

STUDENT TIPS

1. Be sure everything has a place (and) put everything in it's place.
2. Always have what you need for class with you.
3. Organize your notebook by making dividers with tabs for each school subject. Have additional sections for "assignments," "goals," and "progress."
4. Take only what you need to class with you. Don't carry extras!
5. Clear your desk or work area of everything except what you must have to do your assignment.
6. Write the name of the subject on book covers and spines so you don't have to open each book to find the right one.
7. Check your assignment sheet each day BEFORE going home. Get all necessary materials BEFORE going home.
8. When you have a long-range assignment (like a report due in two weeks), plan out how to get it done. Make a day by day schedule so you will know how much you need to do each day. Write what you plan to do each day on your assignment sheet under "Things to Remember." Spread it out. Don't wait until the last minute.
9. Use a backpack or tote bag to be sure everything stays together on the trip to and from school.
10. Find a "spot" at home to keep your notebook. ALWAYS put your notebook in the "spot" before going to bed.
11. Always get everything you need for the next day ready before going to bed. Mornings are NOT a good time to start looking for lost items.
12. Stop and Think – and check your lists – before leaving home each day.
13. Stop and Think – and check your lists – before leaving school each day.
14. ALWAYS write down what you want to remember to get done. Don't trust your memory because too many activities can get your mind off the subject.
15. Take notes at school:
 - write down anything you need to remember
 - if the teacher says something like, "This is very important," write it down, put stars next to it, use a highlighter
 - write down page numbers that you may need to go back and reread
16. NEVER, never fold papers and place them in textbooks or pockets. Assignments, papers to be turned in, and papers that have been graded are too easily lost if not kept in the notebook.
17. Create a place to study and establish a preset routine for school work each evening in order to establish good study habits. For example:
 - sit at a desk and work in a notebook
 - eliminate distractions (TV, radio, other people)
 - do not use a desk in the bedroom, instead, establish a study place
 - do homework in "chunks," use a timer if necessary
 - do undesirable assignments first
 - set good study habits
 - set study goals and reward yourself for achieving them
18. Study with someone from your class.
19. Use flashcards, audiotapes, make games of your study materials.