

TOP SECRET PLAN



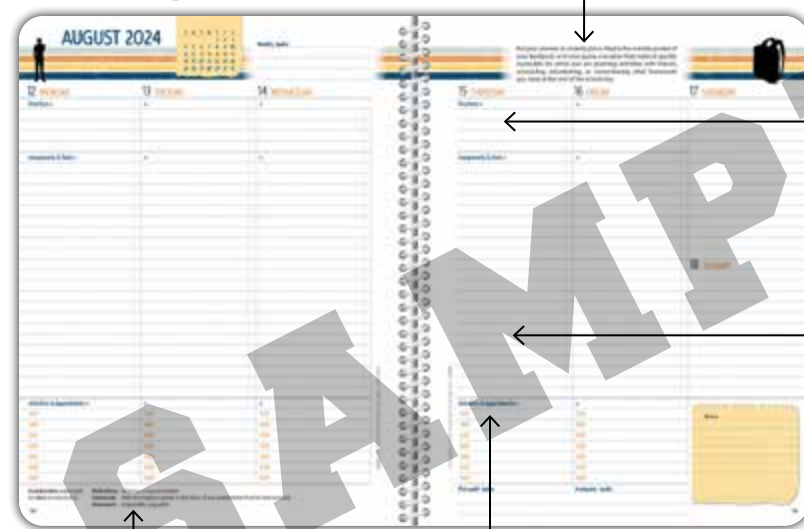
Planners WITH A
PURPOSE
by **SUCCESS** BY DESIGN, INC.



STUDENT 2024 2025 PLANNER



Manage Your Time!



WEEKLY STUDY TIPS:
In keeping with the month's theme, these tips encourage studies.

PRIORITIES PLANNING:
A daily space to record assignments and tasks that have the highest priority.

WEEKLY PLANNING:
Clean lines and clear space give you plenty of room to separate and record your priority tasks from your assignments and tests.

AFTER SCHOOL PLANNING:
Hourly scheduling for activities and appointments after school with areas for recording personal and school goals. A notes section is also provided.

VOCABULARY WORDS:
Expand your vocabulary and prepare for testing with our weekly vocabulary words!

Name _____

Grade _____

Homeroom _____

E-Mail _____



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SOAR into the Achievement Zone

Follow these 4 easy steps and achieve!

While learning the knowledge and skills for classroom success, you need to stay organized. Follow this easy 4-step plan to make sure you do all the work and meet all the commitments that are expected of you at school and after school.



[SOAR]

SCHEDULE, ORGANIZE, ACT, REVIEW

1) Schedule every commitment by writing it in this planner on the date it is assigned or the date you'll be completing it.

This includes homework, after school activities, social activities, family events, and all other tasks in which you participate or are expected to do.

2) Organize all resources needed to complete each commitment you have recorded.

Don't wait until the last minute. Make sure you have everything you need to fulfill your commitments whether it is ink in your printer to print a report or

cookies you promised to bring to an after school meeting.

3) Act. Do each commitment to the best of your ability.

It is easy to do less than your best especially when you are busy, but you will be much more pleased with yourself if you know you did your best.

4) Review the work you have done and what you accomplished by completing all of your commitments.

Continually look for ways to improve!

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Integrating Print and Digital Technologies

Our Brains are Amazing and Complex!

The way the brain learns from paper and printed material/books is different than how it learns from reading on screens such as phones and tablets.¹

Since books have text that is set in a stationary place, the brain can latch on to that physical space and remember it better. For example, sentences and paragraphs are set in size, shape and location. A book has set left and right pages that give 8 total physical corners that our minds can remember.¹

Screen Reading Most reading on a screen is scrolling and moving continuously so your brain doesn't have anything to latch on to and remember as easily!¹

Another reason your teacher may have you read or write with paper (and not review and type on screen) is to help your concentration and focus.³

It has been proven that students are most likely to skim, browse and jump around in an article



on screen.¹ Most screen devices have many distractions—alerts and notifications, other programs, Internet interests, music, etc.—all of which pull attention away from the reading.⁴

Sources:

- 1 Jabr, Ferris. "The Reading Brain in the Digital Age: The Science of Paper versus Screens." *Scientific American*, Scientific American, 11 Apr. 2013. <https://www.scientificamerican.com/article/reading-paper-screens/>.
- 2 Baron, Naomi S., et al. "Reading in a Digital Age." *Kaplanonline.org*, 5 Dec. 2018. <https://kaplanonline.org/reading-digital-age/>.
- 3 FYLiving. "Why Does Writing Make Us Smarter?" *HuffPost*, HuffPost, 7 Dec. 2017. https://www.huffpost.com/entry/why-does-writing-make-us_n_900638.
- 4 Rosenwald, Michael S. "Why Digital Natives Prefer Reading in Print. Yes, You Read That Right." *The Washington Post*, WP Company, 22 Feb. 2015. https://www.washingtonpost.com/local/why-digital-natives-prefer-reading-in-print-yes-you-read-that-right/2015/02/22/8596ca86-b871-11e4-9423-f3d0a1ec335c_story.html.

STUDENTS IN THE U.S. REPORT:²

85% multitask when reading **DIGITALLY**
only **26%** multitask when reading in **PRINT**

When asked what platform students most preferred for reading (print, tablet, e-reader, phone, or computer), **92%** said that they concentrated best when reading in... **PRINT!**



Integration Tips! However, using technology is important for well-rounded growth. Here are two easy steps on how you may integrate your paper planner with technology!

1) In your digital calendar set alerts for events that you will be attending—games, work, family activities, etc. Also, note the time you set aside to do your homework. When you are alerted to do your homework, then you can refer to your Success by Design Student Planner.

2) Your Student Planner may have preprinted subjects, or you may be able

to write in your specific subjects. In this paper planner you will have the space to write all the details and information you need to know in order to accomplish your assignments successfully and completely.

For example: Alert yourself digitally, "Do homework from 6–8 p.m.," and then in your planner have written, "Math, pages 76–77, numbers 1–10. Use the new formulas."

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Stay Alert! Texting, checking emails, browsing the internet, messaging, and scrolling social media have become ingrained within our everyday lives. This can be a great way for people to communicate and stay connected online—whether they are within the same household, or across the globe! However, with this amazing ability comes a hefty responsibility. Being connected can be a mix of positive—and sometimes negative outcomes. **Learn how to balance online life safely!**

Constant updates on what friends and family are doing make it easy to compare our lives to others. Step away from time online when it's bringing you down. Turn notifications off to avoid constant updates.²

Phones, tablets, TVs, and computer screens give off blue light, which is similar to daylight. This confuses the body into a state of daytime alertness. Shut off your devices with plenty of time to unwind before bed, so you can get quality, uninterrupted sleep.³

Think before you post. **Once something is on the internet, it can be very difficult or impossible to remove completely.** Photos, videos, and words can be seen, shared, and saved by thousands of people, even if unintended.

While it's easy to stay in touch with your friends and family online, nothing beats in-person contact! Don't forget to set up times to hang out, talk, and do fun activities with your people—phones aside.

What Effect does Social Media have on your life?

"A plurality of teens (45%) believe social media has neither a positive nor negative effect on people their age. Meanwhile, roughly three-in-ten teens (31%) say social media has had a mostly positive impact, while 24% describe its effect as mostly negative."¹

TEEN BELIEFS ON SOCIAL MEDIA EFFECTS:

POSITIVE	NEUTRAL	NEG.
31%	45%	24%

Sources:

- Anderson, Monica, and Jingjing Jiang. "Teens, Social Media & Technology 2018." Pew Research Center: Internet, Science & Tech, Pew Research Center, 27 May 2019, <https://www.pewresearch.org/internet/2018/05/31/teens-social-media-technology-2018/>.
- "Social Media & Teen Mental Health." *Wellness Every Day*, <https://www.wellnesseveryday.org/mental-health>.
- "How Screen Time May Cause Insomnia in Teens." *Sleep Foundation*, 5 Feb. 2021, <https://www.sleepfoundation.org/teens-and-sleep/screen-time-and-insomnia-for-teens>.
- "Quick-Guide to Secure Passwords." *Connect Safely*, 28 Sept. 2021, <https://www.connectsafely.org/passwords/>.

PRIVACY AND SECURITY

Passwords: Keeping your passwords secure is important.

- ✓ don't use the same password for multiple accounts
- ✓ avoid sharing your passwords
- ✓ create strong passwords by using more characters

Password Tip Create a strong password by using numbers, symbols, and upper and lowercase letters. For example, create a phrase that you can remember, but is random to others, like Sharks24Blue!headphone\$.⁴

Privacy Settings: Social media apps, web browsers, etc. have various settings you can adjust to maintain security.

