

# STUDY SKILLS AND TIME MANAGEMENT



IDEAS TO HELP YOU BECOME A STRONGER STUDENT

# WELCOME TO GHS



- OUR GOAL FOR TODAY IS TO HELP YOU FIGURE OUT HOW TO ADJUST TO THE INCREASED DEMANDS OF HIGH SCHOOL.
- EXPERIENCE HAS SHOWN US THAT TAKING YOUR MIDDLE SCHOOL STUDY SKILLS INTO HIGH SCHOOL MAY NOT BE ENOUGH.
- HIGH SCHOOL IS CHALLENGING!



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HOW TO BE A SUCCESSFUL  
HIGH SCHOOL STUDENT

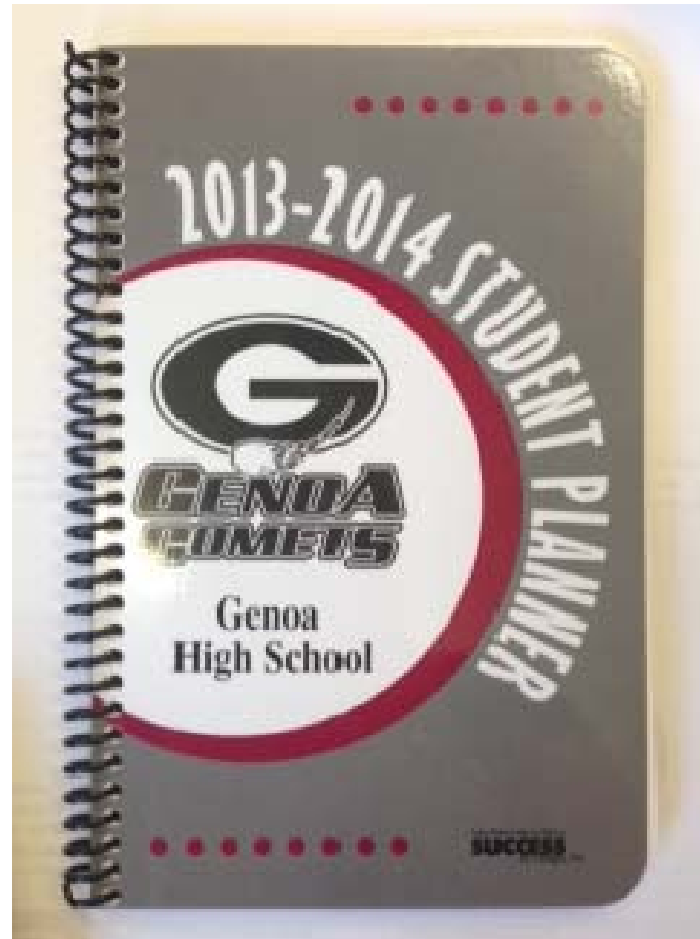
# WHY ARE STUDY SKILLS SO IMPORTANT?



- DEVELOPING GOOD STUDY AND PLANNING HABITS WILL PUT YOU IN CHARGE OF YOUR OWN LEARNING.
- GOOD PLANNING GIVES YOU MORE FREE TIME IN THE END AND REDUCES STRESS.
- TIME MANAGEMENT AND ORGANIZATIONAL SKILLS ARE ESSENTIAL FOR SUCCESS IN LIFE.
- STUDY SKILLS AND TIME MANAGEMENT HELP YOU TO SET GOALS AND ACHIEVE THEM.



