

Competence dimensions	Level descriptors			
	1	2	3	4
A) Clearly defining goals	Does not plan or live in the short term.	Comply with what is externally required.	Enumerates and describes short, medium and long-term goals.	Regularly revises objectives and the degree of achievement.
B) Ranking objectives according to criteria	Confuses priorities with immediate desires.	Confuses priorities or focuses on the easiest objectives.	Establish clear order of priorities.	Differentiate long, medium and short-term priorities.
C) Planning the activities	Does not plan. Act based on urgency.	Planning is too general, often forgetting to include deadlines.	Has a written plan with beginning and ending dates.	The plan includes alternatives and responses to contingencies.
D) Habitually sticking to a plan	Often fall behind or do not achieve objectives.	Meet deadlines but often at the expense of quality.	Achieves goals with sufficient quality and within the deadline.	Not only complete tasks on time but save time for other tasks.