- ✓ make your profile private when possible
- ✓ turn current location sharing settings off
- ✓ adjust settings to manually approve photos you are tagged in

Safety: Things are not always the way they seem in an online world. Be vigilant!

- ✓ If you suspect somebody has hacked your account, change your password or disable the account.
- ✓ Review the newsfeeds for all social media friend requests *before* you accept a request.

Our Planet

We live on an amazing planet filled with many different resources! However, as our population grows and technologies advance, our way of life needs to be evaluated.

The earth's water systems, land, and atmosphere are facing pollution and depleting resources. If we don't pay attention to our planet, our planet may not be able to sustain us well in the future!

The World Counts states it this way:

"If Earth's history is squeezed into one year, modern human has existed for 37 minutes and used up a third of Earth's natural resources in the last 0.2 seconds!"¹

Check out The World Counts' website at www.theworldcounts.com for more information and statistics.

Reduce and Reuse: A Better Way

The latest U.S. government data from 2018 states that out of 292.4 million tons of trash produced only approximately 32.1% was recycled and composted!²

While recycling your **CLEAN** items is essential, **REDUCING** the need for unnecessary products and packaging is even better! **Here are some ideas:**

- Stop purchasing bottled water—choose a reusable bottle instead.
- Bring cloth bags when you go shopping instead of using the store's provided plastic bags. (*Or skip the bag if you only have a couple of items!*)
- Use cloth rags for cleaning (instead of paper towels) and washcloths as napkins.

Green Speak

Check out these green vocab words!³

food mile: the distance from the area a food item is produced to the area where it is consumed

trashion: fashionable items that are made from used and recycled elements

upcycling: the act of reusing materials to create a new product of higher value or better quality than the original

Green Living
 1 "The World Counts." The World Counts, <https://www.theworldcounts.com/>.
 2 EPA, Environmental Protection Agency, <https://www.epa.gov/facts-and-figures-about-materials-waste-and-recycling/national-overview-facts-and-figures-materials>.
 3 Dictionary, Macmillan, et al. "Environmental Language - Top 20 Green Buzzwords." Macmillan Dictionary Blog, 10 June 2011, <https://www.macmillandictionary.com/top-20-green-buzzwords-in-english>.
 4 The World Counts, <https://www.theworldcounts.com/stories/Facts-about-the-Environment>.
 5 Frequently Asked Questions - Plastic Recycling, <https://plasticsrecycling.org/images/library/APR-Caps-On-FAQ.pdf>.
 6 "What Plastics Can Become." *Recycle Your Plastics*, 3 May 2019, <http://www.recycleandrecoverplastics.org/consumers/kids-recycling/plastics-can-become/>.

Life with Plastic

PETE (PET), or #1 plastics, are a strong petroleum-based plastic that is used to make many "disposable" containers—such as the common water bottle.

! PETE plastics are not biodegradable, so when a water bottle ends up in a landfill, it takes hundreds of years to break down. And during that time, it will simply break into smaller pieces, further polluting the environment.⁴

Leave the cap ON! There is a lot of confusion as to whether or not the plastic caps should be left on bottles that are sent off for recycling. According to **The Association of Plastic Recyclers:**

PETE bottles with caps (made from PP and HDPE) are ground into "flake" and washed. "PET will sink, PP and HDPE will float." The plastics are then separated for recycling.⁵

Scan the QR code for a demo on the float/sink process.

"Recycling collection and processing technology has improved, demand for the recyclable material has increased, allowing the current **CAPS ON** recycling message and process."^{5*} (*capitalization emphasis added*)

1 PETE	POLYETHYLENE TEREPHTHALATE = clear plastic <i>Examples:</i> water, soda, mouthwash, and cooking oil bottles
2 HDPE	HIGH DENSITY POLYETHYLENE = stiff plastic; opaque <i>Examples:</i> milk jugs, detergent and shampoo bottles, margarine tubs, bottle caps
3 PVC	POLYVINYL CHLORIDE <i>Examples:</i> pipes, hoses, clear medical tubing, vinyl, auto product bottles
4 LDPE	LOW DENSITY POLYETHYLENE = flexible plastics <i>Examples:</i> squeezable bottles, hand cream bottles, grocery and bread bags
5 PP	POLYPROPYLENE <i>Examples:</i> yogurt tubs, medicine containers, ketchup bottles, kitty litter buckets
6 PS	POLYSTYRENE <i>Examples:</i> disposable cups, plasticware, coffee cups, packing peanuts, to-go containers
7 OTHER	OTHER = combinations of 1-6; less common plastics <i>Examples:</i> toys, sippy cups, cds/dvds, lenses, medical/dental equipment

! Not every recycling center works the same. Always check with your local center for recycling capabilities and regulations.

What Can Plastics Become?*

Plan for Your Future!

Imagine yourself in five years. What will you be doing? Where will you be living? Now try picturing yourself in 10, even 15 years! Can you see your future clearly? Or does it appear a little hazy to you right now?

1. Get a Job

This path is the most direct route to your working future. Do you have a particular job in mind? Make sure that you're taking classes that best prepare you for the type of job you would like to obtain. Work with your guidance counselor to ensure that you are on the right track.

Types of Jobs:

Store Clerk, Retail Environment, Manufacturing, Manual Labor, Food Service, etc.

2. Learn a Trade

Learning a trade allows you to begin working in a field of interest, usually as an apprentice or an assistant, while you take classes at a vocational school to further your education. To earn your certification in a skilled trade will take approx. 2–4 years.

Skilled Trades:

Electrician, Automotive Repair, Heating and Cooling, Plumbing, Construction, and many more!

3. Go to College

Going to college requires a lot of early preparation and is perhaps the most costly of the four paths, but for the right

Whether you can see years into your future, or only a few months into it, now is the time to begin preparing for your life after high school!

There are four main paths you can take after you graduate. Review the lists below to see where the best fit for you may be!

Get Ready...

person it can be a fabulous choice. The decision to go to college is usually followed by an interest in a career that requires an Associates (approx. 2 years), Bachelors (approx. 4 years) or even Masters (approx. 6+ years) degree in order to be qualified.

College Degrees:

Different colleges offer a vast array of degrees. Do some internet research, and share your ideas/goals with your guidance counselor in order to determine the type of degree your career would require.

4. Join the Military

If fast-paced, on-the-job-training is more your speed, then perhaps joining a branch of the military is for you. Military jobs can range from service positions to technical and computer specialists, with many different options in between. It is a great choice if you want to see other parts of the world and don't mind relocating.

Branches of Service:

Army, Marine Corps, Navy, Air Force and Coast Guard

What path sounds the most interesting to you? Evaluate and write a list of your skills, interests, and goals. Analyze your list and compare it to the four different graduation paths. Can you fit the majority of your list under a particular path?

So you've chosen a career path to follow.

Now what?

No matter which career path you've selected, there's some prep work that needs to be done. What do you need to do in high school in order to best prepare for your future?

Could you do some research into your career interests? Should you begin working on resumes, cover letters, essays, and entrance exams? Are there ACT and SAT tests that you should be taking? Now's the time to gather references and make contacts with business professionals in your fields of interest.

Be sure to seek guidance from your family, caring friends, school counselors, and teachers. Help and support are very important during this exciting, but important decision-making time.



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Parts of Speech

1. Noun: Proper Nouns are capitalized and refer to specific persons, objects, ideas, or places.

Examples: John White House Monday Slovakia

Common Nouns refer to any person, object, place, or idea.

Examples: house building boy city anger desk

2. Pronoun: Pronouns take the place of a noun.

Example: Tom washed **his** car on **his** day off.

3. Verb: Verbs show action or state of being. They also indicate the time of that state or action.

Examples: He **worked** on Friday. (*past*)

I **need** to place the order. (*present*)

He **will present** his report tomorrow. (*future*)

4. Adjective: Adjectives describe nouns by modifying them. They can specify color, size, number, etc.

Example: The **green** van struck the **metal** pole near the **third** intersection.

5. Adverb: Adverbs are words that describe verbs, other adverbs or adjectives. They specify in what manner, when, how much, and where.

Example: The crowd reacted **violently** when it was confronted.

6. Preposition: Prepositions indicate how nouns and pronouns are related to another word in a sentence.

Examples: Paul stood **behind** the fence.
The cat jumped **onto** the bed.

7. Conjunction: Conjunctions join words, clauses, and phrases.

Examples: Your drink options are **either** coffee **or** tea.
John could not react fast enough **because of** a poorly healed foot.

