

## TIPS FOR ORGANIZATION

1. Use one or multiple 3 ring binders with inside pockets to organize all your classes. This size binder should fit in your organized book bag.
2. Label the your folders and binders by the subject, period, and/or teacher.
3. Place 25-30 sheets at the back of of your binder to take notes.
4. Place your homework in the same section each day so it is easy to find to turn in.
5. **NEVER PUT LOOSE PIECES OF PAPER IN YOUR backpack.** If you are in a hurry, place the papers in the front of your binder to organize later.
6. Create a home filing box. Place your overflow papers from your binder into this box divided by subject manilla folders. These papers may be used to study for final exams.
7. Clean out and organize your backpack and/or binder on a designated day once a week to make it a habit.
8. Keep your locker clean and organized. If it helps keep you accountable, take a picture of your locker, backpack or binder each week.
9. Get a 3 hole punch or stapler at home to make sure you can turn loose papers

## TIPS FOR TIME MANAGEMENT AND STUDYING

### **During School**

- Be on time to class
- Be prepared for class with all materials, pencils, paper, notebook, student planner
- Take notes, listen, interact, and ask questions
- If the teacher provides a powerpoint online, print it before class and take notes
- Write down the homework

### **After School: Develop a Study Routine**

- Create a study/homework schedule
- Develop a plan of which subjects you want to complete first and stick to it Ex. Math, Science, English, Spanish, Art
- Find a distraction free place to study
- Have all materials you need to do your homework ex: pencils, paper, calculator
- Shut down all electronic devices not needed to start your homework
- Set a timer to give yourself a scheduled 5 minute break after 30 minutes of work

### **Completing Daily Homework**

- Go to your designated study area with all required materials and open your planner
- Complete your homework assignments for each subject
- Put the assignment in the same folder or binder each day so that it is easy to locate
- Cross the completed assignment off in your planner and move on to the next assignment

### **Studying Daily**

- Understand your learning style preferences
- Utilize the strategies for your learning preferences
- Complete assigned reading and take notes when necessary (pay close attention to subject headings and vocabulary that is in **bold**)
- Organize your notes and handouts each day (rewrite your notes and fill in any missing concepts using the book or by asking your teacher)
- Redo any problems that were covered in class to ensure you understand the concepts

## TIPS FOR PREPARING FOR TESTS

- Attend Tutorial to ask questions and join Study Groups if available
- 4-5 days before the test begin to...
  - Review the chapter readings, organize your notes, create a study guide and or flash cards, complete practice problems
  - Answer questions throughout the chapter and at the end of the chapters
- 3 days before the test...
  - Review old quizzes to make sure you understand what you may have missed
  - Go over your study guide, continue to complete practice problems
- 2 days before the test...
  - Teach the concepts to someone else, review your notes, review study guide, review chapter questions, complete more practice problems
- 1 day before the test... Review study guide, complete practice problems, get a good night sleep