

How Organized Are You?

Circle 1 if the statement is never true.

Circle 2 if the statement is sometimes true.

Circle 3 if the statement is often true.

Circle 4 if the statement is always true.

1	I check for my supplies the night before school.	1	2	3	4
2	I have a dictionary, a good light, and study tools at home.	1	2	3	4
3	I bring everything I need at home from school.	1	2	3	4
4	I check to be sure I have my assignments before the end of the class.	1	2	3	4
5	I check to make sure I have the right books before going home in the afternoon.	1	2	3	4
6	I have the phone number of one classmate in each of my classes.	1	2	3	4
7	At the beginning of each week, I think about what I need to accomplish.	1	2	3	4
8	I clean out my book bag at least twice per month.	1	2	3	4
9	I have a notebook or folder for each class.	1	2	3	4
10	I always have an extra pencil or pen in my backpack.	1	2	3	4
11	When I have a major project due, I mark tasks to be completed on a calendar.	1	2	3	4
12	I have a calculator when needed.	1	2	3	4
13	I have a daily planner or assignment book where I can write down my assignments every day.	1	2	3	4
14	I do homework the night before, not just before class.	1	2	3	4
15	I check my planner frequently.	1	2	3	4
16	I check my book bag in the morning before I leave from home to make sure I have my assignments that are due.	1	2	3	4
17	The papers in my notebooks are neat and orderly.	1	2	3	4
18	I get supplies before they run out (like more paper).	1	2	3	4
19	I have my homework ready on the day it is due.	1	2	3	4
20	I study on a regular basis.	1	2	3	4

70-80 You are totally organized and ready to learn!

Add up your points:

50-69 Just a few areas that need to improve!

30-49 Improvement is needed.

(adapted from Miami-Dade County Public Schools' "Tools for Success")