8. Interjection: Interjections are words that convey emotion. They are often indicated by the use of an exclamation point.

Example: **Wow!** What a beautiful car!

Punctuation

• Period: Place a period at the end of a declarative sentence.

Example: We arrive at school each day at 8 am.

In addition, use a period at the end of an imperative sentence that does not express strong emotions.

Example: Sit down.

• Comma: Use commas to separate words and phrases in a series.

Example: Bill has two dogs, one cat, and a hamster.

• Question Mark: Use after all interrogative sentences.

Example: Where did you go on vacation?

• Exclamation Mark: Use after sentences that express surprise or emotion.

Example: You scared me!

• Semicolon: Use to combine two closely related sentences.

Example: The road was bumpy and curvy; the scenery was grand.

• Colon: Colons are used to start a list or to formally introduce a statement.

Example: He has three cars: a Mustang, Camaro, and a Duster.

• Quotation Marks: Use quotation marks around a direct quotation.

Example: He said, "I want to go home."

• Apostrophe: Use an apostrophe to show contracted words such as **it's** (for it is) or to show possession as in **Bill's** bike.

Figurative Language

• Simile: A *simile* is a comparison between unlike things using the words "like" or "as."

Examples: He was motionless **like** a statue.

She was quiet **as** a mouse.

• Hyperbole: A *hyperbole* is an extended exaggeration.

Example: I have a **ton** of questions to ask.

• Metaphor: A *metaphor* is a comparison between unlike things in which one thing becomes another.

Example: Her **eyes** were **sparkling diamonds**.

• Personification: *Personification* is attributing human characteristics to an inanimate object or animal.

Example: The fox **begged** the hunters to chase him.

Paragraph Writing

1. Write a topic sentence: The topic sentence tells the main idea of your paragraph.

2. List supporting ideas.

3. Make a rough outline: Eliminate irrelevant items.

4. Write the paragraph.

5. Add the clincher: A clincher sums-up the paragraph.

6. Revise and edit: Make sure the sentences flow in an organized fashion. Reread or reorganize information.

7. Proofread: Read and correct grammar, spelling, etc.

8. Write the final copy.

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accept: accept a gift
except: every day except today

advise: listen to good advice
advise: Counselors advise students.

affect: His speech affected the listeners
effect: the effect of the sun

already: He already ate.
all ready: He was all ready to leave.

altar: church's altar
alter: alter the clothes; alter the report

angel: angel in heaven
angle: a right angle

breath: out of breath
breathe: breathe fresh air

capital: nation's capital; a capital idea
capitol: a capitol building

cite: to cite a source
site: a building site
sight: a terrible sight to see

clothes: to wear clothes
cloths: cloths for cleaning

coarse: a coarse fabric; coarse language
course: a race course; a history course

complement: An attractive tie complements the suit.
compliment: He complimented her attitude.

counsel: The teacher gave the student good counsel.
council: The council voted against the action.

desert: a dry, hot desert
dessert: pie for dessert

forth: go forth into the crowd
fourth: fourth in line

hoping: hoping for a good grade
hopping: a hopping rabbit

its: the color of its eyes
it's: It's cloudy outside.

loose: a loose connection; loose clothing
lose: lose a toy

mantel: the fireplace mantel
mantle: (cape or cloak) He put on the mantle.

passed: passed a test; passed a car
past: lived in the past; past errors

peace: live in peace
piece: piece of cake

precede: The National Anthem precedes the game.
proceed: Proceed with your report.

principal: the principal reason; a school's principal
principle: the principle of good manners

quiet: the quiet night
quite: quite handsome

right: the right direction
rite: the rites of passage
write: write a letter

shone: The sun shone on the valley.
shown: He was shown the evidence.

sole: the sole survivor
soul: body, soul, and spirit

stationary: a stationary object
stationery: correspondence written on stationery

steal: to steal money
steel: a bridge made of steel

than: bigger than a bread box
then: We ate lunch, and then it was time for lunch.

there: over there
their: their house
they're: They're not here.

to: to the car; to cheer
too: I want some too; too often
two: two soft drinks

troop: Boy Scout troop
troupe: a theatrical troupe

wander: He wandered aimlessly.
wonder: I wonder what happened.

weak: weak from starvation
week: a week from today

weather: hot, humid weather
whether: It doesn't matter whether we go or stay.

who's: Who's at the door?
whose: Whose house is this?

your: Your feet are dirty.
you're: You're angry.

WORDS OFTEN MISPELLED

accidentally	despair	indispensable	pursue
accommodate	desperate	insistent	receive
achievement	development	irresistible	recommend
acquitted	embarrassment	irritable	repetition
a lot	eminent	liquefy	seize
anoint	exceed	judgment	separate
beneficial	existence	liaison	sergeant
benefited	exhilarate	loneliness	severely
broccoli	experience	memento	specifically
cemetery	fiery	millennium	subpoena
changeable	foreign	noticeable	succeed
choose	grandeur	occasion	succession
chose	harass	occurrence	supersede
compelled	height	performance	their
congratulations	immediately	permissible	tomorrow
consensus	inadvertent	perseverance	tyranny
coolly	incidentally	privilege	weird
definitely	independent	professor	yield

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Capitalization

Capitalize the following—

1. The first word in a sentence.
2. Days of the week, months, holidays, periods and eras in history, trade names, streets, formal documents, geographical names, political parties, holy days, and official titles.
3. Words such as history or math when the words are a part of a specific course. Do not capitalize such words when they indicate a field of study.
4. Words such as brother, mother, or doctor when they are a part of the title or when they are a substitute for the noun.
5. Points of the compass. Do not capitalize words which indicate simple direction.

6. Words which refer to the Supreme Being. Capitalize the word Bible, the books of the Bible, and the names of all holy books or sacred works.
7. The first word in a direct quote.
8. Words denoting religions, languages, nationalities, and races.
9. Names of organizations.
10. Degrees, titles, and abbreviations of organized groups.
11. The first word of a title, the last word, and all words in between except short conjunctions or prepositions.
12. The first word in a greeting or the closing of a letter.

Spelling Rules

1. **I before E** (field, yield), **except after C**: (deceive, conceive), **or when there's an "ay" sound** (weigh, eight).
Exceptions: their, weird, seize, either
2. **If a word ends with a "y" and is preceded by a consonant, then the "y" becomes an "i."** **If the preceding letter is a vowel, the "y" remains unchanged.**
Examples: heavy+er = heavier; portray+ed=portrayed

3. **On words ending with a consonant preceded by a single vowel** (drip, can, begin), **double the consonant before adding -ing or -ed.**
Examples: drip+ing=dripping, tan+ed=tanned
4. **If a word ends with a silent final "e" (bite, move, desire), drop the "e" if the suffix starts with a vowel (ing, ence). Keep the "e" if the suffix starts with a consonant (less, ty).**
Examples: use+able=usable; use+ful=useful
Exceptions: argument, judgment, simply, truly, noticeable

GRAMMAR AND USAGE ERRORS

Sentence Fragment: A group of words, either short or long, which does not give a complete thought.
Example: Incorrect—A blue convertible.
 Correct—The new car is a blue convertible.

Possessive Nouns: Nouns which show ownership, connection, or possession.
Examples: Tom's book, the band's music, Tanya's mother.

Remember these rules when forming the possessive of common nouns:

- 1) If the noun does not end in an "s," add an 's. Example: dog becomes dog's.
- 2) If the noun is plural and ends in an "s," add an apostrophe. Example: cars becomes cars'

Misplaced Modifier: The incorrect placement of a word or group of words in a sentence which indicates that it modifies one word, when it is supposed to modify another.
Example: Incorrect—I saw the piano walking into the room.
 Correct—Walking into the room, I saw the piano.

Run-on Sentence: Two or more complete sentences written as one, often separated by only a comma.
Example: Incorrect—The time ran out quickly, we did not finish the test.
 Correct—The time ran out quickly. We did not finish the test.

Tense Shift: Changing or mixing verb tenses in sentences or paragraphs.
Example: Incorrect—Tom bought the book and reads it quickly.
 Correct—Tom bought the book and read it quickly.

Active, Passive Voice:
Active Voice—The subject of a sentence is performing the verb's action.
Example: He reads all the new novels.

Passive Voice—The subject of the sentence receives the action of the verb.
Example: All the new novels are read by him.

The active voice is easier to understand and most often preferred.

Parallel Structure: Writing which uses words, phrases, clauses, and sentences in the same grammatical form.
Example: Incorrect—I enjoy swimming, walking by the pier and also to eat ice cream at the beach.
 Correct—I enjoy swimming, walking by the pier and eating ice cream at the beach.

