Organization and Study Tips for Students

Are you using your planner?
- Is it complete and thorough?
- Every class should have something written down.
- What <u>was done</u> **and** what <u>to do.</u>
- Pretend you're taking notes for an absent friend.
- Have the planner with you ALWAYS.
    - Use the month-at-a-glance calendar to break up long term projects or schedule what to study which days so you don't have too much in one day.
    - Ask your teacher to initial your planner to make sure you wrote down everything the right way.

Regular homework time at home?
- When? Is that the best time in the day for you?
- Where? Is it quiet, free from distraction?
- How long? Don't just complete homework – study, review, etc
- If you forgot something in your locker, you can ask your parents to take you back to school to get it.
- Prioritize your work – some something easy and quick first, then do the hardest and longest task next, then finish

Organize materials at school?
- Do you keep class papers in the right folder for that class only? Taking time now will save time later!
- Do you put papers folded in a textbook? DON'T!
- Forget to hand in completed work? Have a folder just for homework to be handed in and make sure it is empty by the end of the day, or paperclip completed homework into planner to help remember.

Tests and Quizzes difficult?
- Study for 2-3 days before, not just the night before.
- Have someone quiz you.
- Make flash cards.
- Work with a study buddy.
- Ask about the format of the test or quiz (multiple choice or essay – study differently).

Use Primetime:
- Clean out your locker if needed.
- Visit another teacher who also has primetime to check grade and/or get help with what you don't understand.
- Get a jump start on homework from your most difficult class so you can ask for help if needed
- Save easiest for home.

Check Family/Student Access and Schoology regularly:
- Check your grades at least once per week; more if needed
- Check Schoology daily to cross-reference with your assignment notebook