

Root Causes of Poor Organization

Poor Organization				
<u>Does not know or apply strategies for organizing</u>			<u>Does not stay organized</u>	<u>Procrastinates</u>
Cannot meet deadlines	Cannot organize space and materials	Cannot organize ideas	Cannot transfer skills to unfamiliar settings	Experiences task paralysis due to anxiety or false beliefs
<u>Has not internalized a sense of how long X minutes feels like</u>	<u>Does not know why task is important</u>	<u>Does not establish a clear purpose for the task</u>	<u>Cannot visualize how, when, or where to apply the skill</u>	<u>Avoids boring or difficult tasks</u>
<u>Cannot estimate how long tasks might take</u>	<u>Has poor sorting and classifying skills</u>	<u>Cannot brainstorm ideas for implementation or establish priorities</u>	<u>Is overly dependent on others</u>	<u>Has an unhealthy fear of criticism or mistakes</u>
<u>Does not prioritize and sequence tasks well</u>	<u>Does not have or remember simple rules or patterns for organization</u>	<u>Does not understand the importance of a first draft plan</u>	<u>Is using an organizing system that doesn't match personal style</u>	<u>Has unclear expectations and priorities</u>
<u>Lacks a system for meeting deadlines and taking breaks</u>	<u>Cannot visualize the finished product or a plan to achieve it</u>	<u>Cannot sequence ideas or tasks in a logical way</u>	<u>Does not feel payoff is enough to make organization strategies habits</u>	<u>Does not "get" how organization affects success</u>
<u>Does not know how to get started</u>	<u>Cannot break tasks down and sequence them</u>	<u>Does not know how to refine and revise a plan</u>	<u>Does not reflect and adjust regularly</u>	<u>Lacks self-confidence due to limited success</u>