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Equivalent Measurements

English System

Area

1 acre = 4840 sq. yds.
 1 sq. mile = 640 acres
 1 sq. ft. = 144 sq. inches
 1 sq. yard = 9 sq. ft.

Length/Distance

1 foot (ft) = 12 inches
 1 yard (yd) = 3 feet
 1 yard = 36 inches
 1 mile (mi) = 1760 yards
 1 mile = 5,280 feet
 1 nautical mile = 1.15 miles
 1 league = 3 miles

Volume

1 tablespoon (T) = 3 teaspoons (t)
 1 cup (c) = 16 T
 1 cup = 8 fluid oz. (fl. oz.)
 1 pint (pt) = 2 c
 1 quart (qt) = 2 pt
 1 quart = 4 c
 1 quart = 32 fl. oz.
 1 gallon (gal) = 4 qt

Weight

1 pound (lb) = 16 oz
 1 ton = 2000 lbs

Metric System

1 m² = 10,000 cm²
 1 hectare (ha) = 10,000 m²
 1 km² = 100 ha
 1 metric ton (t) = 1000 kg

English / Metric Conversion

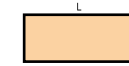
	If you know—	You can find—	By multiplying by
Length	inches	millimeters	25
	feet	centimeters	30
	yards	meters	0.9
	miles	kilometers	1.6
Area	square inches	square centimeters	6.5
	square feet	square meters	0.09
	square yards	square meters	0.8
	square miles	square kilometers	2.6
Mass	ounces	grams	28
	pounds	kilograms	0.45
Liquid Volume	ounces	milliliters	30
	pints	liters	0.47
	quarts	liters	0.95
	gallons	liters	3.8
Temperature	degrees Fahrenheit	degrees Celsius	subtract 32 and multiply by $\frac{5}{9}$

Perimeter & Circumference

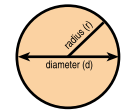
Perimeter: The distance around an object.

Circumference: The distance around a circle.

Polygon: $2(L + W)$



Circle: πd or $2\pi r$



Area

L = length; w = width; h = height; s = side; b = base; r = radius

Rectangle: $L \cdot w$



Parallelogram: $b \cdot h$



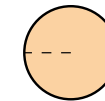
Square: s^2



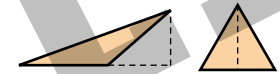
Trapezoid: $\frac{1}{2}(b_1 + b_2)h$



Circle: πr^2



Triangle: $\frac{1}{2} b \cdot h$

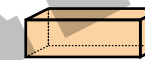


Surface Area and Volume

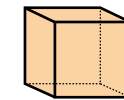
Surface Area: Find the area of each face and total.

Volume of Prisms: Find the area of the base (b) and multiply by the height (h).

Rectangular Prism: $v = L \cdot w \cdot h$

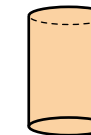


Cube: $v = s^3$

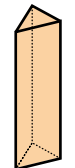


Cylinder Volume: $v = \pi r^2 h$

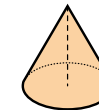
Surface Area— $sa = 2\pi r^2 + 2\pi rh$



Triangular Prism: $v = b \cdot h$



Cone: $v = \frac{1}{3} \pi r^2 h$



Sphere volume: $v = \frac{4}{3} \pi r^3$

Surface Area: $sa = 4\pi r^2$

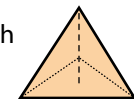


Pyramid Volume: Find the area of the base (b); multiply by the height (h); and divide by 3.

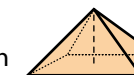
Square Pyramid: $v = \frac{1}{3} bh$



Triangular Pyramid: $v = \frac{1}{3} bh$



Rectangular Pyramid: $v = \frac{1}{3} bh$



MULTIPLICATION TABLE

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192

ALGEBRA

Quadratic Equation:

if $ax^2 + bx + c = 0$, then $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$

Special Products:

$(a - b)^2 = a^2 - 2ab + b^2$
 $(a - b)(a + b) = a^2 - b^2$
 $a^3 + b^3 = (a + b)(a^2 - ab + b^2)$
 $a^3 - b^3 = (a - b)(a^2 + ab + b^2)$
 $(a + b)^2 = a^2 + 2ab + b^2$
 $a(b + c) = ab + ac$
 $(a + b)^3 = a^3 + 3a^2b + 3ab^2 + b^3$
 $(a - b)^3 = a^3 - 3a^2b + 3ab^2 - b^3$

Equations of a Line: (m = slope; b = y intercept)

Slope of a Line

$$m = \frac{y_2 - y_1}{x_2 - x_1}$$

Slope-Intercept Form

$$y = mx + b$$

Point-Slope Form

$$(y - y_1) = m(x - x_1)$$

Logarithms:

$\log x^r = r \log x$
 $\log(xy) = \log x + \log y$
 $\log(x/y) = \log x - \log y$
 $\log x = n \Leftrightarrow x = 10^n$ (common log)
 $\log_b x = n \Leftrightarrow x = a^n$ (log to the base a)
 $\ln x = n \Leftrightarrow x = e^n$ (natural log)
 $\pi \approx 3.14159265$
 $e \approx 2.71828183$

Law of Exponents:

If $a, b \in \mathbb{R}$, $a, b \geq 0$, and $p, q, r, s \in \mathbb{Q}$ then:

- $a^r a^s = a^{r+s}$
- $a^r / a^s = a^{r-s}$
- $(a^r)^s = a^{rs}$
- $(ab)^r = a^r b^r$
- $(a/b)^r = a^r / b^r$ ($b \neq 0$)
- $a^0 = 1$ ($a \neq 0$)
- $a^{-r} = 1/a^r$ ($a \neq 0$)
- $a^{r/s} = \sqrt[s]{a^r} = (\sqrt[s]{a})^r$
 $a^{1/2} = \sqrt{a}$
 $a^{1/3} = \sqrt[3]{a}$

Variation Models: For variables x, y , and z where k is a positive constant called the constant of variation.

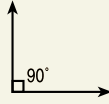

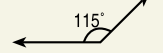
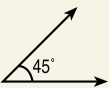
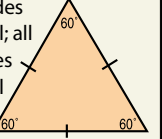
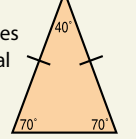
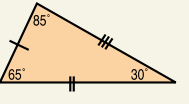
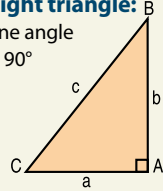
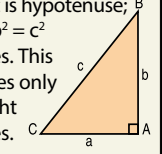
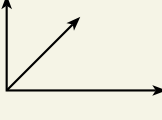
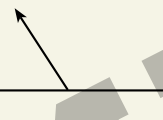

Direct Variation— $y = kx$ or $y/x = k$

Inverse Variation— $y = k/x$ or $xy = k$

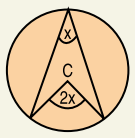
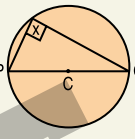
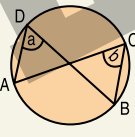
Joint Variation— $z = kxy$

GEOMETRY

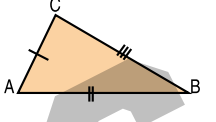
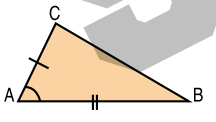
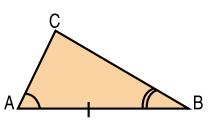
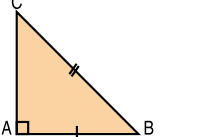
Angles and Triangles—All angles of a triangle add up to 180°

Right angle: equals 90° 	Straight angle: equals 180° 	Obtuse angle: greater than 90° but less than 180° 	Acute angle: less than 90° but greater than 0° 
Equilateral triangle: all sides equal; all angles equal 	Isosceles triangle: two sides equal; two angles equal 	Scalene triangle: no sides equal; no angles equal 	Right triangle: one angle is 90° 
Pythagorean Theorem: sides a and b are legs; side c is hypotenuse; $a^2 + b^2 = c^2$ angles. This applies only to right angles. 	Complementary angles: two angles add up to 90° 	Supplementary angles: two angles add up to 180° 	Complete angle rotation: equals 360° 

Circle Theorems

<p>C is the center of the circle</p> 
<p>$\angle x = 90^\circ$ PQ is a diameter</p> 
<p>$\angle a = \angle b$ angles subtended on the same arc AB</p> 

Congruency Cases

	<p>S.S.S. (Side, Side, Side) $\triangle ABC \cong \triangle DEF$</p>
	<p>S.A.S. (Side, Angle, Side) $\triangle ABC \cong \triangle KLM$</p>
	<p>A.S.A. (Angle, Side, Angle) $\triangle ABC \cong \triangle QRS$</p>
	<p>H.S. (Hypotenuse, Side) $\triangle ABC \cong \triangle XYZ$</p>

Problem Solving

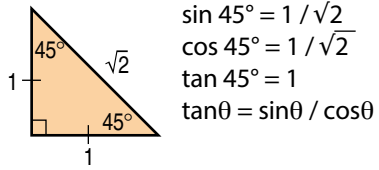
General Problem Solving Tips

- 1. What is the problem asking you to find?**
Start out by analyzing the problem and figuring out what it is asking.
- 2. What skills do you need to use?**
Identify the skills that you've learned that you can apply towards solving the problem.
- 3. Start working!**
Use these skills for solving the problem.
- 4. Does your answer make sense?**
Check your answer to be sure that it is correct!

