

Organizing at Home

Turn off the TV and turn on your thinking power!

Choose a place to study

- Find a spot that's comfortable
- Study in the same place everyday.

Choose a time to study

- Pick a time when you're most alert.
- Study EVERY DAY

Plan how long to study

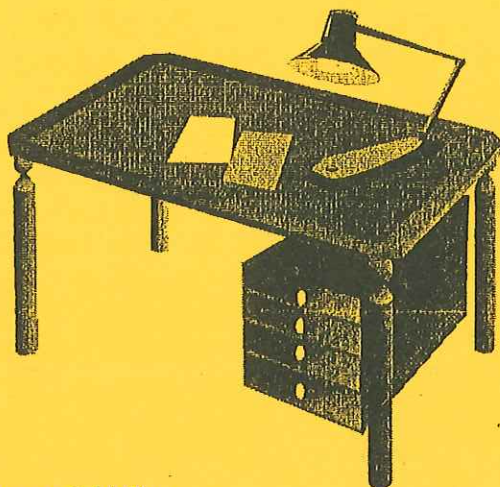
- Study at least 90 minutes every day.
- Study in short bursts, and then relax.

Gather your equipment

- Get the supplies and references
- Keep your supplies in one place
- Make files of class work

Find a Study Buddy

- Choose a friend or classmate to help you
- Ask for help when you need it: Parents, Teachers or Homework Hotline



Turn off the TV and Turn on your Thinking Power!

Lots of teens think they can play The Study Game with only a few minutes preparation. Or they put off homework till it's too late, and then skip it completely. Why? Television. Too much TV watching is a big problem for many students today. It can keep even the brightest people from doing well in school. Don't kid yourself! You can't do your best thinking with the TV on. If you try, you'll pay the penalty in poorer work. It's the biggest favor you can do...for you!

Now that the TV's off, what else can you do at home to prepare for better grades?

Choose a Place to Study

Find a spot that's comfortable. Music is okay-but only at a low level in the background. Study in the same place every day. Get in condition and it's easy to follow this new habit.

Choose a Time to Study

Pick a time when you're most alert to study. Maybe you like to get your homework done as soon as you get home from school. Great! Maybe you'd rather relax for a while and study after dinner. That's fine too. The point is to choose a time, then make the most of it. Study every day. It's the mental workout that keeps you in condition and on top of your game.

Plan How Long to Study

Set aside between 30 (5th grade) and 90 minutes (9th grade) of study time every day. You may need more time, depending on your classes. Sometimes you'll have to study longer because of papers, projects or tests. You may feel that others study much less. But others may not have your goal of getting great grades!

Study in short bursts of about 20-30 minutes each. You remember things best from the beginning and end of each study session. So take breaks often to stretch, get a glass of water, a healthy snack, etc. It helps relieve the 'brain drain'.

Gather your Equipment

No athlete functions without the right equipment. Get a dictionary, atlas, almanac, pens and pencils. Get a typewriter if you can. Your parents may help with supplies. Check used bookstores and office supply stores for bargains. Keep all your supplies in one place where they're ready to go to work. Make files. Don't throw away any coursework until a class is over. Keep all returned homework, quizzes and other papers. Use this material for review before tests.

Find a Study Buddy

Choose a friend or classmate to help you with drills (language, vocabulary, etc.)

Ask a classmate who gets good grades for help in a subject that's hard for you. Exchange phone numbers so you can get assignments when you are out sick or need help on an assignment.

Top 10 Study Tips from a Middle School Teacher by Kellie Hayden and Study Tips, <http://www.studytips.org/>

Whether it is back to school time or any time of the school year, studying equals academic success. However, some students do not know how to study. After watching countless middle school students struggle over the years, I've created a top 10 list of what students can do to improve study habits. The lessons taught in middle school are building blocks for high school and college. Starting good study habits now will help you later in life. It does take more effort to study and to become organized; however, academic success will make you feel good about yourself and your parents smile.

10. Select a consistent place to study.

Some people need total quiet while others can study well with music in the background (try classical music). The key is to find a comfortable place and study there regularly, such as the kitchen table, a desk, a favorite chair, bed, etc. Make sure it has adequate lighting and keep all your study supplies in reach. **STUDY, STUDY, STUDY EVEN IF YOU DON'T HAVE HOMEWORK.**

9. Don't wait until the last minute.

Study a little every night instead, of cramming late the night before the test. A good night's sleep helps. Bleary eyes and a tired body do not.

8. Buy an agenda book and use it

Most students have an agenda book, but they don't write anything in it. On Monday, write down all of the week's assignments. Most teachers have them posted in the classroom.

7. Dedicate a space for every class in your book bag.

In the department store aisles, there are boxes and boxes of binders, folders and organizational tools. For every class, dedicate a binder, folder or notebook. There should be a place for class notes, handouts and homework assignments. Some of the larger binders can accommodate all classes. It is really a matter of personal choice; just keep papers separated by class.

6. Stay organized throughout the year.

Most students have many binders and folders, but they do not use them. Many stuff every single paper from school into one binder. Half of their papers become misplaced or lost. Do not use the "shove" method when papers are returned, i.e. shove everything in one binder. Place them in the correct folder. If you are using a three-ring binder to keep papers organized, take the time to open the metal prongs and place them securely in it. If someone helps you organize your papers, take the time to continue putting everything in its place.

5. Make study cards.

On the front of a note card write the word or idea. On the back, write the definition or important information. Have a friend or parent ask you about the word and/or provide a definition.

4. Make your own study guide.

One great way to study is to make a list of the important information from a chapter and write it in your own words. Copy down any words that are written in bold or in italics. Look at chapter headings, section headings and review sections at the end of a chapter for other important information to add to your study guide. Merge this information with class notes.

3. Talk about assignments with friends.

Discussing assignments with friends is another great way to study. This is very helpful when studying for novel tests. Friendly discussions about books help deepen understanding.

2. If you are struggling, ask for help.

Start by talking to the teacher. The guidance counselor generally has a list of tutors in the area. Some high school students need to complete community service hours to be in clubs or in honor societies. You may be able to get a free tutor.

1. Make academics a focus in your life. Studying takes time and effort. Get organized, ask for help and put forth effort aimed at improving your study habits now. **STUDY EVEN IF YOU DON'T HAVE HOMEWORK**

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|----------------|--------|---------|-----------|----------|--------|----------|--------|
| 7:00-8:00 am | | | | | | | |
| 8:00-9:00 am | | | | | | | |
| 9:00-10:00 am | | | | | | | |
| 10:00-11:00 am | | | | | | | |
| 11:00-12:00 pm | | | | | | | |
| 12:00-1:00 pm | | | | | | | |
| 1:00-2:00 pm | | | | | | | |
| 2:00-3:00 pm | | | | | | | |
| 3:00-4:00 pm | | | | | | | |
| 4:00-5:00 pm | | | | | | | |
| 5:00-6:00 pm | | | | | | | |
| 6:00-7:00 pm | | | | | | | |
| 7:00-8:00 pm | | | | | | | |
| 8:00-9:00 pm | | | | | | | |
| 9:00-10:00 pm | | | | | | | |
| 10:00-11:00 pm | | | | | | | |
| 11:00-12:00 am | | | | | | | |