

Student name _____ Evaluator _____ Date _____

Organization Skills*

	Current Level of Competency			
	Emerging	Developing	Gaining Consistency	Effectively Sustained
Can Apply Organization Strategies				
Can Meet Deadlines				
Has internalized sense of how long x minutes feels like				
Can estimate how long tasks may take				
Prioritizes or sequences tasks				
Applies system for meeting deadlines & taking breaks				
Knows how to get started				
Can Organize Space & Materials				
Sees importance of task				
Able to sort and classify				
Can remember rules and patterns for organizing				
Can visualize a product or the plan to achieve it				
Can break big tasks into parts and sequence them				
Can Organize Ideas				
Establishes a clear purpose for organizing				
Brainstorms ideas for organizing & establishes priorities				
Understands the importance of a draft plan				
Can sequence ideas or tasks in a logical way				
Knows how to refine and revise a plan				

	Current Level of Competency			
	Emerging	Developing	Gaining Consistency	Effectively Sustained
Stays Organized				
Can transfer skills to unfamiliar settings				
Can visualize how, when, or where to apply skill				
Able to work independently				
Uses an organizational system matching personal style				
Feels final result is worth the required effort				
Reflects and adjusts regularly				
Completes Tasks				
Complete tasks without anxiety or false beliefs				
Accepts and completes tedious or complex tasks				
Accepts criticism or inevitable mistakes (versus an unhealthy fear)				
Holds clear expectations and priorities				
Sees how organization impacts success				
Possesses self-confidence due to successes				

*Pertains to Noncognitive Factors "Academic Perseverance, Academic Behaviors, & Learning Strategies"

(Based on Root Causes - Searle Enterprises Inc., 2014)