Solving a Word Problem

- 1. Read through the word problem.**
It is always a good idea to read through a problem in order to comprehend it. Then decide what it's asking you to find.
- 2. Set up your math problem!**
Convert the word problem into a mathematical equation.
- 3. Would a picture help?**
Draw a picture of what the words describe if necessary.
- 4. Solve the problem.**
Use your math skills to solve the problem that you have set up. Don't forget to convert your answer back into words.

TRIGONOMETRY



$$\sin 45^\circ = 1/\sqrt{2}$$

$$\cos 45^\circ = 1/\sqrt{2}$$

$$\tan 45^\circ = 1$$

$$\tan \theta = \sin \theta / \cos \theta$$

$$\sin^2 \theta + \cos^2 \theta = 1$$

$$1 + \tan^2 \theta = \sec^2 \theta$$

$$1 + \cot^2 \theta = \csc^2 \theta$$

$$\cos^2 \theta - \sin^2 \theta = \cos 2\theta$$

$$\sin(A+B) = \sin A \cos B + \cos A \sin B$$

$$\sin(A-B) = \sin A \cos B - \cos A \sin B$$

$$\sin 2A = 2 \sin A \cos A$$

$$\sin \frac{1}{2} A = \pm \sqrt{(1 - \cos A)/2}$$

$$\cos(A+B) = \cos A \cos B - \sin A \sin B$$

$$\cos(A-B) = \cos A \cos B + \sin A \sin B$$

$$\cos 2A = \cos^2 A - \sin^2 A = 2 \cos^2 A - 1 = 1 - 2 \sin^2 A$$

$$\cos \frac{1}{2} A = \pm \sqrt{(1 + \cos A)/2}$$

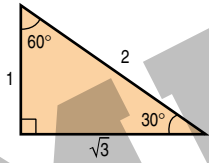
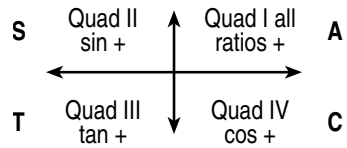
$$\tan(A+B) = \frac{\tan A + \tan B}{1 - \tan A \tan B}$$

$$\tan(A-B) = \frac{\tan A - \tan B}{1 + \tan A \tan B}$$

$$\tan 2A = \frac{2 \tan A}{1 - \tan^2 A}$$

$$\tan \frac{1}{2} A = \pm \sqrt{(1 - \cos A)/(1 + \cos A)} = \frac{1 - \cos A}{\sin A} = \frac{\sin A}{1 + \cos A}$$

CAST



$$\sin 30^\circ = 1/2$$

$$\cos 30^\circ = \sqrt{3}/2$$

$$\tan 30^\circ = 1/\sqrt{3}$$

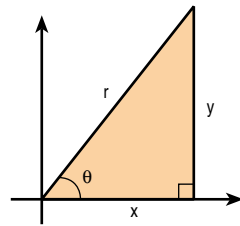
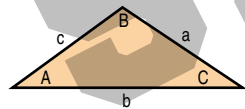
$$\sin 60^\circ = \sqrt{3}/2$$

$$\cos 60^\circ = 1/2$$

$$\tan 60^\circ = \sqrt{3}$$

Law of Sines: $a/\sin A = b/\sin B = c/\sin C$

Law of Cosines: $a^2 = b^2 + c^2 - 2bc \cos A$
 $b^2 = a^2 + c^2 - 2ac \cos B$
 $c^2 = a^2 + b^2 - 2ab \cos C$

