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 is the statement is always true.

1I check for my supplies the night before school.12342I have a dictionary, a good light, and study tools at home.12343I bring everything I need at home from school.12344I check to be sure I have my assignments before the end of the class.12345I check to make sure I have the right books before going home in the afternoon.12346I have the phone number of one classmate in each of my classes.12347At the beginning of each week, I think about what I need to accomplish.12348I clean out my book bag at least twice per month.12349I have a notebook or folder for each class.123410I always have an extra pencil or pen in my backpack.123411When I have a major project due, I mark tasks to be completed on a calendar.123412I have a calculator when needed.123413I have a daily planner or assignment book where I can write down my assignments123414I do homework the night before, not just before class.123415I check my planner frequently.123416I check my book bag in the morning before I leave from home to make sure I have my assignments that are due.123						
1 1 2 3 4 4 1 1 2 3 4 4 1 1 1 2 3 4 5 1 1 1 2 3 4 5 1 1 1 2 3 4 5 1 1 1 1 1 2 3 4 6 1 1 1 1 1 2 3 4 6 1 1 1 1 1 1 1 1 1	1	I check for my supplies the night before school.	1	2	3	4
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	18	I get supplies before they run out (like more paper).	1	2	3	4
20 I study on a regular basis. 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.

Below 30 Help is definitely required!

My Organization Plan

Name:			Date:	Period:			
List two (2) a	reas wh	ere you need to be bette	er organized and creat	e a plan for doing it.			
Example: projects.	Proble	em: I need to stop waiting until the last minute to begin long-term					
and	Plan:	I am going to create a calendar of tasks to be completed for the project					
anu		check my progress dail	y.				
Problem #1:							
Plan:							
Problem #2:							
Plan:							
Extra Credit: S	Share thi	s plan with your parent(s)	and return this assignm	nent.			
Parent/Guard	ian Signa	ature:					

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