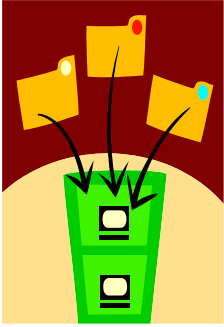


IMPROVING ORGANIZATIONAL SKILLS – Handout 1



Organizational Skills Survey

The most important thing to remember as you take this survey is to be **HONEST** with yourself. You will not be able to improve in a particular skill if you do not identify that you need to work on it. Put a checkmark by each item that you think you need to improve upon.

- 1. I have my clothing and school materials ready each night before I have school.
- 2. I write my assignments down in a notebook daily.
- 3. I have a daily planner.
- 4. I use my daily planner every day.
- 5. I keep track of the grades that I have received in each class.
- 6. I have a quiet place set aside to study at home.
- 7. My locker is neat enough to find things quickly.
- 8. My room at home is neat enough to find things quickly.
- 9. I put my class papers in a separate folder or separate section of a portfolio.
- 10. I usually go to bed at the same time on school nights.
- 11. I finish homework before I watch television on school nights.
- 12. I tape my favorite shows to watch later if they interfere with my study time.
- 13. I keep a list of the assignments due and an estimate of how much time it will take to complete each one.
- 14. I try to finish things early so that if something unexpected comes up I will finish on time.
- 15. I have all the materials with me that I need for each class.
- 16. I categorize assignments as “unimportant,” “important” or “urgent.”

Look at the items that you checked. Choose one that you want to work on this week and write it below.

Write the item that you chose in your notebook or day planner in a conspicuous place and use it to remind yourself that you need to change a behavior in this area in order to become a more organized person.

(Place in binder)