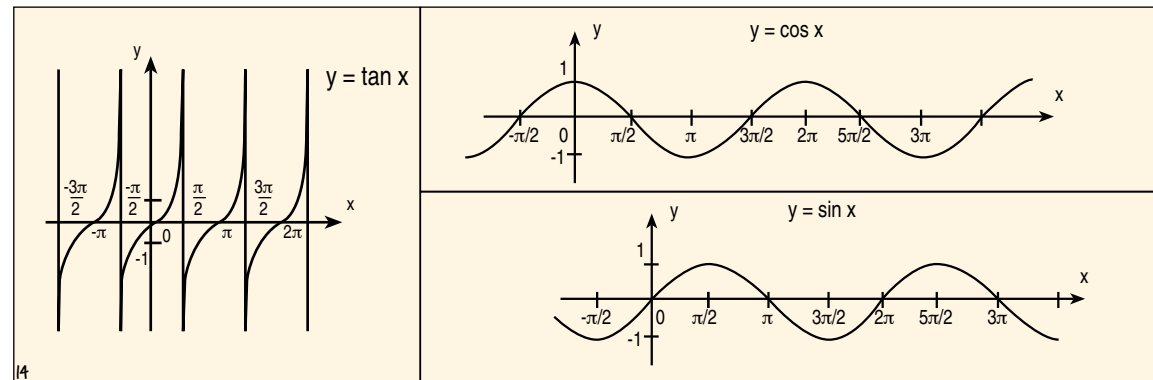


$$\sin \theta = y/r \text{ (opposite/hypotenuse)} = 1/\csc \theta$$

$$\cos \theta = x/r \text{ (adjacent/hypotenuse)} = 1/\sec \theta$$

$$\tan \theta = y/x \text{ (opposite/adjacent)} = 1/\cot \theta$$

Trigonometric and Circular Function Graphs



CHEMISTRY

GROUP	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18																																																	
PERIOD 1	H HYDROGEN 1.00794																	He HELIUM 4.002602																																																	
PERIOD 2	Li LITHIUM 6.941	Be BERYLLIUM 9.012182		B BORON 10.811	C CARBON 12.011	N NITROGEN 14.007	O OXYGEN 15.999	F FLUORINE 18.998463	Ne NEON 20.1797	Na SODIUM 22.98977	Mg MAGNESIUM 24.305	Al ALUMINUM 26.9815385	Si SILICON 28.0855	P PHOSPHORUS 30.973762	S SULFUR 32.06	Cl CHLORINE 35.453	Ar ARGON 39.948	K POTASSIUM 39.0983	Ca CALCIUM 40.078																																																
PERIOD 3	Sc	Ti TITANIUM 47.88	V VANADIUM 50.9415	Cr CHROMIUM 51.9961	Mn MANGANESE 54.938045	Fe IRON 55.847	Co COBALT 58.9332	Ni NICKEL 58.6934	Cu COPPER 63.546	Zn ZINC 65.38	Ga GALLIUM 69.723	Ge GERMANIUM 72.63	As ARSENIC 74.9216	Se SELENIUM 78.96	Br BROMINE 79.904	Kr KRYPTON 83.798	Rb RUBIDIUM 85.468	Sr STRONTIUM 87.62	Y YTRBIUM 88.90585	Zr ZIRCONIUM 91.224	Nb NIOBIUM 92.90638	Mo MOLYBDENUM 95.94	Tc	Ru RUTHENIUM 101.07	Rh RHODIUM 102.9055	Pd PALLADIUM 106.42	Ag SILVER 107.8682	Cd CADMIUM 112.411	In INDIUM 114.818	Sn TIN 118.710	Sb ANTIMONY 121.76	Te TELLURIUM 127.4	I IODINE 126.90547	Xe XEON 131.29	Ba BARIUM 137.327	La LANTHANUM 138.90547	Ce CELIUM 140.12	Pr PRASEODYMIUM 140.90766	Nd NEODYMIUM 144.242	Pm	Sm SAMARIUM 150.36	Eu EUROPEIUM 151.964	Gd GADOLINIUM 157.25	Tb TERBIUM 158.92535	Dy DYSPROSIUM 162.5001	Ho HOLMIUM 164.93033	Er ERBIUM 167.259	Tm THULIUM 168.93421	Yb Ytterbium 173.054	Lu LUTETIUM 174.967	Ac ACTINIUM 227.03372	Th THORIUM 232.0377	Pa PROTACTINIUM 231.03688	U URANIUM 238.02891	Np NEPTUNIUM 237.04817	Pu PLUTONIUM 244.06422	Am AMERICIUM 243.06138	Cm CURIUM 247.07035	Bk BERKELIUM 247.07035	Cf CALIFORNIUM 251.0832	Es EINSTEINIUM 252.0832	Fm FERMIUM 257.1037	Md MEDECIUM 258.1037	No NOBELIUM 259.1037	Lr LAWRENCIUM 262.1037		
PERIOD 4	K POTASSIUM 39.0983	Ca CALCIUM 40.078	Sc	Ti TITANIUM 47.88	V VANADIUM 50.9415	Cr CHROMIUM 51.9961	Mn MANGANESE 54.938045	Fe IRON 55.847	Co COBALT 58.9332	Ni NICKEL 58.6934	Cu COPPER 63.546	Zn ZINC 65.38	Ga GALLIUM 69.723	Ge GERMANIUM 72.63	As ARSENIC 74.9216	Se SELENIUM 78.96	Br BROMINE 79.904	Kr KRYPTON 83.798	Rb RUBIDIUM 85.468	Sr STRONTIUM 87.62	Y YTRBIUM 88.90585	Zr ZIRCONIUM 91.224	Nb NIOBIUM 92.90638	Mo MOLYBDENUM 95.94	Tc	Ru RUTHENIUM 101.07	Rh RHODIUM 102.9055	Pd PALLADIUM 106.42	Ag SILVER 107.8682	Cd CADMIUM 112.411	In INDIUM 114.818	Sn TIN 118.710	Sb ANTIMONY 121.76	Te TELLURIUM 127.4	I IODINE 126.90547	Xe XEON 131.29	Ba BARIUM 137.327	La LANTHANUM 138.90547	Ce CELIUM 140.12	Pr PRASEODYMIUM 140.90766	Nd NEODYMIUM 144.242	Pm	Sm SAMARIUM 150.36	Eu EUROPEIUM 151.964	Gd GADOLINIUM 157.25	Tb TERBIUM 158.92535	Dy DYSPROSIUM 162.5001	Ho HOLMIUM 164.93033	Er ERBIUM 167.259	Tm THULIUM 168.93421	Yb Ytterbium 173.054	Lu LUTETIUM 174.967	Ac ACTINIUM 227.03372	Th THORIUM 232.0377	Pa PROTACTINIUM 231.03688	U URANIUM 238.02891	Np NEPTUNIUM 237.04817	Pu PLUTONIUM 244.06422	Am AMERICIUM 243.06138	Cm CURIUM 247.07035	Bk BERKELIUM 247.07035	Cf CALIFORNIUM 251.0832	Es EINSTEINIUM 252.0832	Fm FERMIUM 257.1037	Md MEDECIUM 258.1037	No NOBELIUM 259.1037	Lr LAWRENCIUM 262.1037
PERIOD 5	Rb RUBIDIUM 85.468	Sr STRONTIUM 87.62	Sc	Ti TITANIUM 47.88	V VANADIUM 50.9415	Cr CHROMIUM 51.9961	Mn MANGANESE 54.938045	Fe IRON 55.847	Co COBALT 58.9332	Ni NICKEL 58.6934	Cu COPPER 63.546	Zn ZINC 65.38	Ga GALLIUM 69.723	Ge GERMANIUM 72.63	As ARSENIC 74.9216	Se SELENIUM 78.96	Br BROMINE 79.904	Kr KRYPTON 83.798	Rb RUBIDIUM 85.468	Sr STRONTIUM 87.62	Y YTRBIUM 88.90585	Zr ZIRCONIUM 91.224	Nb NIOBIUM 92.90638	Mo MOLYBDENUM 95.94	Tc	Ru RUTHENIUM 101.07	Rh RHODIUM 102.9055	Pd PALLADIUM 106.42	Ag SILVER 107.8682	Cd CADMIUM 112.411	In INDIUM 114.818	Sn TIN 118.710	Sb ANTIMONY 121.76	Te TELLURIUM 127.4	I IODINE 126.90547	Xe XEON 131.29	Ba BARIUM 137.327	La LANTHANUM 138.90547	Ce CELIUM 140.12	Pr PRASEODYMIUM 140.90766	Nd NEODYMIUM 144.242	Pm	Sm SAMARIUM 150.36	Eu EUROPEIUM 151.964	Gd GADOLINIUM 157.25	Tb TERBIUM 158.92535	Dy DYSPROSIUM 162.5001	Ho HOLMIUM 164.93033	Er ERBIUM 167.259	Tm THULIUM 168.93421	Yb Ytterbium 173.054	Lu LUTETIUM 174.967	Ac ACTINIUM 227.03372	Th THORIUM 232.0377	Pa PROTACTINIUM 231.03688	U URANIUM 238.02891	Np NEPTUNIUM 237.04817	Pu PLUTONIUM 244.06422	Am AMERICIUM 243.06138	Cm CURIUM 247.07035	Bk BERKELIUM 247.07035	Cf CALIFORNIUM 251.0832	Es EINSTEINIUM 252.0832	Fm FERMIUM 257.1037	Md MEDECIUM 258.1037	No NOBELIUM 259.1037	Lr LAWRENCIUM 262.1037
PERIOD 6	Cs CESIUM 132.905	Ba BARIUM 137.327	Sc	Ti TITANIUM 47.88	V VANADIUM 50.9415	Cr CHROMIUM 51.9961	Mn MANGANESE 54.938045	Fe IRON 55.847	Co COBALT 58.9332	Ni NICKEL 58.6934	Cu COPPER 63.546	Zn ZINC 65.38	Ga GALLIUM 69.723	Ge GERMANIUM 72.63	As ARSENIC 74.9216	Se SELENIUM 78.96	Br BROMINE 79.904	Kr KRYPTON 83.798	Cs CESIUM 132.905	Ba BARIUM 137.327	La LANTHANUM 138.90547	Ce CELIUM 140.12	Pr PRASEODYMIUM 140.90766	Nd NEODYMIUM 144.242	Pm	Sm SAMARIUM 150.36	Eu EUROPEIUM 151.964	Gd GADOLINIUM 157.25	Tb TERBIUM 158.92535	Dy DYSPROSIUM 162.5001	Ho HOLMIUM 164.93033	Er ERBIUM 167.259	Tm THULIUM 168.93421	Yb Ytterbium 173.054	Lu LUTETIUM 174.967	Ac ACTINIUM 227.03372	Th THORIUM 232.0377	Pa PROTACTINIUM 231.03688	U URANIUM 238.02891	Np NEPTUNIUM 237.04817	Pu PLUTONIUM 244.06422	Am AMERICIUM 243.06138	Cm CURIUM 247.07035	Bk BERKELIUM 247.07035	Cf CALIFORNIUM 251.0832	Es EINSTEINIUM 252.0832	Fm FERMIUM 257.1037	Md MEDECIUM 258.1037	No NOBELIUM 259.1037	Lr LAWRENCIUM 262.1037																	
PERIOD 7	Fr FRANCIUM 223	Ra RADIUM 226	Sc	Ti TITANIUM 47.88	V VANADIUM 50.9415	Cr CHROMIUM 51.9961	Mn MANGANESE 54.938045	Fe IRON 55.847	Co COBALT 58.9332	Ni NICKEL 58.6934	Cu COPPER 63.546	Zn ZINC 65.38	Ga GALLIUM 69.723	Ge GERMANIUM 72.63	As ARSENIC 74.9216	Se SELENIUM 78.96	Br BROMINE 79.904	Kr KRYPTON 83.798	Fr FRANCIUM 223	Ra RADIUM 226	La LANTHANUM 138.90547	Ce CELIUM 140.12	Pr PRASEODYMIUM 140.90766	Nd NEODYMIUM 144.242	Pm	Sm SAMARIUM 150.36	Eu EUROPEIUM 151.964	Gd GADOLINIUM 157.25	Tb TERBIUM 158.92535	Dy DYSPROSIUM 162.5001	Ho HOLMIUM 164.93033	Er ERBIUM 167.259	Tm THULIUM 168.93421	Yb Ytterbium 173.054	Lu LUTETIUM 174.967	Ac ACTINIUM 227.03372	Th THORIUM 232.0377	Pa PROTACTINIUM 231.03688	U URANIUM 238.02891	Np NEPTUNIUM 237.04817	Pu PLUTONIUM 244.06422	Am AMERICIUM 243.06138	Cm CURIUM 247.07035	Bk BERKELIUM 247.07035	Cf CALIFORNIUM 251.0832	Es EINSTEINIUM 252.0832	Fm FERMIUM 257.1037	Md MEDECIUM 258.1037	No NOBELIUM 259.1037	Lr LAWRENCIUM 262.1037																	

