

Name _____

Organization/Study Skills Checklist

Write the number in the box that best fits your organization and study skills habits.

Key: 3 = Frequently 2 = Occasionally 1 = Rarely

	Fall (Pre)	Spring (Post)	Comments
Time Management			
I use my time wisely to complete <i>classwork</i> on time.			
I use my time wisely in the evenings to complete all of my <i>homework</i> .			
I am able to select what work I need to do first, based on importance (especially for projects.)			
I am consistently on task (with few reminders from my teachers or parents.)			
Study Skills			
I regularly review my work for completeness and correctness.			
I regularly prepare for assessments using appropriate study materials.			
Managing Materials			
I bring to <i>school</i> all the materials I need to be successful (examples: reading book, notes, planner, homework, etc.)			
I take <i>home</i> all the materials I need to be successful (examples: reading book, notes, planner, homework, etc.)			
I bring to each <i>class</i> the materials I need to learn.			
I clean out my backpack/binder often to stay organized.			
At <i>school</i> , I keep my work space mostly organized and free of distractions.			
Homework			
At <i>home</i> , I start my homework independently with only occasional reminders.			
I know what my homework is and when it is due.			
I complete my homework and turn it in on time.			
Using Planner			
My student planner is completely and clearly filled out. Homework due dates are clear.			
Totals			

Organization/Study Skills Goal Setting

One area I am willing to work on is: _____

What will you need to be successful? _____

Student Signature: _____

Teacher Signature: _____

Name _____

Organization/Study Skills Reflection

Directions: Below, please record the area you chose to work on this year. Then, discuss your experience in the form of a thoughtful reflection.

Check the area of organization/study skills that you worked on:

_____ Time Management

_____ Study Skills

_____ Managing Materials

_____ Homework

_____ Using Planner

Some guiding questions for your reflection:

- ✓ How did you grow in the area you chose?

- ✓ How do you think the work you have done this year will help you in the future?

- ✓ Is there anything you would have done differently?

By working on this skill, I achieved my ALP goal.

I did not work on my skill enough, so I was not able to achieve my ALP goal.