

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 1/2)



Name:

## Resource Sheet 3.1

Can be used to meet

**Assessment Criteria: L1** 1.1/1.2/1.3

**Assessment Criteria: L2** 1.1/1.2

**Title: What am I good at and what could I improve?**

Below are 20 skill cards. Cut out the cards.



Writing



Reading

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 1/2)

Cut out the cards.



Listening to others



Working with others



Leading a group



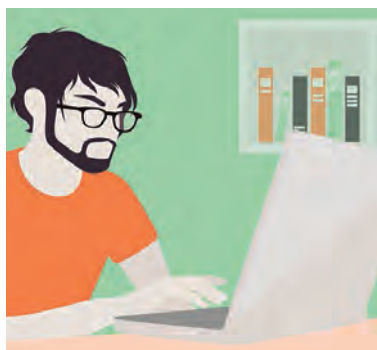
Communicating my ideas



Using ICT



Following instructions



Working alone



Thinking about new ideas



Finding information

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 1/2)

Cut out the cards.



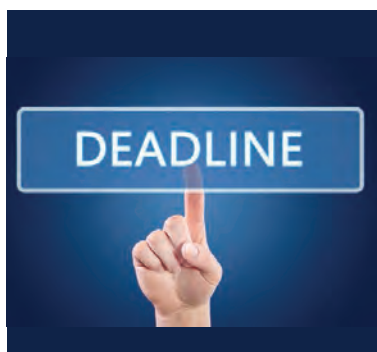
Solving problems



Making decisions



Asking questions



Completing work  
on time



Presenting neat  
accurate work



Reading and  
understanding information



Helping others



Paying attention



Creating things

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 2)



Name:

**Resource Sheet 3.2**

**Teacher Resources:**

Can be used to meet

**Assessment Criteria: L2: 1.1/1.2**

**Title: Things I am good at and things I could improve**

Use the skills cards from **Resource Sheet 3.1** to complete **Table 1** and **Table 2**.

**Table 1:** Three things I am good at.

Paste three images to show what you are good at.

I am good at	I am good at	I am good at

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 2)

**Table 2:** Three things I could improve on  
Paste three images to show what you could improve on.

I could improve on	I could improve on	I could improve on

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 2)



**Name:**

## Resource Sheet 3.3

Can be used to meet

**Assessment Criteria: L2 1.3**

### Title: Identifying one area for improvement

Work with a partner. Discuss what area you would like to improve on.  
Write down one area for improvement.

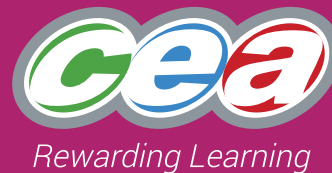
**One area I would like to improve is...**

Discuss with your partner what action you need to take to make this improvement.  
Write down one action you will take to make this improvement.

**My action for improvement is...**

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 2)



Name:

## Resource Sheet 3.4

Can be used to meet

Assessment Criteria: L2 1.3/3.1/3.2

### Title: What can I do to make improvements?

Select one action you could take to improve your work from the list below.



Spend more time planning what I will do



Take more time to complete my work

**SAFETY FIRST!**



Be more careful



Think more about the questions I will ask



Ask for help if I am not sure about something



Try to pay more attention

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 2)



Help others in group work



Take the lead in a group activity



Practice my communication skills



Try to think of new ideas



Set a deadline to complete my work



Find problems to solve and ways to solve them



# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 2)



Write down instructions



Think about my options  
when making decisions



Gather more information



Identify who  
can help me



Be clear about  
what I need to do

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 3)



Name:

## Resource Sheet 3.5

Can be used to meet

**Assessment Criteria: L3 1.1/1.2**

## Title: Skills and qualities

The 20 boxes below show different skills.



Writing



Reading

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 3)



Listening to others



Working with others



Leading a group



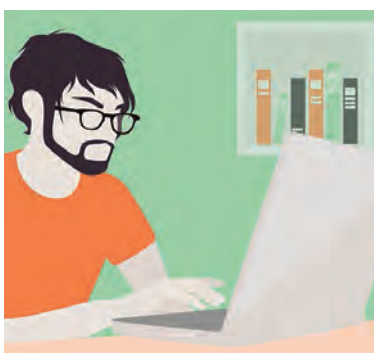
Communicating my ideas



Using ICT



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Working alone



Thinking about new ideas



Finding information

# Task Sheet

Entry Level Learning for Life and Work:  
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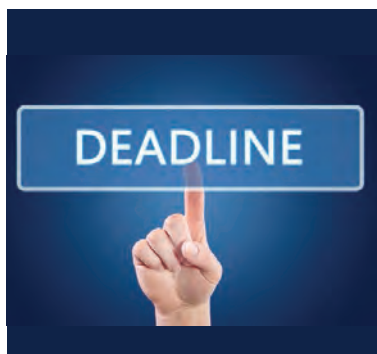
Solving problems



Making decisions



Asking questions



Completing work  
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Presenting neat  
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understanding information



Helping others



Paying attention



Creating things

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The boxes below show different qualities.

Honesty

Responsible

Reliable

Funny

Thoughtful

Caring

Confident

Committed

Hard working

Positive

Patient

Persistent

# Task Sheet

Entry Level Learning for Life and Work:  
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The boxes below show different qualities.