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Measurements of Astronomy

Measurement	Earth	Sun	Moon
Mass (m)	5.98×10^{24} kg	1.99×10^{30} kg	7.35×10^{22} kg
Radius (r)	6.37×10^3 km	6.96×10^5 km	1.74×10^3 km
Average Density	5.52 g/cm^3	1.42 g/cm^3	3.34 g/cm^3

Specific Heat of Common Materials in $\frac{\text{J}}{\text{kg} \cdot \text{K}}$

Water = 4180	Steam = 2020	Glass = 664	Brass = 376
Alcohol = 2450	Aluminum = 903	Iron = 450	Silver = 235
Ice = 2060	Carbon = 710	Copper = 385	Lead = 130

Physics Equations

Acceleration vf is final velocity; vi is initial velocity; t is time $a = \frac{(vf-vi)}{t}$	Electrical Potential Difference $V = \frac{W}{Q}$ V = Volts; W is work done; Q is electric charge moving	Work F is force; d is distance $W = F \cdot d$	Electric Current Q is electric charge flowing; t is time $I = \frac{Q}{t}$
Density m is mass; V is volume $D = \frac{m}{V}$	Heat Energy c is specific heat; m is mass; ΔT is change in temperature $H = c \cdot m \cdot \Delta T$	Power W is work; t is time $P = \frac{W}{t}$	Electrical Energy V is voltage; I is current; t is time $W = V \cdot I \cdot t$
Net Force m is mass; a is acceleration $F = m \cdot a$	Distance v is velocity; t is time $d = v \cdot t$	Kinetic Energy m is mass; v is velocity $K.E. = \frac{1}{2} \cdot m \cdot v^2$	Force of Gravity G is universal gravitational constant; m ₁ , m ₂ are masses of the two objects; d is separation distance $F_g = \frac{(G \cdot m_1 \cdot m_2)}{d^2}$
Power V is voltage; I is current $P = V \cdot I$	Distance vi is initial velocity; t is time; a is acceleration $d = vi \cdot t + \frac{1}{2} \cdot a \cdot t^2$	Momentum m is mass; v is velocity $p = m \cdot v$	Electrical Force $F_e = \frac{(k \cdot Q_1 \cdot Q_2)}{d^2}$ Q ₁ , Q ₂ are electrical charges; d is separation distance; k is Coulomb's constant $k = 9.0 \cdot 10^9 \frac{\text{N} \cdot \text{m}^2}{\text{C}^2}$

The Bill of Rights



Amendment I

Religious establishment prohibited.
Freedom of speech, of press, and right to petition.
Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

Amendment II

Right to bear and keep arms.
A well-regulated militia being necessary to the security of a free state, the right of the people to keep and bear arms shall not be infringed.

Amendment III

Conditions for housing soldiers.
No soldier shall, in time of peace, be quartered in any house without the consent of the owner nor in time of war but in a manner to be prescribed by law.

Amendment IV

Right of search and seizure regulated.
The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Amendment V

Provisions for prosecution. Trial and punishment.
Compensation for private property taken for public use.
No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the militia or naval forces, or in the militia, when in actual service, in time of war or public danger;

Amendment VI

Right to a speedy trial. Witnesses, etc.
In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the state and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to have compulsory process for obtaining witnesses in his favor and to have the assistance of counsel for his defense.

Amendment VII

Right of trial by jury.
In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury shall be otherwise reexamined in any court of the United States, than according to the rules of common law.

Amendment VIII

Excessive bail or fines. Prohibition of cruel punishment.
Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishment be inflicted.

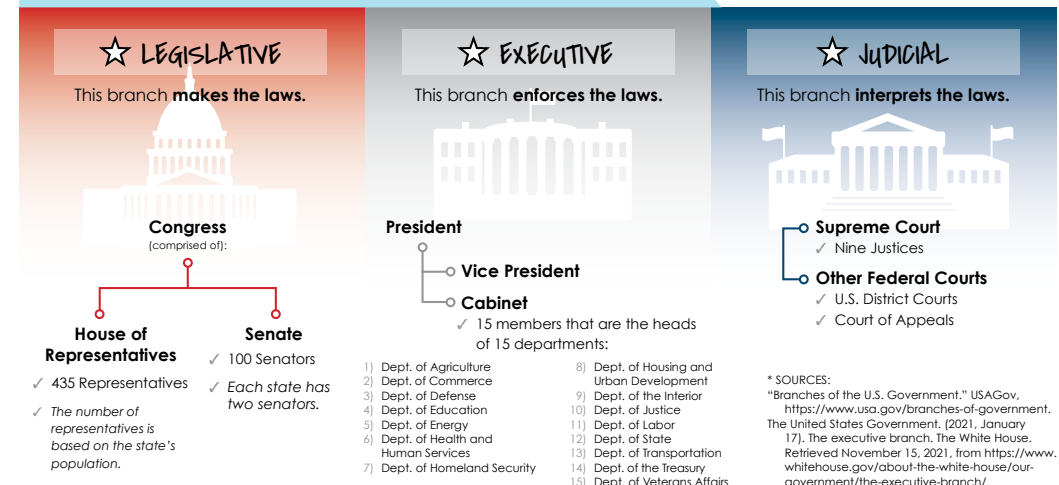
Amendment IX

Rule of construction of Constitution.
The enumeration in the Constitution of certain rights shall not be construed to deny or disparage others, retained by the people.

Amendment X

Rights of States under Constitution.
The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

THE BRANCHES OF THE U.S. GOVERNMENT*



* SOURCES: "Branches of the U.S. Government." USA.gov. <https://www.usa.gov/branches-of-government>. The United States Government. (2021, January 17). The executive branch. The White House. Retrieved November 15, 2021, from <https://www.whitehouse.gov/about-the-white-house/our-government/the-executive-branch/>.

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Country Capitals

Africa

Algeria–Algiers	Democratic Republic of the Congo–Kinshasa	Libya–Tripoli	Seychelles–Victoria
Angola–Luanda	Djibouti–Djibouti	Madagascar–Antananarivo	Sierra Leone–Freetown
Benin–Porto-Novo	Egypt–Cairo	Malawi–Lilongwe	Somalia–Mogadishu
Botswana–Gaborone	Equatorial Guinea–Malabo	Mali–Bamako	South Africa–Pretoria*
Burkina Faso–Ouagadougou	Eritrea–Asmara	Mauritania–Nouakchott	South Sudan–Juba
Burundi–Bujumbura	Ethiopia–Addis Ababa	Mauritius–Port Louis	Sudan–Khartoum
Cameroon–Yaounde	Gabon–Libreville	Morocco–Rabat	Swaziland–Mbabane
Cape Verde–Praia	Gambia–Banjul	Mozambique–Maputo	Tanzania–Dar es Salaam
Central African Republic–Bangui	Ghana–Accra	Namibia–Windhoek	Togo–Lomé
Chad–N'Djamena	Guinea–Conakry	Niger–Niamey	Tunisia–Tunis
Comoros–Moroni	Guinea-Bissau–Bissau	Nigeria–Abuja	Uganda–Kampala
Congo–Brazzaville	Kenya–Nairobi	Rwanda–Kigali	Zambia–Lusaka
Cote d'Ivoire	Lesotho–Maseru	Sao Tome & Principe–São Tomé	Zimbabwe–Harare
Yamoussoukro	Liberia–Monrovia	Senegal–Dakar	

Asia

Afghanistan–Kabul	India–New Delhi	Lebanon–Beirut	Taiwan–Taipei
Armenia–Yerevan	Indonesia–Jakarta	Malaysia–Kuala Lumpur	Tajikistan–Dushanbe
Azerbaijan–Baku	Iran–Tehran	Maldives–Male	Thailand–Bangkok
Bahrain–Manama	Iraq–Baghdad	Mongolia–Ulan Bator	Timor-Leste–Dili
Bangladesh–Dhaka	Israel–Jerusalem	Nepal–Kathmandu	Turkey–Ankara
Bhutan–Thimphu	Japan–Tokyo	Oman–Muscat	Turkmenistan–Ashgabat
Brunei–Bandar Seri Begawan	Jordan–Amman	Pakistan–Islamabad	United Arab Emirates–Abu Dhabi
Burma–Nay Pyi Taw*	Kazakhstan–Astana	Philippines–Manila	Uzbekistan–Tashkent
Cambodia–Phnom Penh	Korea, North–Pyongyang	Qatar–Doha	Vietnam–Hanoi
China–Beijing	Korea, South–Seoul	Saudi Arabia–Riyadh	Yemen–Sanaa
Cyprus–Nicosia	Kuwait–Kuwait City	Singapore–Singapore	
Georgia–Tbilisi	Kyrgyzstan–Bishkek	Sri Lanka–Colombo*	
	Laos–Vientiane	Syria–Damascus	

