



# High School Success

Study Skills Seminar  
Lesson Two—Organize Your Time and  
Space

# Study Skills Seminar

## Your High School Toolkit



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# Organize Your Time and Space

## Discussion—

So, what did you learn last week about how you spend your time?



No, Mom, I'm not on Facebook (anymore)...

# The Academic Planner

“Fail to prepare, prepare to fail” – Benjamin Franklin



- In High School, you just can't juggle school, homework, family, extracurricular, and social responsibilities without a system
- Planners really work if you use them regularly—it may take two to three weeks to make it a habit, but it's worth it!
- If you write something down, you are 10 times more likely to remember it! So, let's get started...

# What Kind of Planner Do You Need

## Weekly and Monthly Planning



- You need to be able to see the whole week at a glance—weekly planning is crucial! Month-at-a-glance pages are also helpful.
- You need room to write *ALL* of your commitments.
- Example: You check your planner on Sunday night and notice you have a Band concert after school on Tuesday. Now you know to build in study time on Monday night for that exam on Wednesday!





# When Should You Use Your Planner

## When in doubt, get that planner out!



|                       |  |
|-----------------------|--|
| Sunday Night          | Spend 10 minutes on Sunday evenings writing down all of your commitments for the week  |
| During class          | Keep your planner accessible—right on your desk. Record your homework as it is assigned in class.  |
| End of school day     | Take a few seconds to plan when you will work on homework that evening. Look through the assignment list and plan about how much time you will need. |
| At home, after school | Look at your planner and stay on schedule—get those ‘rock priorities’ done first!  |
| Before Bedtime        | Avoid rushed mornings by doing one last check of your planner—did you get forms signed, all homework complete, is everything in your backpack?       |



# Making the Most of Your Planning

- ✓ Set up Sunday evening meetings with your parents to see what they have planned for you for the week and share your activities
- ✓ Use planned study time wisely—set a timer and try to beat the clock. The point is not to rush but to stay focused for a set amount of time.
- ✓ Stay on task—don't accept phone calls, texts, and Facebook messages during your set study time. They'll still be there when you're finished.

# Activity & Homework

Let's Practice Using a Weekly Planning Page



1. Jot down your plan for the week using the sample weekly planning page
2. Follow your plan for the rest of the week
3. Bring your planning page or your own planner to next week's Advisement



# Organize Your Space

## De-clutter your study space and backpack



- Keep a container with pens, pencils, calculators, staplers, dictionary, thesaurus, etc. in your study space
- Remove distractions—don't be tempted to pick up your phone every time you get a message
- DO NOT throw things in the bottom of your backpack never to be seen again—put sheets back in folders when they are returned (the front pocket will work when you're in a hurry)
- Students often say they did the work but didn't turn it in—Where was it? Crumpled in the bottom of the backpack!

# Organize Your Space

## The Homework Folder



- You MUST do your homework to be successful in high school—Just Do It!
- Some students find it beneficial to have a separate folder just for homework
- During a homework check—don't scramble, just grab your folder!

Spend the rest of the time,  
making a homework folder.  
Decorate it any way you like!



# Next Session—Lesson 3

## Organize Your Things

See you next week!

