

ORGANIZATION AND TIME MANAGEMENT

1. Rate where you think you fall on the scale below by circling a number. 1 being not organized at all and 10 being very organized.

1 2 3 4 5 6 7 8 9 10

2. Explain why you rated yourself this way.

3. Use your own opinion to answer the following questions below. There is no right or wrong answer.

How long does it take to eat lunch?_____

If you leave for school at 7:00 what time do you have to get up to be ready?_____

On average how long does it take you to do your homework at night?_____

4. Time Management Skills

- Make a list of things you would like to get done and estimate how long they will each take.
- Set a timer for a task and get as much accomplished before the timer goes off.
- Exercise before beginning the task so you can focus better.
- Set an alarm.

5. One thing I prioritize in my life is_____.

6. Having my space at school (locker, desk, bin, etc.) organized makes me feel_____ because_____.

7. Organization Tips

- Throw out or donate things you no longer want or need.
- Designate a place for each item.
- Categorize and group like things together so they are easier to find.
- Stack things neatly or make sure random items have something to contain them.