

STRATEGIES FOR SUCCESSFUL STUDENTS

ORGANIZATION

1. Write *everything* down in your planner.
2. Keep a separate folder for each class. It is sometimes helpful to color code binders, notebooks, folders & book covers for each class.
3. Periodically go through your notebooks and rearrange papers in a neat order. It might be helpful to keep completed units separate from the current unit.
4. Always keep papers/assignments/notes separated in their appropriate place- Mixing them will create confusion and things might get lost!
5. Periodically clean out your backpack and locker.

HOMework

1. Try to set the same time each night as study time.
2. Have all the supplies (paper, pens, pencils, markers, etc) you will need on hand before you begin.
3. Find a place with the fewest distractions.
4. When you are not sure about the assignment, ask your teacher or call a friend.
5. Review your notes a little everyday.
6. It's O.K. to take breaks, as concentration begins to fade and then return to work.

TIME MANAGEMENT

1. Use your planner to write assignments, after-school activities, and other responsibilities.
2. Make a "To Do" list everyday and prioritize-focus on those things that must be completed first. Mark items off as you complete them.
3. Post sticky notes on your, binder, mirror, etc to remind yourself about projects and upcoming tests.
4. Use spare minutes wisely (10 minutes of review in the car on the way home).
5. Communicate your schedule to your friends. If you have a long night of studying ahead, ask your friends not to call and distract you.

NOTE TAKING

1. Always date your notes and keep them in order.
2. Keep notes for each subject separate from one another.
3. Ask questions if you aren't clear on something.
4. Use abbreviations when possible, ie: & for and, ex for example, NE for Nebraska.
5. Rewrite the notes; it's a great way to study and they will be neater. Highlight key words.
6. Pay attention to your teacher, make good eye contact, stay focused. Listen for "signal statements" that something being said is a key point or important. Signal statements might sound like, "the most important point here is...," or "Remember that..."
7. Put a "?" in your notes by places where you were confused or might need to get a little more information. Then be sure to ask your teacher, friend, or look in your textbook for additional information to help you understand.

TESTING TIPS

1. Keep all past quizzes to review for the test.
2. Review notes a little everyday so that you won't feel so overwhelmed when it is time for the test.
3. Complete any review sheet the teacher offers.
4. Read all directions carefully before you begin.
5. Stay relaxed during the test. Taking slow, deep breaths can help. Focus on positive self-statements such as "I can do this."
6. When the graded test is returned to you, review the questions you missed and try to learn from your mistakes.
 - *Multiple Choice Test Tips:* - cross out wrong options to narrow down choices
- look for common words in the question and in the choice
- read every option before answering
 - *True/False Test Tips:* - an item with words such as *all, always, never, none*, is usually false
- an item with words such as *some, sometimes, usually*, is typically true
- if part of the statement is false, then the entire statement is false