

Why is it important to have good organizational skills? How do you develop organizational skills? Explain in detail.

Who is the most organized person you know? What does that person do well that makes him or her more organized than others? Expand on your answer.

Do you use a to-do list to help keep your tasks and priorities organized? If not, what other tools would you recommend that assist in keeping people on track?

Mess and chaos are major sources of stress. What clutter can you get rid of right now?

Are your homework assignments as organized as you would like for them to be? If not, what strategies can you identify that will help you manage your assignments better? Explain in detail.

NAME _____

DATE _____