

Am I Organized?

Read the questions and circle/highlight the first answer that comes to mind:

1. Things that I need to do (like homework) are:

- A. In a calendar on my phone or written in an agenda
- B. Written down on a scrap piece of paper or post-it note
- C. Floating around in my head

2. When handing in an assignment you:

- A. Are actually excited to hand it in because you know it is complete and well done!
- B. A little nervous - you couldn't find the sheet, so you had to wing it
- C. Are trying to think of an excuse because you lost it/ forgot about it

3. When school is out and you get home, what homework will you be working on?

- A. The work that I carefully recorded in my agenda
- B. The thing that I wrote on my hand or that my friend texts me about
- C. I usually don't know what I should be working on

4. Based on past experience, teachers expect YOU to:

- A. Be in class before the bell, prepared and ready to learn
- B. Show up to class just after the bell
- C. Get to class at some point (hopefully)

5. Your binder resembles (looks like):

- A. A military officer's uniform (neat, clean and well put together)
- B. A store on Boxing Day - neat enough to find what I need to, but cluttered enough that it could use some attention
- C. A closet so packed that it will explode when you open it

6. The assignment outline you need for your project is probably?

- A. Nicely clipped into your binder, with the date on it
- B. In a pile in your notebook, locker or crumpled in your backpack
- C. Completely lost

7. You're better at:

- A. Figuring out what to do when presented with many things (prioritizing/planning)
- B. Completing projects before the deadline, but I still waste time along the way
- C. Winging it – taking care of stuff as it comes up

8. During stressful situations you are:

- A. Not stressed because you are already thinking about a plan
- B. Slightly stressed but know that you can pull it together at the last minute
- C. Shutting down because you aren't sure where to start

9. Do you know what is going on in the week ahead?

- A. Yes because I have it all written down in my agenda
- B. Somewhat, I pretty much know what is going on
- C. No, I take things as they come

10. I make to-do lists:

- A. Often
- B. Only if I feel I really need to
- C. Never - I make do without them

11. How do you feel about upcoming due dates for projects?

- A. I keep close track of them because I am concerned about meeting the deadlines
- B. I notice them but do sweat over them because I procrastinate
- C. I don't really worry about them

12. In school do you find it hard to pay attention?

- A. No, I can focus well
- B. I often lose focus
- C. Squirrel!

Scoring:

For each question that you circled A give yourself **1 point**

For each question that you circled B give yourself **2 points**

For each question that you circled C give yourself **3 points**

TOTAL _____

Interpreting your score:

If you scored between 12-20 points then you are **VERY WELL ORGANIZED - good for you!**

If you scored between 22-32 then you are **reasonably organized but could use some pointers**

If you scored 33 or higher then your system of organization **could use a major overhaul!**