
Getting Organized

To reach your goals for a week, a month, a year, a decade or a lifetime, you'll need to get organized today. Use the first chart below to organize your tasks. Write down school assignments and/or home responsibilities when they are assigned. Check them off when you complete them.

Day or Week:

| Subject | Assignment or Responsibility | Due Date | Date Completed |
|---------|------------------------------|----------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

M/H