



Time Management

- **Know how you spend your time.** Journal the time you spend on each subject, daily. This will help you establish the skill of determining how long it takes to accomplish academic tasks.
- **Plan your time.** Weekly, and then daily. Identify the days and times you plan to invest on academic pursuits. It good to say I plan to spend 8 hours a week on school. It's better to plan to spend 1 hour on Science Monday, 2 hours on English Wednesday, 1 hour on Math Thursday, 1 hour on Math Friday, and Two Hours on Math and Science Sunday.
- **Stop Procrastinating.** Getting started can be tough. If you have trouble starting, picking a starting point may be more effective than determining your ending time. It's better to start today spending a half hour, than planning to start tomorrow to spend an hour.
- **Manage time wasters-** remove distractions like your phone, and tv. Avoid the internet unless it's essential. It's easy to lose focus on social media.
- **Avoid multitasking.** Studies show you lose time when switching from task to task, ultimately creating a loss of productivity.
- **Pomodoro Technique-** Pick a task. Set a timer for 25 minutes. Work on the task until the timer rings. Take a short break, 3-5 minutes. Set timer for 25 minutes and repeat until you complete the task. If you really enjoy Pomodoro take a longer break (15-30 minutes) after 4 work sessions.

Organization

- Time management experts recommend using a personal planning tool to improve your productivity. Examples include electronic planners, pocket diaries, calendars, computer programs, wall charts, index cards and notebooks. Decide which one you like best and start using it to plan your time.
- Clear the clutter. Some students use one notebook with multiple tabs. Other students prefer one notebook per subject. If you lose assignments, it may be time to consider switching your approach. The big idea is having a dedicated area for each subject, free of clutter.
- At the start of class, review the Objective and Essential question on the board. Next, copy your homework assignments. Some students prefer to write their assignments by day, others by subject, there is no perfect combination. The secret is recording the assignment in the same manner for each period. That way, you know where to check for assignments and due dates.
- Turn in your assignments. If you have multiple 0s it becomes more difficult to achieve success. If your teacher allows for late assignments, turn in the late work. Take advantage of all opportunities to improve your standing.

Study Skills

- **Pomodoro Technique-** Pick a task. Set a timer for 25 minutes. Work on the task until the timer rings. Take a short break, 3-5 minutes. Set timer for 25 minutes and repeat until you complete the task. If you really enjoy Pomodoro take a longer break (15-30 minutes) after 4 work sessions
- **EFFECTIVE STUDY AREA.** Designate a quiet, well-lit area for studying.
- **Speak with your teachers.** There is a time and place for conversation. You should speak with your teachers if you would like to focus your study habits. Ask politely to speak with your teachers before or after class. Your teacher may share it is not a good time to speak. That's ok. Politely ask when would be the best time for us to speak?
- **SCHEDULE CONSISTENT STUDY TIMES.** Set aside time every day for study, and make it consistent. Set study time for each afternoon from 5:00pm to 6:00pm. Whatever you do, avoid last minute studying and cramming.
- Do your most difficult subjects first. As your progress to other subjects, the works becomes easier. Not to mention the subject(s) which require the most effort for success will receive attention first, helping you to reduce the common problem of procrastination.
- Make certain you have all of your necessary materials before starting. Remember multitasking may productivity.

Test Taking Skills

- **Have a positive attitude**
- **The Night Before-** Cramming doesn't work. If you've followed a study plan, the night before the test do a quick review, get to bed early.
- **The Morning of the Test-** Did you know that you think better when you have a full stomach? Don't skip breakfast the morning of the test. Get to school early, do a ten-minute power study before the test. Your brain is turned on and tuned up.
- **Test Time-** make sure you have everything you'll need - scratch paper, extra pencils, your calculator (if you're allowed to use it). Understand how the test is scored: Read the instructions!
- **After the test-** some teachers may provide an opportunity to complete test corrections. Sometimes there may be points for test corrections, other times an opportunity to review mistakes to better understand material assessed. If there is an opportunity to participate in test corrections, do it.