

SELF-ASSESSMENT: COLLABORATION – MANAGING THE SHARING OF TASKS IN A PROJECT

Rate yourself on each statement:

- In need of improvement
- My skills are emerging
- I'm meeting the standards
- I'm exceeding the expectations

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Category	In need of improvement	My skills are emerging	I'm meeting the standards	I'm exceeding the expectations
Task Allocation	I rarely participate in dividing tasks among group members	I sometimes take part in sharing tasks but may not ensure fairness	I usually help allocate tasks fairly based on strengths and skills	I consistently ensure tasks are shared fairly, considering abilities and workload balance
Responsibility for Tasks	I often avoid responsibility for completing my assigned tasks	I sometimes complete my tasks but may need reminders	I usually take responsibility and complete my tasks on time	I consistently take responsibility for my tasks and support others when needed
Monitoring Progress	I rarely check progress or follow up on shared tasks	I sometimes monitor progress but not regularly	I usually monitor the group's progress and ensure tasks are on track	I consistently monitor progress, give constructive feedback, and suggest improvements
Supporting Team Members	I rarely offer help to teammates with their tasks	I sometimes help others but only when asked	I usually support team members when they need help	I consistently support teammates, encourage collaboration, and share workload when needed



Reflective questions

1. How do I usually contribute to dividing tasks fairly within my group?
2. When have I been most effective in taking responsibility for my part of a project?
3. How can I improve the way I monitor progress and support my teammates?

Guidelines for action

1. Identify Strengths and Growth Areas
 - Highlight one area where you already manage task sharing effectively.
 - Highlight one area where you can improve.
2. Set a SMART Goal
 - Example: "I will create a task chart for my group's next project to ensure fair sharing and clear responsibilities."
3. Choose an Action Step
 - Pick one practice to strengthen immediately (e.g., ensuring fairness in allocation, following up on deadlines, offering peer support).
4. Monitor Your Progress
 - Keep a weekly reflection: How did I manage or support the sharing of tasks this week?
5. Seek Feedback
 - Ask a teacher, mentor, or peer how effectively you contribute to managing and sharing tasks.
6. Review and Reassess
 - After 6–8 weeks, retake the self-assessment.
 - Reflect on your progress and set a new collaboration goal.

