You are responsible for identifying evidence that demonstrates your development of the specific skills.

### Self-management Skills

**Organization skills** *(possible demonstrations)*

- Plan short- and long-term milestones; meet deadlines
- Keep and use a weekly planner for milestones
- Make plans that are logically sequential and efficient
- Organize time and energy for a sustained period of time
- Set goals that are challenging and realistic
- Keep an organized and logical system of information
- Keep a basic log or timeline planning for the project
- Use appropriate strategies for organizing complex information
- Select and use technology effectively and productively

### Affective skills

- Practise focus and concentration
- Practise strategies to develop mental focus
- Practise strategies to overcome distractions
- Demonstrate persistence and perseverance
- Practise strategies to reduce stress and anxiety
- Practise analysing and attributing causes for failure
- Practise managing self-talk and positive thinking
- Practise “bouncing back” after adversity, mistakes and failures
- Practise dealing with disappointment and unmet expectations
- Practise dealing with change throughout the project

### Reflection

Describe how have you been demonstrating, using and developing organization skills and affective skills?
# The MoSCoW Method

Effectively assess your progress and stay persistent and persevere

<table>
<thead>
<tr>
<th>Must do</th>
<th>Essential actions and absolutely required to achieve your goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should do</td>
<td>You should do to achieve your goal (important)</td>
</tr>
<tr>
<td>Could do</td>
<td>You could do to achieve your goal (desirable)</td>
</tr>
<tr>
<td>Won’t do</td>
<td>Won’t be part of the project (least-critical)</td>
</tr>
</tbody>
</table>

## State of mind

Reflection questions

1. Is there anything that make me feel stuck? What other ways might be there to solve this?

2. Do I work as hard as I can?

3. Do I spend enough time to do quality work? Or can I improve?

4. Do I make good use of available resources?

5. Do I regulate my procrastination, distraction, and temptation in order to complete my personal project?

6. Do I ask questions if I need help or struggle? What new strategies can I try next?

6. Is my project/outcome something I am proud - that I would proudly show to a large, global audience?
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Banner: My clipart store
http://www.myclipartstore.com/

Digital Paper: Teresa Lewis
https://www.teacherspayteachers.com/Product/Sweet-Paper-Pack-1212291

Text:
MYP: From principles into practice
Further guidance for MYP Projects

MoSCow Method:
Personal Project (Skills for Success) by Laura England and Angela Stancar Johnson

State of mine adapted from "Growth Mindset: Personal Accountability and Reflection" by Jackie Gerstein