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.

<table>
<thead>
<tr>
<th>Entry</th>
<th>Date</th>
<th>Rating (circle one)</th>
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STEP 2: Self-assess your logbook in the areas below using the scales provided (circle one).

### Project Management
- **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

### Design Development
- **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

### Assessment (of self & team)
- **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

### Organization
- **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.