

LOGBOOK SELF-REVIEW FORM

STEP 1: Review your previous logbook entries. Inventory your six best and rate each one using the rubric given to the right.

- 1 – Missing
- 2 – Incomplete, minimal long-term value to author
- 3 – Moderate, some long-term value to author
- 4 – Complete, clear long-term value to author
- 5 – Exemplary, considerable long-term value to others

Entry	Date	Rating (circle one)
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5
		1 2 3 4 5

STEP 2: Self-assess your logbook in the areas below using the scales provided (*circle one*).

<u>Project Management</u>					
Goals	1 – missing	2 – vague	3 – multiple/ divergent	4 – some focus	5 – focused & strategic
Action Items	1 – missing	2 – haphazard	3 – minimal/organized	4 – clear & sequenced	5 – tasks remove bottlenecks, self and team
Team/Client Notes	1 – missing	2 – minimal	3 – moderate	4 – extensive	5 – extensive + value add
OVERALL RATING	1 – insufficient	2 – sub-standard	3 – fair	4 – good	5 – excellent
<u>Design Development</u>					
Notes & Analysis	1 – missing	2 – sparse	3 – relevant	4 – detailed, extensive	5 – value to others
Decisions	1 – missing	2 – random, sparse	3 – highlights	4 – clear/reasoned	5 – comprehensive, justified w/evidence
Illustrations	1 – missing	2 – unclear, messy	3 – basic w/o discussion	4 – detailed w/ discussion	5 – useful as design tool
OVERALL RATING	1 – insufficient	2 – sub-standard	3 – fair	4 – good	5 – excellent
<u>Assessment (of self & team)</u>					
Reflection	1 – missing	2 – little awareness	3 – occasional	4 – regular & effective	5 – incorporates planning/improvement
Strengths	1 – missing	2 – little awareness	3 – moderate	4 – clearly identified	5 – detailed knowledge
Improvement	1 – missing	2 – little awareness	3 – some areas cited	4 – forward looking	5 – detailed action plan
OVERALL RATING	1 – insufficient	2 – sub-standard	3 – fair	4 – good	5 – excellent
<u>Organization</u>					
Entries	1 – missing	2 – insufficient	3 – forced, sparse	4 – regular	5 – regular & spontaneous
Labels	1 – missing	2 – sparse & generic	3 – consistent	4 – informative	5 – detailed/consistent
Layout	1 – unclear	2 – haphazard	3 – readable	4 – formatted	5 – clear, structured, helpful, consistent
OVERALL RATING	1 – insufficient	2 – sub-standard	3 – fair	4 – good	5 – excellent

STEP 3: Paste this form in your logbook and make an entry examining the **two greatest strengths** and **two greatest areas for improvement** in your personal documentation. State why each strength as well as each improvement adds value. Explain how you might implement each improvement.