

## Organizational Skills Quiz and Tips for Organizing College Life

How organized are you? Do you never forget to bring anything or school? Do you hand in every assignment on time? Take this assessment to evaluate your organizational skills. Rate yourself on each statement using the following scale:

4-Always, 3-Usually, 2-Sometimes, 1-Never

1. \_\_\_ I use a planner to keep track of my homework.
2. \_\_\_ My planner is filled in with all of my homework assignments and upcoming tests, quizzes, and projects.
3. \_\_\_ I check my planner before I leave school each day.
4. \_\_\_ I prioritize my homework assignments and plan out when I will complete each one.
5. \_\_\_ When faced with a large project or test, I break it down into smaller tasks.
6. \_\_\_ When I do homework, I have a dedicated, neat space to work that has all the materials I need to do my assignments.
7. \_\_\_ I have enough time to complete my homework each day.
8. \_\_\_ My backpack is clean, and I can find what I need in it easily.
9. \_\_\_ I clean out my backpack each night.
10. \_\_\_ I put everything I need for classes in my backpack the night before so that I am not rushed in the morning looking for missing items.
11. \_\_\_ When I am in class, I can easily locate any items I need to do work, such as pencils, calculator, or books.
12. \_\_\_ When I get papers in class, I file them into a binder or folder for that class.
13. \_\_\_ I feel prepared when I walk into class.
14. \_\_\_ My professors would say that I am organized.
15. \_\_\_ My family would say I am organized.

Add up your total points: \_\_\_\_\_

**46-60 Points:** You are an organizational rock star! You have well developed strategies for organizing your materials and time. Keep up the GREAT work!

**31-45 Points:** You have some solid organizational skills, but there is room for improvement. Ask a friend or someone in the Learning Center to help you identify strategies to help you improve your organizational skills.

**15-30 Points:** Time to get organized! Ask a friend or someone in the Learning Center to help you create some routines for organizing your materials and class work. It will take a little work and time, but once you develop your organizational skills you will feel more in control of your college life.



### TIPS FOR ORGANIZING

1. Create a clear work area. This will help you locate the materials you need when you are ready to work.
2. Use a planner or calendar to keep track of assignments, deadlines, and appointments. Make sure to write in the due dates of tests, quizzes, and projects for each class.
3. Schedule time to complete your assignments.
4. Schedule your study time in blocks with short breaks.
5. Plan your week on Sunday evenings.
6. Keep a separate folder for each class, and consider color coding your folders. Buy folders that have two pockets where you can organize assignments that you are working on and assignments that have been graded.
7. Keep your backpack organized and clean it out on a weekly basis.
8. Create a "To Do List." This list will keep you focused on what needs to be done. Cross out each task as you complete it.
9. Eat healthy foods and try to get 7-8 hours of sleep nightly. Put that time on your schedule, 😊
10. Reward yourself for your accomplishments!

Adapted from [helpteaching.com](http://helpteaching.com)