

Improving Your Study Skills

Get Organized

- Make sure you have all of your supplies in one place at home.
- Write down your assignments in your agenda each day.
- Record all of your tests and long-term assignments in your monthly view in your agenda.
- Have a notebook with dividers for each of your classes. Make sure they have pockets in them for papers until you can punch holes in them.
- Date all your class notes and keep them in chronological order in your notebook.
- Pack your book bag at night and make sure you have all homework needed for the next day to avoid the morning panic.

Spend Your Time Wisely

- Budget your time - write out a weekly schedule and plan for time to complete homework/review notes/study.
- Complete harder homework assignments first.
- Remember to take short breaks during your study time.
- Try to study at the same time and in the same place every day.
- Use the time you normally waste. Any free time at the end of class, the bus ride home, time before school, etc. should be used for extra study time. Also use time that you may have used for the computer, video games and texting your friends. These time killers can add up and your day will be over before you know it.

Taking/Reviewing Notes

- Be sure to date all of your notes and keep them in order. This makes it easier to prepare for studying.
- Make sure to emphasize important ideas by highlighting or underlining them.
- Review your notes NIGHTLY. Spend 10-15 minutes in addition to regular homework reviewing. This will help you better remember information and reduce the need to "cram" the night before a test.
- Make flash cards or study sheets from your notes. Use any extra time you have to review them during the day.

Tests & Quizzes

- Start reviewing when a test/quiz is assigned. Don't wait until the night before.
- Review all notes, quizzes, readings and flash cards/study sheets.
- Complete any test review given by the teacher.
- Try to think of questions the teacher might ask on the test/quiz.
- Don't "cram" - leaving studying until the night before increases anxiety and reduces the effectiveness of your time.
- Read all directions on the test, review questions before answering and RELAX.