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| **Artifact Name** | Weekly Planner |
| **Course Subject** | Demonstrate Planning and Organizing Skills |
| **Last Update** | June 11, 2009 |
| **Rationale** | I included this because if I don’t plan out my week, I won’t get anything done. A weekly planner is crucial in my life. |
| **Knowledge** | I learned that I focus so much better when I plan things out. |
| **Skills** | I had to try and think ahead for each week. |
| **Growth and Improvement Statement** | If I had to do it over, I would start using a planner last year. |