YOUR  
DAILY  
PLANNER

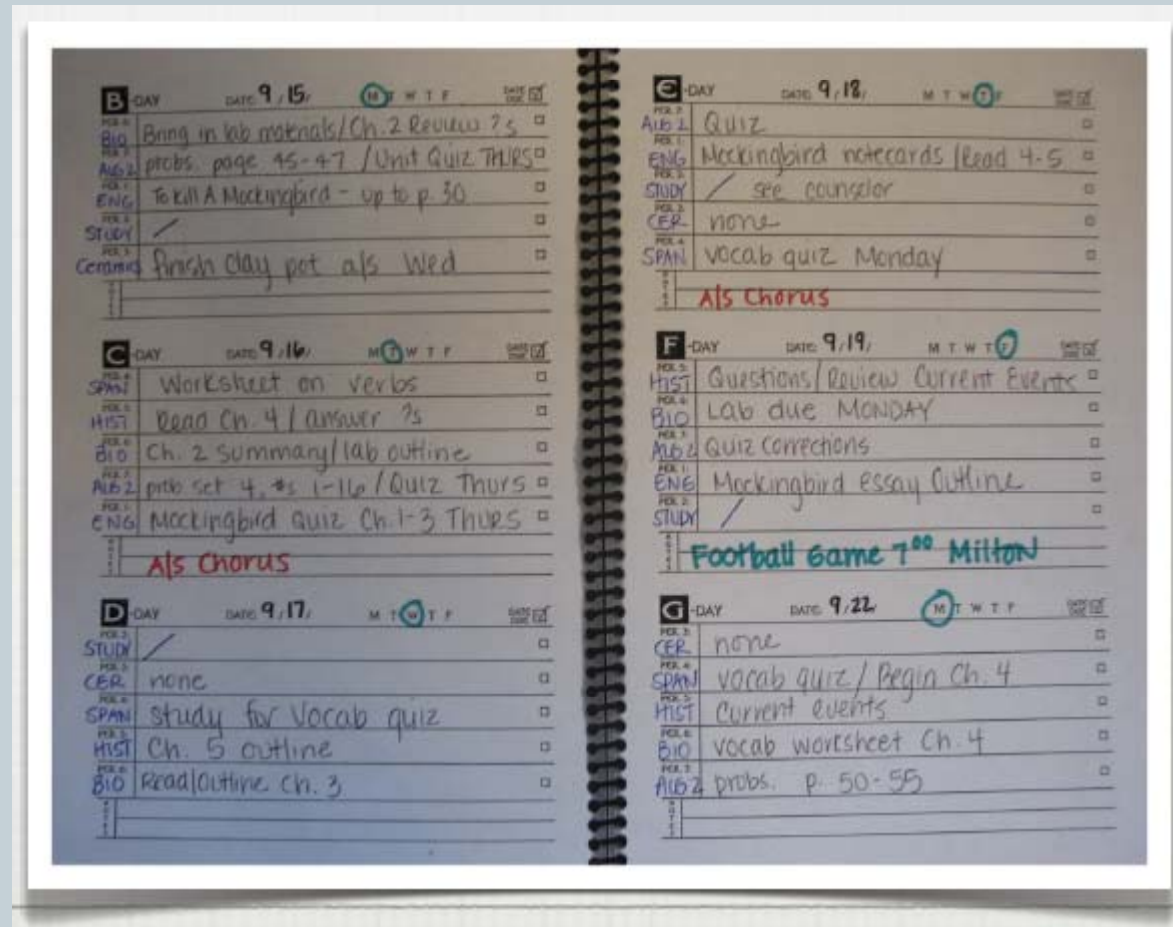


USE IT, USE IT, USE IT!

# EFFECTIVELY USING YOUR PLANNER

- WRITE IN THE DATES AT LEAST A MONTH AHEAD OF TIME.
- NOTE HOLIDAYS, EARLY RELEASE DAYS AND OTHER MAJOR COMMITMENTS (WEEKEND TRIPS, APPOINTMENTS, ETC).
- THEN.....WRITE DOWN YOUR ASSIGNMENTS EVERY DAY FOR EACH CLASS.
- IF YOU HAVE A TEST OR A PROJECT COMING UP, WRITE IT DOWN ON THE DUE DATE, BUT ALSO WRITE DOWN WHEN YOU WILL STUDY FOR IT.

# WRITE IT DOWN!



# PLANNING AHEAD

- IN ADDITION TO YOUR DAILY PLANNER, YOU MAY FIND IT HELPFUL TO KEEP ANOTHER CALENDAR AT HOME, WHICH SHOWS A MONTH AT A TIME. THIS HELPS YOU TO SEE THE LARGER PICTURE.



