

Writing Measurable G/Os

Use sub criteria to define objectives in more detail

Goal: John will increase his organizational skills from being organized 20% of the time to being organized 80% of the time as measured by teacher observation and standard grading procedures.

Objectives:

- John will use strategies for being more effective and efficient by deciding how tasks with be done before beginning, storing tasks for easy retrieval, and finishing one task before beginning another 4 out of 5 times as evaluated by a teacher checklist.
- John will keep a daily to-do list by making a list of tasks to be completed, prioritizing tasks, marking tasks off as they are completed, and transferring tasks not completed to the next day's list with 80% accuracy as measured by the classroom teacher.

Being Organized

Name _____ Date Set _____ Met _____

Above, fill in the date the annual goal was set and met.
To the right, fill in the date that each short-term objective was met or NA if not applicable

	Date Met	NA
<p>Uses strategies for being more effective and efficient.</p> <p><input checked="" type="checkbox"/> Decides how tasks should be done before beginning.</p> <p><input checked="" type="checkbox"/> Stores tasks for easy retrieval.</p> <p><input type="checkbox"/> Writes things down to help remember them later.</p> <p><input type="checkbox"/> Keeps track of responsibilities and when things are due.</p> <p><input type="checkbox"/> Has a logical sequence for completing most tasks.</p> <p><input checked="" type="checkbox"/> Finishes tasks completely before moving to next.</p>	_____	_____
<p>Has a plan for organizing living and work areas.</p> <p><input type="checkbox"/> Keeps living and work areas neat and orderly.</p> <p><input type="checkbox"/> Organizes materials within living and work areas.</p> <p><input type="checkbox"/> Cleans up areas on a regular basis.</p>	_____	NA
<p>Keeps a long-term calendar of important events.</p> <p><input type="checkbox"/> Records key events on yearly/monthly/weekly calendar.</p> <p><input type="checkbox"/> Records key details and tasks (names, dates, places).</p> <p><input type="checkbox"/> Consults calendar before agreeing to do something.</p>	_____	NA
<p>Keeps a daily to-do list of specific events and tasks.</p> <p><input type="checkbox"/> Checks previous to-do list at the beginning of each day.</p> <p><input type="checkbox"/> Consults calendar before making daily to-do list.</p> <p><input checked="" type="checkbox"/> Makes a list of tasks to be completed on given days.</p> <p><input checked="" type="checkbox"/> Prioritizes items on the list by deadline and importance.</p> <p><input type="checkbox"/> Estimates the time needed to complete each task.</p> <p><input type="checkbox"/> Keeps track of tasks that are completed.</p> <p><input checked="" type="checkbox"/> Marks off tasks as they are completed.</p> <p><input type="checkbox"/> Adds new tasks as they come up.</p> <p><input checked="" type="checkbox"/> Transfers uncompleted tasks to next day's list.</p>	_____	_____

Comments: _____

Date Met