

# organization



For Your Mind

For Success

For Your Future

For YOU!

Write Yes beside each statement that is a characteristic of organization. Write No beside statements that reflect disorganization.

\_\_\_\_\_ 1. Sort through papers each week to file or toss.

\_\_\_\_\_ 2. Keep at least 30 papers or files on your desk at all times.

\_\_\_\_\_ 3. Set goals and time limits to reach the goals.

\_\_\_\_\_ 4. Create a file or folder for each class subject.

\_\_\_\_\_ 5. Reduce clutter in your workspace.

\_\_\_\_\_ 6. Put all of your papers and assignments in your backpack to look at later.

\_\_\_\_\_ 7. Use a lot of boxes to store your stuff at your desk.

\_\_\_\_\_ 8. Keep materials used the most visible and within reach of your workspace.

\_\_\_\_\_ 9. Keep a planner to list all activities and assignments including due dates.

\_\_\_\_\_ 10. Create a system to sort items.

How many of the questions did you answer yes? \_\_\_\_\_  
Calculate the percentage of organized tasks listed that you demonstrate on a regular basis. \_\_\_\_\_

How many of the questions did you answer no? \_\_\_\_\_  
Calculate the percentage of disorganized tasks listed that you demonstrate on a regular basis. \_\_\_\_\_

Do you need to improve your organization skills? Find out how!



Source: <http://www.encyclopedia.com/>

Virginia Career VIEW Skills For Life [www.view.org](http://www.view.org)

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Answer the questions below to find out more about the advantages of organization, and how it can work for you.

1. How does organization increase efficiency?

2. Name ways you lose time because of disorganization.

3. How do you know when someone is organized?

4. How would you organize the following:  
crayons all the same size different colors

clothes different sizes for boys and girls

desk items (pencils, pens, paper clips, scissors, tape)

5. Name two things that you have organized at home or at school.

6. What would happen if these things were not organized?

7. What two items do you need to get organized?

8. How would it help you if the items you listed in question 7 were organized?

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Create a chart below by listing 5 things that you need to organize. Fill out the information beside each item. Next put start dates under each item listed based on estimated completion times.

Item	Group or sort by:	Estimated Time to complete

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Write each word beside the corresponding definition to learn about terms associated with organization.

1. unnecessary papers and other items that are scattered throughout a room or on a desk.
2. another word for taking time to relax and regroup
3. arranged and orderly
4. needing for everything to be done perfectly even if it is not important or necessary to be done.
5. matters that do not need to be completed immediately.
6. a task that needs to be done as soon as possible
7. an organized group of folders that include papers, projects, reports, etc. sorted by a certain system
8. to arrange in the order of importance
9. organizing each day to accomplish the most important tasks
10. putting off tasks and assignments until the last minute
11. being in control of your actions in order to improve your skills and behaviors
12. distractions that prevent you from getting work done
13. doing the most with the time that you are given
14. A list of items that is modified on a daily or weekly basis

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## Word Bank:

-Prioritize  
-Procrastination  
-Time Management  
-Time Limit Calls  
-Time Wasters  
-To-do-List

Unimportant Calls  
Self Discipline  
Schedule  
Perfectionism  
Personal Goals  
Clutter  
Filing System

Inbox  
High Priority  
Low Priority  
Overschedule  
Organized  
Pending Files  
Downtime

Essential Files



Procrastination is a major cause and effect of disorganization. Procrastination means you avoid doing something until the last minute.

#### Four reasons for Procrastination:

1. Perfectionism
2. Negative self image about skills, abilities
3. Frustration with the task
4. Anger to “get even”

#### Steps to Stop Procrastination:

1. Make a plan.
2. Divide large projects into small parts.
3. List the true reasons you do not want to start the project or task.
4. Realize that you are unnecessarily delaying the task.
5. Write down the consequences of delaying the project.
6. Start the task.



**Are you a procrastinator?**  
Check the blanks that apply to you.

Do you:

\_\_\_ put off things you don't like to do

\_\_\_ put off starting a new task because of feeling overwhelmed

\_\_\_ find a reason or excuse for not completing your work

\_\_\_ become easily distracted from a task

\_\_\_ run out of time completing a task

\_\_\_ like living in the moment

\_\_\_ avoid thinking of the consequences of your actions

If you marked 2 or more of the questions above, you probably need to work on avoiding procrastination through organization and time management.

#### Break Out!

Take a break if you can't concentrate on your task by doing the following:

- Go outside for 3 minutes.
- Clear old emails.
- File stray papers.
- Make a list of your accomplishments so far in the task.

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Virginia Standards of Learning met by completing this activity series:

## Career Development Grades: 9-12

### English Grade 10

10.1, 10.2, 10.4, 10.8, 10.1010.11

### English Grade 11

11.111.4, 11.7, 11.8, 11.9, 11.10

### English Grade 12

12.1, 12.2, 12.4, 12.7,

### Academic Development: Grades 9-12:

#### Students will:

HA3. Demonstrate the knowledge and skills necessary to ensure a successful transition from high school to post-secondary options, and

HA4. Demonstrate the skills needed for independent learning.

### Career Development Grades 9-12:

#### Students will:

HC1. Understand the value of ethical standards and behaviors in education and the workplace,

HC3. Understand how work and leisure interests can help to achieve personal success and satisfaction,  
HC4. Understand how the changing workplace requires lifelong learning, flexibility, and the acquisition of new employment skills,

HC5. Understand that behaviors such as punctuality, courtesy, proper dress and language, and hard work are essential to success in the job market,

HC6. Understand that self-employment is a career option and demonstrate knowledge of the variety of professional, technical and vocational skills necessary for self-employment,

HC7. Demonstrate employability skills such as individual initiative, teamwork, problem solving, organization, and communication,

HC9. Develop and utilize time and task management skills,

### Personal/ Social Development Grades 9-12:

#### Students will:

HP2. Understand when and how to utilize family, peer, school, and/or community resources,

HP4. Apply problem solving and decision making skills to make safe and healthy choices.

### Learn More!

-Invite a time management or organizational specialist to be a guest speaker

-Look through office catalogs to identify ideas and products that promote organization

-Create an organization time line

-Create hands on organizing stations using the following objects in different sizes and colors:

-Pencils, Crayons, and Marker

-Paper Clips

-Rocks

-Books

-and more!

-Interview an organized person.