

**CREATING RUBRICS**

**CREATING A RUBRIC FOR  
INDIVIDUAL TASK MANAGEMENT**

1. Use the following elements for an *Individual Task Management* rubric:

	LIMITED	DEVELOPING	PROFICIENT	ADVANCED	EXEMPLARY
Solicits and uses feedback.					
Sets appropriate and realistic goals.					
Works independently with minimal supervision.					
Perseveres appropriately.					
Carries out tasks carefully and diligently.					
Meets deadlines.					

2. Add descriptors depicting what students do as they develop the task management expertise needed to complete the project. Here is an example of criteria for the first element of the rubric:

	LIMITED	DEVELOPING	PROFICIENT	ADVANCED	EXEMPLARY
Solicits and uses feedback.	Does not see the need for feedback; does not solicit or use feedback.		Uses feedback to improve performance.		Seeks out feedback and uses information to improve products or performance.

*“Creating a Rubric for Individual Task Management” is adapted from materials provided by Sir Francis Drake High School, San Anselmo, California, and Tamalpais Union High School District, Larkspur, California.*