**AT 2 Checklist**

**Planning**

* I have created a plan of what I need to do and what resources I will need to reach my learning goal.
* This plan is organised in a logical fashion
* I have some sort of time management that breaks down when I will complete my planned actions considering due dates and planned check-ins with the teacher.
* This plan has additions and updates that show how it developed over the course of the learning journey.

**Development**

* I have completed actions from my plan and have evidence of these actions.
* I have completed actions that I had not thought of when I completed my original plan. I found these actions unintentionally or by proactively seeking them out.
* I have evidence of challenges or problems that I faced in reaching my learning goal and what I did to overcome or resolve those problems.
* I have evidence of opportunities that arose and how I took advantage of them to progress my learning.
* I have evidence of updates to my plan and progress as problems or opportunities were dealt with.

**Presentation**

* I have chosen the best format to present my learning not just what is the easiest or most familiar option to me.
* I have included evidence that shows progress over time toward my learning goal.
* Evidence of my learning is presented in a way that someone else can understand without needing me to add extra explanation.
* I don’t have extra details that are not relevant to my learning progress toward my goal.

**Feedback**

* I have received feedback on my work.
* I have actively responded to this feedback by either reflecting on various aspects and/or putting suggestions from the feedback into action.
* My responses to the feedback are focussed on the learning goal and how I will make progress using that feedback.
* In these responses I have extra information that goes beyond just responding to what the person giving feedback said.