Organizational Skills Checklist Sample

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 |  |  |  |  |  |
| 1. Free from loose papers |  |  |  |  |  |
| 1. Homework folder |  |  |  |  |  |
| 1. Planner |  |  |  |  |  |
| 1. Binder/Folders |  |  |  |  |  |
| 1. Folder for each subject |  |  |  |  |  |
| 1. Within each subject, there is a place for completed assignments |  |  |  |  |  |
| 1. There is a place for incomplete assignments |  |  |  |  |  |
| 1. Free from loose papers |  |  |  |  |  |
| 1. Notes for each subject are organized from oldest to newest and secured |  |  |  |  |  |
| 1. Planner |  |  |  |  |  |
| 1. Free from loose papers or items not related to school |  |  |  |  |  |
| 1. Assignments are filled in for each subject |  |  |  |  |  |
| 1. Due dates are indicated next to each assignment |  |  |  |  |  |
| 1. Enough information is included to complete the assignment |  |  |  |  |  |
| 1. Homework folder |  |  |  |  |  |
| 1. Free from loose papers. |  |  |  |  |  |
| 1. Contains all assignments needed to complete work |  |  |  |  |  |
| 1. Has related books when needed to complete assignments |  |  |  |  |  |
| 1. Locker |  |  |  |  |  |
| 1. Free from loose papers and other unnecessary items. |  |  |  |  |  |
| 1. Book and folder/binder for each subject are together on the shelf |  |  |  |  |  |
| 1. Books/folders are in the order needed |  |  |  |  |  |
| 1. Schedule posted |  |  |  |  |  |
| 1. 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% |  |  |  |  |  |