

Organization and Self-Direction: Task Completion 1

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, large project or multi-step assignment, group work, etc.

Name: _____ **Date:** _____

	1 NEVER	2 SOMETIMES	3 MOST OF THE TIME	4 ALWAYS
1) Do I keep my work materials organized so they are easy to find when I need them?				
2) Do I keep my work space uncluttered and neat?				
3) When I am in my work space, am I easily distracted by other things going on nearby?				
4) Am I able to complete my work even when there are distractions going on nearby?				
5) Do I move quickly from working on a task I like to working on a task I don't particularly like?				
6) When I finish one task, do I move quickly to the next task?				
7) If I am given a big task that is complicated, am I able to break down the task into smaller and easier steps?				
8) Sometimes I may have many assignments or tasks that I am responsible for. Am I able to decide which tasks are most important and should be done first?				
9) Do I decide which tasks can wait to be completed and save them for a later time?				
10) Is my teacher / supervisor satisfied with my choices when I decide what to work on first?				
11) Do I have a way of keeping track of all my tasks and the order in which I will do them?				