

Organizational Skills Checklist

Student _____

Goal _____

Place a Y in the box for each item that **FULLY** meets the criteria. Place an N in the box if the item is missing or does not meet the criteria.

Dates:				
1. Book bag				
a) Free from loose papers				
b) Homework folder				
c) Planner				
2. Binder/Folders				
a) Folder for each subject				
b) Within each subject, there is a place for completed assignments				
c) There is a place for incomplete assignments				
d) Free from loose papers				
e) Notes for each subject are organized from oldest to newest and secured				
3. Planner				
a) Free from loose papers or items not related to school				
b) Assignments are filled in for each subject				
c) Due dates are indicated next to each assignment				
d) Enough information is included to complete the assignment				
4. Homework folder				
a) Free from loose papers.				
b) Contains all assignments needed to complete work				
c) Has related books when needed to complete assignments				
5. Locker				
a) Free from loose papers and other unnecessary items.				
b) Book and folder/binder for each subject are together on the shelf				
c) Books/folders are in the order needed				
d) Schedule posted				
e) Coats or gym clothes are together in one area				
Total out of 20				
19/20=95%, 18/20=90%, 17/20=85%, 16/20=80%, 15/20=75%, 14/20=70%, 13/20=65%, 12/20=60%, 11/20=55%, 10/20=50%				