**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**

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|  | Fall  (Pre) | Spring (Post) | Comments |
| **Time Management** | | | |
| I use my time wisely to complete *classwork* on time. |  |  |  |
| I use my time wisely in the evenings to complete all of my *homework*. |  |  |  |
| 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 *school* all the materials I need to be successful (examples: reading book, notes, planner, homework, etc.) |  |  |  |
| I take *home* all the materials I need to be successful (examples: reading book, notes, planner, homework, etc.) |  |  |  |
| I bring to each *class* the materials I need to learn. |  |  |  |
| I clean out my backpack/binder often to stay organized. |  |  |  |
| At *school,* I keep mywork space mostly organized and free of distractions. |  |  |  |
| **Homework** | | | |
| *At home*, 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**

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| One area I am willing to work on is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What will you need to be successful?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Organization/Study Skills Reflection**

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

My goal was…

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Some guiding questions for your reflection:

* How did you grow in the area you chose?

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

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* What would you have done differently this year? What will you do differently next year?

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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.