normally assign homework. Want to get more from the course? Practise, build, and keep learning outside class too. Be intentional - you can do more than you think.

Monday

Set a SMART Goal

Daily Progress

What will I do? Be specific.

What I did / learned this period

Is it attainable, relevant, and timely?

What could have been better?

Measurable: What is done by end of class?

What's next?

Finish, practice, or explore more after school if you choose.

Tuesday

Set a SMART Goal

Daily Progress

What will I do? Be specific.

What I did / learned this period

Is it attainable, relevant, and timely?

What could have been better?

Measurable: What is done by end of class?

What's next?

Finish, practice, or explore more after school if you choose.

Wednesday

Set a SMART Goal

Daily Progress

What will I do? Be specific.

What I did / learned this period

Is it attainable, relevant, and timely?

What could have been better?

Measurable: What is done by end of class?

What's next?

Finish, practice, or explore more after school if you choose.

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Thursday	Set a SMART Goal	Daily Progress
What will I do? Be specific.		What I did / learned this period
Is it attainable, relevant, and timely?		What could have been better?
Measurable: What is done by end of class?		What's next?
		Finish, practice, or explore more after school if you choose.

Friday	Set a SMART Goal	Daily Progress
What will I do? Be specific.		What I did / learned this period
Is it attainable, relevant, and timely?		What could have been better?
Measurable: What is done by end of class?		What's next?
		Finish, practice, or explore more after school if you choose.

Weekly Progress Check

What progress did you make toward your goals this week?

What still needs attention, practice, or another try?

How can you balance getting work done, being present, and taking care of yourself over the weekend?

Catch up · practice · prepare · rest · connect · be fully present

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Highlight of the Week

Something you made, learned, solved, improved, or are proud of. Use words, drawings, diagrams, or symbols.

Thankful + Credit

Who or what are you thankful for this week? Give credit to a classmate, source, tool, example, or idea that helped you learn or make progress.

What Helped Me Work Well?

A routine, workspace choice, break, tool, teamwork habit, or way of working that helped you focus, stay safe, or feel balanced.

Reset for Next Week

One thing you will adjust to make your learning or work smoother, safer, or less stressful.

Something fun I want to do this weekend

Warrior Work Ethic: Learning Skills Proof

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Circle one rating: E = Excellent, G = Good, S = Satisfactory, N = Needs Improvement

Rate the evidence honestly. Giving yourself all Es without earning them will lose you marks. For example, if the class is asked to participate and you do not, Initiative and Collaboration should be N, not E.

Responsibility	How have you demonstrated or improved this?	RATING
Getting things done without anyone reminding you. Not just submitting tasks - but showing you are in control of your life.	_____	E ☐
	_____	G ☐
	_____	S ☐
	_____	N ☐

Organization	How have you demonstrated or improved this?	RATING
Keeping track of goals, tools & materials on your own. Using your planner/log so your life is not chaos in a backpack.	_____	E ☐
	_____	G ☐
	_____	S ☐
	_____	N ☐

Independent work	How have you demonstrated or improved this?	RATING
Starting right away, staying focused, keeping goals. Figuring things out yourself before looking for help.	_____	E ☐
	_____	G ☐
	_____	S ☐
	_____	N ☐

Initiative	How have you demonstrated or improved this?	RATING
Doing what needs to be done without being asked/assigned. Asking good questions and seeking ways to grow.	_____	E ☐
	_____	G ☐
	_____	S ☐
	_____	N ☐

Collaboration	How have you demonstrated or improved this?	RATING
Being someone others actually want to work with. Helping others improve their weaknesses & learning from their strengths.	_____	E ☐
	_____	G ☐
	_____	S ☐
	_____	N ☐

Self-regulation	How have you demonstrated or improved this?	RATING
No phones unless absolutely necessary - you stay in control, not distracted. Finding the middle path and maintaining balance.	_____	E ☐
	_____	G ☐
	_____	S ☐
	_____	N ☐