

JSMS Organizational Checklist

During AVID Time each morning:

Monday	Tuesday	Thursday	Friday
<ul style="list-style-type: none"> <input type="checkbox"/> In your planner, write out a SMART goal for the week for your learning, including how you will work to meet your goal. <input type="checkbox"/> Listen to the announcements and add important dates to your calendar. 	<p>Binder check:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is everything behind a divider? <input type="checkbox"/> Is there work that needs handed in? <input type="checkbox"/> Is there anything you can recycle? 	<p>Backpack check:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are there papers outside your binder that need to be organized? <input type="checkbox"/> Is there garbage that needs to be taken care of? <input type="checkbox"/> Is there anything you should leave at home or in your locker? <p><u>Locker Check:</u> once a month - clean it out and take materials home</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Write a reflection on how you met your goal for the week. If you didn't meet it, what steps can you take towards meeting it next week? <input type="checkbox"/> Check your supplies: do you need to replace anything for Monday? Write any needs in your planner.

Smart Goals

S **SPECIFIC:**
Answers the who, what, where and when of the goal.

M **MEASURABLE:**
Creating milestones within your SMART goal to track progress.

A **ATTAINABLE:**
Determine if the goal is realistic or just a dream.

R **RELEVANT:**
Consider whether this is worth your time and relevant to your life.

T **TIME-BOUND:**
It must have a timeline and a deadline.







In class each day:

<input type="checkbox"/> Write any homework in your planner	<input type="checkbox"/> Write any upcoming due dates in your planner	<input type="checkbox"/> Put any handouts or returned work behind the divider for each class
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Getting organized is a sign of self respect.

