

Organization Problems Inventory

For each of the following statements, consider whether this is a problem you (or a student) exhibits. If it is, place a check mark in the white box to the right of the statement.

I (or my student) have/has problems with:	1	2	3	4	5	6
Being as neat as other people expect me to be						
Completing long and complicated assignments						
Concentrating or remembering information when I am distracted by what is going on around me						
Deciding how to tell which tools, books, & notebooks go with each task or class						
Dividing a big job into sub-tasks						
Doing the hard work first before I am too tired or bored						
Doing things in the right order						
Estimating how much time is left						
Figuring out what is wrong if I accidentally skip a step						
Finding something if it's not exactly where I thought it should be						
Finding the right place (so I can find them again) for all the "things" I need to organize						
Finding things in my locker or desk						
Finishing a long task without a check-list or outside help						
Finishing detailed work without recueing or incentives						
Finishing work when the assignment is too vague or when I'm not given specific due dates						
Getting a task done without daydreaming						
Getting my work done in the allotted time						
Highlighting just the most vital information						
Keeping my notebook in order						
Keeping track of assignments						
Knowing how long something takes to complete						
Knowing which papers I should keep in my notebook / files						
Learning new things while sitting perfectly still						
Lining up math problems						
Listening to long and complex directions						
Making the best choices						
Memorizing seemingly unrelated information so I can retrieve it for a task or test						
Moving smoothly from one task to another without anxiety						
Not just putting everything in one pile						
Putting things in the correct folder						
Reading clocks						
Remembering how to do something unless I have practiced it over and over						
Remembering how to do things without a lot of repetition						
Remembering the final goal because I'm so caught up in the step by step process						
Taking in all the details that everyone else does						
Understanding how two things are related						
Understanding the benefit of doing things in a structured set of steps						
Skipping steps in a task unless they are written out						
Staying on one topic while writing						

I (or my student) have/has problems with:	1	2	3	4	5	6
Studying the most important information the longest						
Taking and organizing notes for a research paper						
Taking organized notes from reading						
Throwing unnecessary things away						
Waiting for anything						
Working in a small space or area						
Working on multi-task, long terms assignments without waiting until the end to finish them						
Working with graphic organizers that require I sort ideas into topics						
Writing on the lines or within the margins						
Total Checks per Category						

Categories

- 1 = Sequential Organization Problems
- 2 = Prioritization Organization Problems
- 3 = Temporal Organization Problems
- 4 = Spatial Organization Problems
- 5 = Categorical (Semantic) Organization Problems
- 6 = Attention Organization Problems

There are a total of 48 different check marks, 8 for each category.

Grand Total = _____