

## Being Personally Organized

Name \_\_\_\_\_ Date Set \_\_\_\_\_ Met \_\_\_\_\_

Above, fill in date annual goal is set and met. Below, fill in date each objective is met.  
 On blanks to the left, mark "+" for strength or "-" for needs improvement.

	Date Met	NA
<p><b>Keeps a personal calendar.</b></p> <p>___ Records key events on yearly/monthly/weekly calendar.</p> <p>___ Keeps important addresses/phone numbers organized.</p> <p>___ Consults calendar before agreeing to do something.</p>	<p>_____</p>	<p>_____</p>
<p><b>Keeps a daily to-do list.</b></p> <p>___ Checks previous to-do list at the beginning of each day.</p> <p>___ Consults calendar before making daily to-do list.</p> <p>___ Makes a list of tasks to be completed on given days.</p> <p>___ Marks off tasks as they are completed.</p> <p>___ Adds new tasks as they come up.</p> <p>___ Transfers uncompleted tasks to next day's list.</p>	<p>_____</p>	<p>_____</p>
<p><b>Maintains a secure filing system for important documents.</b></p> <p>___ Health information (immunizations, doctor reports).</p> <p>___ Financial (saving/checking, SSI information).</p> <p>___ Social Security card.</p> <p>___ Birth certificate.</p> <p>___ School documents.</p>	<p>_____</p>	<p>_____</p>

SAMPLE

Comments:

Date Met

## Being in Control of Emotions

Name \_\_\_\_\_ Date Set \_\_\_\_\_ Met \_\_\_\_\_

Above, fill in date annual goal is set and met. Below, fill in date each objective is met.  
On blanks to the left, mark "+" for strength or "-" for needs improvement.

	Date Met	NA
<p><b>Is able to state factors that influence emotions.</b></p> <p>___ States what is right and wrong in a given situation.</p> <p>___ States how things are not always fair in a given situation.</p> <p>___ States how fear and anger make people act impulsively.</p> <p>___ States how peer pressure makes it hard to do what is right.</p>	<p>_____</p>	<p>_____</p>
<p><b>Uses strategies to remain under control.</b></p> <p>___ Sets time aside to think situations over.</p> <p>___ Considers consequences before acting.</p> <p>___ Calms down quickly after emotional/exciting situations.</p> <p>___ Has prepared things to say and do when challenged.</p>	<p>_____</p>	<p>_____</p>
<p><b>Maintains control of emotions when urges occur.</b></p> <p>___ Does not act impulsively (thinks before acting).</p> <p>___ Lets little things go, gives in before little things escalate.</p> <p>___ Remains calm when confronted or in difficult situations.</p> <p>___ Says no or yes to self when it is the best thing to say.</p> <p>___ Remains under control when supervision is removed.</p> <p>___ Accepts compromises for disagreements.</p> <p>___ Resolves own conflicts maturely.</p> <p>___ Confronts others in a calm but firm manner.</p>	<p>_____</p>	<p>_____</p>

SAMPLE

Comments:

Date Met

## Using Functional Writing

Name \_\_\_\_\_ Date Set \_\_\_\_\_ Met \_\_\_\_\_

Above, fill in date annual goal is set and met. Below, fill in date each objective is met.  
 On blanks to the left, mark "+" for strength or "-" for needs improvement.

	Date Met	NA
<p><b>Writes or dictates sentences that state one clear idea.</b></p> <p>_____</p>	_____	_____
<p><b>Writes or copies sentences legibly.</b></p> <p>___ Forms letters correctly.</p> <p>___ Uses correct spacing.</p>	_____	_____
<p><b>Uses correct mechanics.</b></p> <p>___ Capitalizes first words of sentences and proper nouns.</p> <p>___ Uses correct end punctuation.</p>	_____	_____
<p><b>Puts several sentences together on a single topic.</b></p> <p>___ Each sentence has a separate thought.</p> <p>___ All sentences are on the topic.</p>	_____	_____

SAMPLE

Comments:

Date Met