

## Portfolio Planner

**Directions:** Use this form to record and clarify the goals of your portfolio and to identify the strategies and resources you expect to use in pursuing those goals. Keep a copy of this planner handy to track your progress and record notes from conferences with your teacher. When your portfolio is complete, use this form in conjunction with the Portfolio Self-Evaluation form to assess how well you did.

### Part I: Goals

1. Type of portfolio:

\_\_\_\_\_ Working Portfolio to collect and organize work in progress

\_\_\_\_\_ Presentation Portfolio to showcase my best work

\_\_\_\_\_ Other \_\_\_\_\_

2. My specific goal for this portfolio is \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. To achieve this goal, I will need to focus on developing the following skills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. The finished portfolio will show the following things about me:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. The finished portfolio will demonstrate the following strengths and abilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Part II: Strategies and Resources

6. I will need to do these assignments and activities to reach my goals:

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7. I expect to complete this portfolio by \_\_\_\_\_.

8. Complete the following chart to plan the specific steps in completing your portfolio. As you complete each step, record the date in the last column.

Goal:				
Step	Task: Assignment or Activity	Materials and Resources Needed	Will Be Completed By	Date Completed
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

### Plan Approval

Date of Conference \_\_\_\_\_ Teacher's Signature \_\_\_\_\_

Suggestions \_\_\_\_\_

### Progress Check

Date of Conference \_\_\_\_\_ Teacher's Signature \_\_\_\_\_

Suggestions \_\_\_\_\_

Date of Conference \_\_\_\_\_ Teacher's Signature \_\_\_\_\_

Suggestions \_\_\_\_\_