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| **物品/文件整理計劃** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 學生姓名： | | |  | |  | | 學校名稱： | | |  | | | |  | 填寫日期： | |  | |
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| **長期目標**  **短期目標**  由學生自行填寫由指導員與學生一起填寫 | | | | | | | | | | | | | | | | | | | |
| C:\Users\florakyng\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\NHMKE7A2\MC900426072[1].wmf**I. 整理工具/系統 [**請選出將運用的工具/系統，並在適當的方格內加上🗸號(可選擇多於一項)] | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | |  | | | | | C:\Users\florakyng\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\NHMKE7A2\MC900426072[1].wmf | | |  | | |
|  | **策略** | | | | | | | | | | | **TIPS(1)**  基本原則：   * 要有好的規劃 * 應為物品設定一個固定存放的地方 * 用完物品後應放回原處 * 養成定期整理   物品的習慣  **TIPS(2)**  分類擺放文件/  物品時，可考慮：   * 物品的 * 種類 * 用途 * 常用性 * 相關性 * 文件的： * 用途 * 繳交日期 | | | | | | |
|  | A | 文件夾 | | □ | | F | | | 工具箱 | | □ |  | | | | | | |
|  | B | 抽屜 | | □ | | G | | | 清單 | | □ |  | | | | | | |
|  | C | 文件櫃/架 | | □ | | H | | | 標籤紙 | | □ |  | | | | | | |
|  | D | 盒 | | □ | | I | | | 便條紙 | | □ |  | | | | | | |
|  | E | 文件盤 | | □ | | J | | | 袋 | | □ |  | | | | | | |
|  | K | 其他： | | | | | | | | | □ |  | | | | | | |
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| 1. **步驟** | | | | | | |  | | | **III. 自我檢視**(請在適當的方格內加上🗸號) | | | | | |  | | | | |
|  |  | | |  | | | | |  |  |  | | |  | | | | |  | |
|  | 1. | | |  | | | | |  |  | □ 已完成 | | □ 部分完成 | | □ 未完成 | | | |
|  | 2. | | |  | | | | |  | □ 已完成 | | □ 部分完成 | | □ 未完成 | | | |
|  | 3. | | |  | | | | |  | □ 已完成 | | □ 部分完成 | | □ 未完成 | | | |
|  | 4. | | |  | | | | |  | □ 已完成 | | □ 部分完成 | | □ 未完成 | | | |
|  | 5. | | |  | | | | |  | □ 已完成 | | □ 部分完成 | | □ 未完成 | | | |
|  | 6. | | |  | | | | |  | □ 已完成 | | □ 部分完成 | | □ 未完成 | | | |
|  | 7. | | |  | | | | |  | □ 已完成 | | □ 部分完成 | | □ 未完成 | | | |
|  | 8 | | |  | | | | |  | □ 已完成 | | □ 部分完成 | | □ 未完成 | | | |
|  |  | | |  | | | | |  |  | | |  | | | | |
| **IV. 事後檢討**(請在適當的方格內加上🗸號) | | | | | | | | | | | | | | | | |  | | | |
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|  | |  | 1 | | 所訂下的分類方法 / 整理系統 / 步驟是否合適？ | | | □ 是 | | | | □ 否 | | | | | |  | |  |
|  | |  | 2 | | 我有否運用該分類方法 / 整理系統 / 步驟去整理物品？ | | | □ 有 | | | | □ 否 | | | | | |  |
|  | |  | 3 | | 我會繼續運用分類方法 / 整理系統 / 步驟去整理物品嗎？ | | | □ 會 | | | | □ 不會，為何：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |  |
|  | |  | 4 | | 其他困難 / 需改善的地方： |  | |  | | | | | | | | | |  |
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