

# Organization Rubric

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Task: \_\_\_\_\_

Category	3	2	1
<b>Binders</b>	Easy to identify All papers snapped in No papers in pockets Matches class handout	Able to identify Most papers snapped in Few papers in pockets Sort of matches class handout	Not easy to identify Few papers snapped in Most papers in pockets Not matching handout
<b>Time</b>	Planner used regularly Family calendar used regularly Regular HW routine in place All long range due dates recorded	Planner used sometimes Family calendar used sometimes Irregular HW routine in place Some long range due dates recorded	Planner not used Family calendar not used HW routine not in place No long range due dates recorded
<b>Locker</b>	Hooks are used for loose items Trash is not present Binders are in order of class schedule Misc items have an assigned spot	Hooks are used for some loose items Some trash is present Most binders are in order Misc items don't have assigned spot	Hooks are not used for loose items Lots of trash is present Binders are not in order Misc items don't have assigned spot
<b>Transit</b>	Backpack is clean No permanent storage HW is always easily located	Backpack is not very clean Some permanent storage HW is mostly easily located	Backpack is a disaster Mostly permanent storage HW is never easily located
<b>Home</b>	All materials easily located Always clean and tidy Quiet and/or comfortable Focusing is not an issue Schedule is conducive to work	Most materials easily located Sometimes clean and tidy Sometimes quiet and/or comfortable Focusing can be an issue Schedule can be conducive to work	Materials are not easily located Dirty and messy Loud and uncomfortable Focusing is not a possibility Schedule is not conducive to work