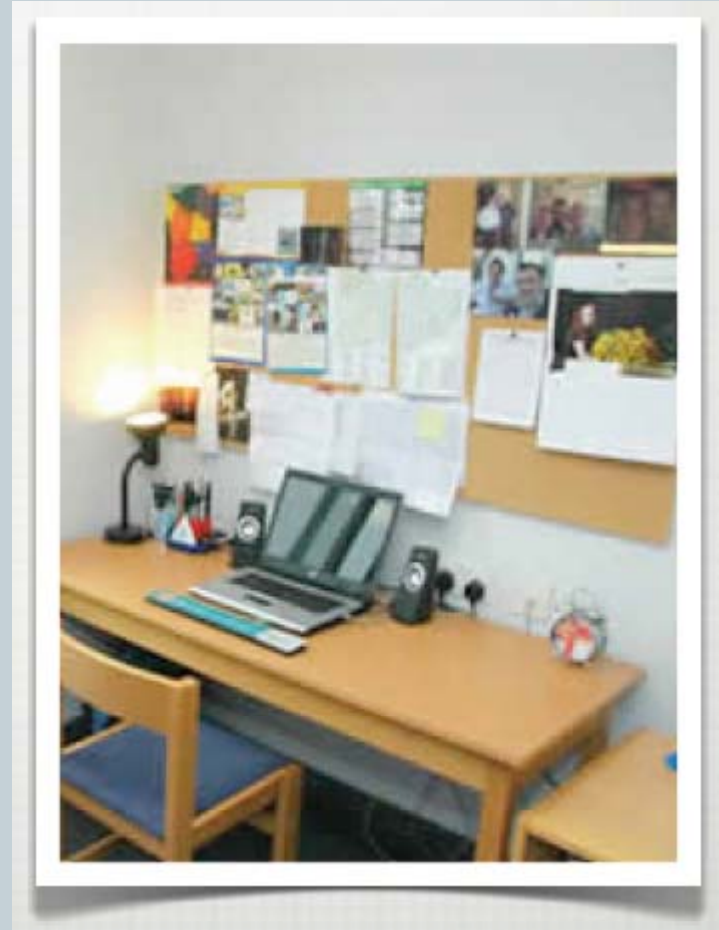


# STUDY TIPS: PLACE, TIME & DAILY PRACTICE



# PLACE

- PLACE: IT IS IMPORTANT THAT YOU HAVE A PLACE TO STUDY THAT IS WELL LIT, QUIET, AND HAS ANY SUPPLIES YOU MAY NEED.
- FOR SOME STUDENTS, THEIR BEDROOM IS A GOOD PLACE. OTHERS WORK BETTER AT A DINING ROOM OR KITCHEN TABLE.
- SOME STUDENTS STUDY BETTER OUTSIDE OF THE HOME, FOR EXAMPLE, THE LIBRARY.



# TIME



- TIME: SET ASIDE A TIME EACH DAY TO STUDY.
- SOME STUDENTS LIKE TO DO THEIR HOMEWORK RIGHT AFTER SCHOOL; OTHERS NEED SOME DOWNTIME AND WORK BETTER LATER IN THE DAY.
- DECIDE WHAT WORKS FOR YOU AND TRY TO KEEP TO THAT TIME AS CONSISTENTLY AS POSSIBLE.

# DAILY PRACTICE

- DAILY PRACTICE: STUDIES HAVE SHOWN THAT STUDENTS WHO REVIEW CLASS NOTES ON A DAILY BASIS RETAIN UP TO 60% MORE OF THE MATERIAL.
- TAKE A FEW MINUTES TO DO THIS EACH DAY.



# LIMIT DISTRACTIONS

- TV
- MUSIC
- INSTANT MESSAGING
- CELL PHONES
- VIDEO GAMES
- INTERNET... YOUTUBE,
- FACEBOOK
- ANNOYING SIBLINGS!



