

SEVEN STEPS TO STUDY SKILLS SUCCESS!

1. AGENDA BOOK

- a. Make sure you write your name and homeroom teacher in the front
- b. Always write down all assignments
- c. Write down the name of a buddy in your classes
- d. Keep locker organized
- e. Keep back pack neat and clutter free

2. ON TIME AND PREPARED

- a. Always arrive on time and be prepared to work!
(pen/pencil ready, books on desk, homework neat and ready to hand in, etc.)

3. ACTIVE LISTENING

- a. Maintain eye when teacher is teaching
- b. Avoid distractions

4. TIME MANAGEMENT

- a. Create a homework schedule and keep to it!
(Use your, "Where Does My Time Go" worksheet)
- b. Tackle toughest assignment first
- c. Have a regular bedtime and leave plenty of time for sleep!

5. NOTE TAKING

- a. Write neatly, use abbreviations (b/c, @)
- b. Use highlighters and bullets to accent important points
- c. Ask for examples when you are unsure of something

6. STUDYING

- a. Index cards, rewriting notes, mnemonics
- b. Know when to take a break

7. ASK FOR HELP!

- a. Ask questions
- b. Know when your teachers are available for extra-help
- c. Use the Learning Center, Outreach 7-8, Peer tutors, etc.



REMEMBER... WE ARE HERE TO HELP - LET SOMEONE KNOW WHEN YOU ARE HAVING TROUBLE