

Organization and Self-Direction: Task Completion 2

Instructor: Present this short strengths assessment as the student participates in an employment experience, school-based vocational experience, community service or volunteer activity, extracurricular activity, individual or group assignment, multi-step project, etc.

Name: _____

Date: _____

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
1) When I have completed a task, do I check my work to make sure it is done correctly?				
2) If I find a mistake, do I correct it before completing the task?				
3) Do I look at my completed tasks and think about whether they are satisfactory?				
4) If I have multiple tasks to do, am I able to move from finishing one task to starting another task without a problem?				
5) When I complete a task, do I know who to tell?				
6) Do I know where to place a completed task when it is finished?				
7) Sometimes a teacher / supervisor may need work completed faster. Am I able to speed up my work when asked?				
8) Can I do my work faster and still do it satisfactorily?				
9) If I need help improving my work speed, do I go to someone to assist me?				
10) Do I feel overwhelmed when I have a deadline to meet for completion of a task?				
11) If I have a deadline in which to do a task, do I meet that deadline?				