# ENGAGE IN ACTIVE STUDYING



- ACTIVE STUDYING MEANS REVIEWING THE MATERIAL USING MORE THAN ONE METHOD, STRATEGY, OR NEURAL PATHWAY.
- ANY IDEAS ABOUT WHAT THIS MEANS?!
- WHEN YOU STUDY, DON'T JUST READ YOUR NOTES. USE AT LEAST ONE ADDITIONAL APPROACH TO HELP YOU BETTER UNDERSTAND THE MATERIAL.

# ACTIVE STUDYING IDEAS...



- Make FLASH CARDS TO HELP YOU REMEMBER KEY DEFINITIONS AND CONCEPTS.
- USE A HIGHLIGHTER TO EMPHASIZE KEY POINTS IN YOUR NOTES.
- HAVE SOMEONE QUIZ YOU ON THE MATERIAL.
- QUIZ YOURSELF BY COVERING YOUR NOTES.
- Make a STUDY SHEET OR OUTLINE.
- IF YOU LIKE TO VISUALIZE WHAT YOU ARE READING, MAKE  
a GRAPHIC ORGANIZER OR DIAGRAM TO HELP YOU.

# TEST TAKING TIPS

WHAT DO YOU DO BEFORE A TEST?



# TEST TAKING TIPS



- GET PLENTY OF SLEEP. YOU CAN NOT THINK AS WELL WHEN YOU ARE TIRED.



- EAT A GOOD BREAKFAST AND LUNCH ON THE DAY OF A TEST.

## TEST TAKING TIPS CONTINUED...



- LOOK OVER THE ENTIRE TEST BEFORE YOU START. DO A BRIEF PLANNING SESSION IN YOUR HEAD TO SEE WHERE TO BEGIN.
- BEFORE YOU ANSWER AN ESSAY QUESTION, TAKE A FEW MINUTES TO OUTLINE YOUR MAJOR POINTS IN THE MARGIN OF YOUR PAPER.
- ALTHOUGH YOU MAY WANT TO START WRITING TO SAVE TIME, AN OUTLINE WILL HELP YOU TO ORGANIZE YOUR THOUGHTS AND SAVE TIME IN THE LONG RUN.

## TEST TAKING TIPS CONTINUED...

- REVIEW THE POINTS ASSIGNED TO DIFFERENT SECTIONS AND WHEN POSSIBLE, START WITH THE SECTION THAT COUNTS FOR THE LARGEST PERCENTAGE OF THE TEST.
- ANSWER THE QUESTIONS THAT YOU KNOW FIRST. THIS REDUCES ANXIETY AND GIVES YOU THE CONFIDENCE TO CONTINUE.



# POST - TEST

- save all tests, even if you did not do well. These tests will help you study for major exams or unit tests later on.
- If your teacher does not review your test in class, review it on your own and ask the teacher for clarification on what you got wrong.
- This is how learning takes place: through understanding what you got wrong or what didn't work.



# OWNING YOUR OWN LEARNING



- TEACHERS ARE WILLING TO HELP YOU IF YOU DEMONSTRATE THE EFFORT TO LEARN.
- HAND IN ASSIGNMENTS WHEN THEY ARE DUE.
- GO FOR HELP BEFORE OR AFTER SCHOOL.
- DON'T BE AFRAID TO ASK AND ASK AGAIN WHEN YOU DON'T UNDERSTAND THE FIRST TIME.
- TEACHERS MAY ASSUME YOU UNDERSTAND IF YOU DON'T LET THEM KNOW OTHERWISE.
- YOUR LEARNING IS YOUR JOB, NOT YOUR PARENTS'.

# I'M NOT DOING WELL... NOW WHAT?



- **YOUR TEACHER IS ALWAYS THE BEST PLACE TO START.**

- IF YOU DON'T UNDERSTAND SOMETHING IN CLASS, ASK A QUESTION. CHANCES ARE GOOD THAT SOMEONE ELSE HAS THE SAME QUESTION.
- IF YOU'RE UNCOMFORTABLE ASKING IN CLASS, WRITE IT DOWN AND GO AFTER CLASS OR AFTER SCHOOL.

