|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Date: | Date: | Date: | Date: | Date: | Date: |
| Assignments outlined by Subject |  |  |  |  |  |  |
| Assignments written in assignment book |  |  |  |  |  |  |
| Break down long term assignments and/or Q/T |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| All papers are in correct folders/binders in rings |  |  |  |  |  |  |
| Older materials/papers are kept in separate “over flow” binder/bin |  |  |  |  |  |  |
| There are no papers stuffed in the front/back of binders that should be in a specific folder/tab |  |  |  |  |  |  |

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

Organizational Checklist