Calm

Helpful

Adaptable

Determined

Generous

Punctual

Outgoing

Friendly

Polite

# Task Sheet

Entry Level Learning for Life and Work:  
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Take time to identify and think about your skills and qualities.

Think about your strengths and weaknesses.

List your skills and qualities as strengths and weaknesses.

My Strengths and Weaknesses	
Strengths	Weaknesses

# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 2)



**Name:**

**Resource Sheet 3.6**

Can be used to meet

**Assessment Criteria: L2 2.1**

**Title: Identifying one target for improvement**

Work with a partner. Discuss one target for improvement.

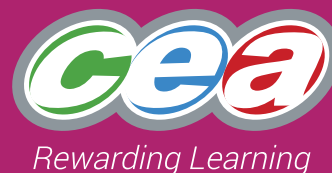
Write down one area for improvement.

**My target for improvement is...**



# Task Sheet

Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 3)



**Name:**

**Resource Sheet 3.7**

Can be used to meet

**Assessment Criteria: L3 2.1**

**Title: Choosing targets to set**

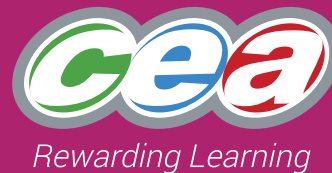
Use your strengths and weakness table. Select two targets for improvement.

**My first target is...**

**My second target is...**

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Entry Level Learning for Life and Work:  
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Name:

## Resource Sheet 3.8

Can be used to meet

Assessment Criteria: L2 3.1/3.2

### Title: Planning my actions

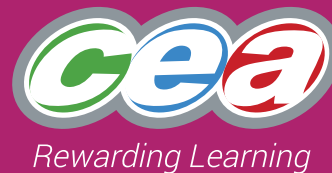
Write down three actions you will take to meet your target and set deadlines to complete them.

My actions are

Actions	Target Date to Complete
Actions 1:	
Actions 2:	
Actions 3:	

# Task Sheet

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Name:

## Resource Sheet 3.9

Can be used to meet

Assessment Criteria: L2 3.3

### Title: Evaluating my performance

Write down the answers to the following questions to help you assess your performance.

1. What was your target?

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Answer each question by putting a tick in the box **Yes** or **No**.



	Yes	No
2. Did you meet your target?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did you meet your deadline for action 1?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did you meet your deadline for action 2?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did you meet your deadline for action 3?	<input type="checkbox"/>	<input type="checkbox"/>

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If you completed everything on time – well done!!!

6. For any action deadlines you did not meet give one reason why you did not meet them.

6a. I did not meet my deadline for action 1 because...

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6b. I did not meet my deadline for action 2 because...

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6c. I did not meet my deadline for action 3 because...

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7. Which action did you find most difficult?

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8. If you were doing this action again, what would you do differently?

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9. Overall how would you rate your performance. Put a tick in one of the boxes below.

Oh dear!

Alright

Good

Great

Excellent

# Task Sheet

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Name:

## Resource Sheet 3.10

Can be used to meet

**Assessment Criteria: L3 3.1**

### Title: My action plan

Choose one of your targets for improvement and complete the action plan below.

My target for improvement is \_\_\_\_\_

Actions needed	Who will take the action?	When will they take the action.	Was the deadline met? (Yes or No)	If not. What's the new deadline?

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Entry Level Learning for Life and Work:  
Unit 3 Developing My Self-Management Skills (Level 3)



Name:

## Resource Sheet 3.11

Can be used to meet

**Assessment Criteria: L3 3.2**

### Title: Reviewing my planning

Think about and discuss your planning with a partner.

Write down two strengths and two weaknesses of your planning.

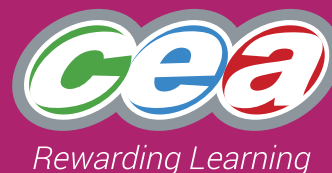
#### Strengths and Weaknesses.

Strengths
1.
2.

Weaknesses
1.
2.

# Task Sheet

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Unit 3 Developing My Self-Management Skills (Level 3)



Name:

## Resource Sheet 3.12

Can be used to meet

**Assessment Criteria: L3 3.2**

### Title: Reviewing my partner's planning

Discuss your partner's planning and action plan. Ask them some questions about this.

For example, you could ask

- Why did you choose these actions?
- Why did you set this deadline?
- What do you think the problems will be?

Write down the answers to the questions to help you assess their performance.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Task Sheet

Entry Level Learning for Life and Work:  
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After the discussion with your partner complete this section in **their** resource sheet.

Write down the answers from your discussions to help you assess your performance.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Write down one thing that could be improved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of pupil who completed the action plan.

\_\_\_\_\_ Date: \_\_\_\_\_

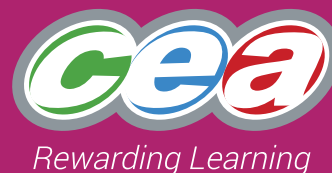
Name of the pupil who reviewed the action plan.

\_\_\_\_\_ Date: \_\_\_\_\_



# Task Sheet

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Unit 3 Developing My Self-Management Skills (Level 3)



Name:

## Resource Sheet 3.13

Can be used to meet

**Assessment Criteria: L3 3.3**

### Title: Reviewing my learning

Use the following questions to help you assess your performance.

1. What did you do well?

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2. Could you have done things differently or better?

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# Task Sheet

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3. What was easy? What was difficult?

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4. What did you enjoy most?

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