- **DISCUSS DIFFICULTIES WITH FRIENDS AND FAMILY, THEY MAY HAVE OBSERVATIONS OR IDEAS THAT WILL BE HELPFUL.**

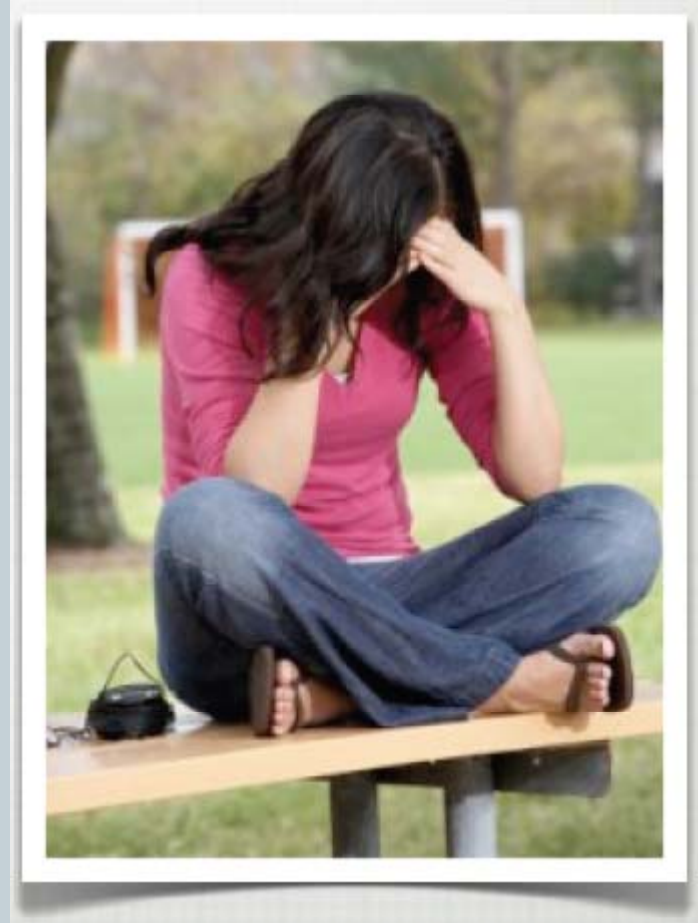
# Some Other Resources



- NATIONAL HONOR SOCIETY STUDENTS MAY BE AVAILABLE TO TUTOR FOR FREE. PLEASE SEE NHS ADVISOR, MRS. CANNON, TO GET CONNECTED WITH A TUTOR.
- SOME SENIOR STUDENTS MAY BE ABLE TO TUTOR FOR COMMUNITY SERVICE CREDIT. PLEASE SEE MRS. SZOZDA OR MS. SCHEANWALD.
- ASK YOUR TEACHER: HE OR SHE MAY BE ABLE TO SUGGEST ANOTHER STUDENT IN THE CLASS TO HELP YOU.
- PRIVATE TUTORING COMPANIES LIKE HUNTINGTON AND SYLVAN... ASK COUNSELOR FOR CONTACTS (THIS CAN BE EXPENSIVE!).
- FOR OTHER STUDY/TEST TAKING TIPS: GO TO [WWW.TESTTAKINGTIPS.COM](http://WWW.TESTTAKINGTIPS.COM)

BOTTOM LINE - DON'T FREAK OUT...HELP IS AVAILABLE!

- MOST STUDENTS FAIL A TEST AT SOME POINT DURING THEIR HIGH SCHOOL CAREER - IT'S OKAY. IF YOU ARE FEELING TOTALLY OVERWHELMED, COME FIND A COUNSELOR, WE CAN HELP YOU FIGURE THINGS OUT...





## BE FLEXIBLE AND PERSEVERE!



- LEARNING AND EXPECTATIONS CHANGE OVER TIME. BE FLEXIBLE AND WILLING TO ADJUST TO NEW CHALLENGES.
- ADAPT YOUR STUDY SKILLS TO THE NEW DEMANDS THAT HIGH SCHOOL PRESENTS.
- YOU MAY NEED TO ADAPT ...AND ADAPT AGAIN.

THE END...  
...Or **JUST THE BEGINNING?**