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Organization Checklist

Get organized! Be able to find your assignments and turn them in! Be able to locate your notes to study for tests! Open your binder and go down the checklist. For each item, write a Y (for Yes) if you meet the question fully for all binders being checked or a N (for No) if you do not meet the question fully. When finished checking, divide the number of Y's recorded by 8 and multiply by 100. Record this percentage in the last space as your total percentage of organization.

Binders	Dates				
1. Do you have the correct binders for today?					
2. Are your binders free from loose papers?					
3. Do you have your planner?					
4. Is your planner free from loose papers?					
5. Inside your binder, is there a place where you keep <u>incomplete</u> assignments?					
6. Inside your binder, is there a place where you keep <u>completed</u> assignments?					
7. Inside your binder, is there a place where you keep all other papers, such as notes, handouts, graded assignments?					
8. Is there a place where you record long term assignments?					
What percent of your binder is organized? Divide the number of Y by 8, then multiply by 100.					