STUDY SKILLS TIPS

Learning takes time and attention. The more you give, the better the results.

- **ATTEND CLASS REGULARLY**: This sounds pretty obvious, but it is the most important part of doing well in school. If you are absent a lot or are skipping class, you miss your primary way of learning.

- **LISTEN AND TAKE NOTES**: It doesn't help if your body is in the classroom if your mind is elsewhere. When you're in class make sure to listen carefully. If you don't understand something your teacher said or taught, ask a question; you won't be the only one with the same question. Your teacher may write important points on the board or give you a handout to highlight important facts. Make sure to copy this information into your notebook.

- **REVIEW AT HOME**: This sounds pretty basic: if you are assigned homework, DO IT! If your teacher asks you to read something, take notes on the important points. Review the notes you wrote in class and those from your reading to make sure you understand the concepts.

- **STUDY WITH PEERS**: Share your knowledge and understanding with other students- you will learn by teaching concepts to them, and in turn, you will be exposed to ideas you didn't come up with.

- **PLAN AHEAD**: Write down assignments in a planner or on a calendar so you have a list of what is required, when it is due and how much time you have to gather necessary supplies and resources. Block out sections of time to do homework, projects and test prep. Think about what books or school resources you will need at home. Before you leave school each day, decide which notebooks and textbooks you should take home.

- **AVOID DISTRACTIONS**: Turn off the television, don't text or talk on the phone, and ask your friends not to call or text you either. Set aside a special place to study and do homework. Take into consideration lighting, temperature, availability of material, distractions and noise levels.

- **PRIORITIZE TASKS**: Decide what you will work on and do the difficult tasks first. Study for 50 minutes and then take a 10 minute break. Stretch, relax, have a high energy snack, and then return to your work. Allow longer "massed" time periods for organizing relationships and concepts, outlining and writing papers. Use shorter time periods for rote memorization, review and self-testing and plan to do them just before you go to sleep. If you get tired or bored, switch tasks/activity, subject or environment. Stop studying when you are no longer being productive.

- **ESTABLISH A ROUTINE**: Do homework at the same time daily, for example right after school or right after dinner, and plan for it in advance.

- **IN THE CLASSROOM**: Sit in front and away from students who might distract you. Stay after school if you need help from your teacher(s).

- **YOUR HEALTH**: Get regular exercise, at least7-8 hours of sleep nightly, stay hydrated, and eat a balanced diet. Keep a healthy balance between school work, extracurricular activities, and family time.

Sources: OSPI- Navigation 101; Stanford University, Center for Teaching and Learning; University of Connecticut- Improving Study Skills 101