

METACOGNITION consists of three basic elements:

- *Developing* a plan of action
- *Maintaining/monitoring* the plan
- *Evaluating* the plan

Before - When you are *developing* the plan of action, ask yourself:

- What in my prior knowledge will help me with this particular task?
- In what direction do I want my thinking to take me?
- What should I do first?
- Why am I reading this selection?
- How much time do I have to complete the task?

During - When you are *maintaining/monitoring* the plan of action, ask yourself:

- How am I doing?
- Am I on the right track?
- How should I proceed?
- What information is important to remember?
- Should I move in a different direction?
- Should I adjust the pace depending on the difficulty?
- What do I need to do if I do not understand?

After - When you are *evaluating* the plan of action ask yourself:

- How well did I do?
- Did my particular course of thinking produce more or less than I had expected?
- What could I have done differently?
- How might I apply this line of thinking to other problems?
- Do I need to go back through the task to fill in any "blanks" in my understanding?

Excerpted from *Strategic Teaching and Reading Project Guidebook*. (1995, NCREL, rev. ed.).