Australia and Oceania

AUSTRALIA	Kiribati–Tarawa	Palau–Melekeok	Tonga–Nuku'alofa
Australia–Canberra	Marshall Islands–Majuro	Papua New Guinea–Port Moresby	Tuvalu–Funafuti
OCEANIA	Micronesia–Palikir	Samoa–Apia	Vanuatu–Vila
Fiji–Suva	Nauru–Yaren District	Solomon Islands–Honiara	
	New Zealand–Wellington		

Europe

Albania–Tirana	France–Paris	Malta–Valletta	Slovenia–Ljubljana
Andorra–Andorra la Vella	Germany–Berlin	Moldova–Chisinau	Spain–Madrid
Austria–Vienna	Greece–Athens	Monaco–Monaco	Sweden–Stockholm
Belarus–Minsk	Hungary–Budapest	Montenegro–Podgorica	Switzerland–Bern
Belgium–Brussels	Iceland–Reykjavik	Netherlands–Amsterdam	Ukraine–Kyiv
Bosnia & Herzegovina–Sarajevo	Ireland–Dublin	Norway–Oslo	United Kingdom–London
Bulgaria–Sofia	Italy–Rome	Poland–Warsaw	Vatican City (Holy See)–Vatican City
Croatia–Zagreb	Kosovo–Pristina	Portugal–Lisbon	
Czech Republic–Prague	Latvia–Riga	Romania–Bucharest	
Denmark–Copenhagen	Liechtenstein–Vaduz	Russia–Moscow	
Estonia–Tallinn	Lithuania–Vilnius	San Marino–San Marino	
Finland–Helsinki	Luxembourg–Luxembourg	Serbia–Belgrade	
	Macedonia–Skopje	Slovakia–Bratislava	

North America

Antigua & Barbuda–St. John's	Dominica–Roseau	Honduras–Tegucigalpa	St. Vincent & the Grenadines–Kingstown
Bahamas–Nassau	Dominican Republic–Santo Domingo	Jamaica–Kingston	Trinidad & Tobago–Port-of-Spain
Barbados–Bridgetown	El Salvador–San Salvador	Mexico–Mexico City	U.S.A.–Washington D.C.
Belize–Belize	Grenada–St. George	Nicaragua–Managua	
Canada–Ottawa	Guatemala–Guatemala City	Panama–Panama City	
Costa Rica–San José	Haiti–Port-au-Prince	St. Kitts & Nevis–Basseterre	
Cuba–Havana		St. Lucia–Castries	

South America

Argentina–Buenos Aires	Colombia–Bogotá	Peru–Lima
Bolivia–La Paz*	Ecuador–Quito	Suriname–Paramaribo
Brazil–Brasília	Guyana–Georgetown	Uruguay–Montevideo
Chile–Santiago	Paraguay–Asunción	Venezuela–Caracas

*This country has multiple capitals. The official or administrative capital is listed.

WORLD MAP



WORLD MAP



Why do I need to learn how to make a budget?

We live in a world of instant gratification, but it isn't beneficial to spend our money carelessly. A lot of people spend their money on wants, instead of needs. This can lead to debt. It is extremely important to learn budgeting skills at a young age. Learning how to budget at a young age means you can start saving earlier. Budgeting also prepares you for when you are older and accumulate more money and financial responsibility. If you are good about budgeting and saving your money now, you will be able to handle all of your financial responsibilities in the future.

Here are some terms you need to understand before we get started:

Key Terms

Budget: A savings plan, or a record of actual and estimated income and expenses over a set period of time.

Income: Money that you anticipate earning, or receiving.

Expenses: Money spent during a period of time to pay for goods or services.

Needs: The very basic things that people must have to survive.

Wants: The things that make life more interesting and fun.



Fill in the example budget worksheet below to see how well you are budgeting your money.

Monthly Income	Monthly Expenses
Allowance: \$ _____	Food and Snacks: \$ _____
Job: \$ _____ <i>Ex: mowing lawns, babysitting, etc.</i>	Entertainment: \$ _____ <i>Ex: movies, music, video games, etc.</i>
Birthday money: \$ _____	Hobby Supplies: \$ _____
Other: \$ _____	Charitable Donation: \$ _____
Other: \$ _____	Other: \$ _____
Total Monthly Income: \$ _____*	Total Monthly Expenses: \$ _____*

*If your total monthly income is more than your expenses, that means you are saving money.

Total Monthly Income: \$ _____	- Total Monthly Expenses: \$ _____	= Total Monthly Savings: \$ _____
---------------------------------------	---	--

If you filled out your budget and found out that your total monthly income and expenses are equal, you aren't saving anything. Additionally, if your total monthly income is less than your total monthly income, you are going into debt.

Do you think there is a problem with your budget? _____
Is there anything you would like to change? Explain your thinking.



Create a Budget!

Create a budget that you may use when you are older and living on your own. Select a career you are interested in, and look up how much on average you will get paid per year. Do some research for basic cost of living expenses, and talk to your parents (and/or other responsible adults) to gather information for the table below.

Future Budget:

Monthly Income	Monthly Expenses
Job/Salary: \$ _____ <small>Divide your salary by 12, since there are twelve months in one year.</small>	Rent/Mortgage: \$ _____
Monthly Salary Total: \$ _____	Home Repair: \$ _____
Other: \$ _____	Utilities: \$ _____
	Charitable Donations: \$ _____
	Groceries/Food: \$ _____
	Phone/Cell Phone: \$ _____
	Cable/Internet: \$ _____
	Car/Gasoline: \$ _____
	Car Repair: \$ _____
	Loans: \$ _____
	Entertainment: \$ _____
	Insurance: \$ _____
	Shopping/Clothes: \$ _____
	Gifts/Holidays: \$ _____
	Travel/Vacation: \$ _____
	Medical Expenses: \$ _____
	Savings: \$ _____
	Miscellaneous: \$ _____
Total Monthly Income: \$ _____	Total Monthly Expenses: \$ _____

(Taxes will also be applied to your income and expenses in the future.)

Hopefully your total monthly income was more than what your total monthly expenses were!

This was not made to make you stress about your future, instead it was made to show you how important it is to start saving and handling your money wisely! After looking over this budget, it may make you rethink what you really NEED to have and what things are just WANTS.



Challenge: Share your "future budget" with your parents and see how realistic it is. Discuss with your parents how they budget their money.

TAKING CARE OF YOU!

Eating right, sleeping enough, exercising, managing relationships, and controlling stress (and many other factors) takes work. **YOU have to make the decision to live healthy!**

MENTAL HEALTH

Your emotional well-being is just as important as your physical well-being. The pressure and stress of everyday life can really take a toll on you. Feeling sad, lonely, or depressed? **ASK for help!**

Need help getting started?

The National Suicide Prevention Lifeline offers these helpful tips:

- Overwhelming feelings? Talk to trusted family, friends, teachers and mentors for help right away.
- Feelings may feel impossible to handle, but they CAN be overcome. If it is hard to do on your own, seek support.
- Make a safety plan. Visit: suicidepreventionlifeline.org/help-yourself/
- You deserve to be respected. If you are in a toxic relationship of any kind, it's time to make a plan to get out. Talk to a trusted adult, seek medical help, or call the "love is respect" helpline at 866-331-9474. (You can also text 'LOVEIS' to 22522, or visit www.loveisrespect.org/get-relationship-help/)

Intervene when you witness somebody:

- talking about death/suicide
- sharing feelings of hopelessness, being trapped, or being burdensome to others

Watch out for others! Here are some

warning signs

that intervention and help may be needed!

Suicide & Crisis Lifeline

Available every day, 24 hours a day.

DIAL: 988

www.988lifeline.org

- increasing anxious and/or reckless behavior
- showing rage and/or having extreme mood swings
- sleeping a lot or too little
- increasing substance abuse

HARMFUL SUBSTANCES

Alcohol. Think it's "just a drink"? Here are the risks:

- ✓ heart disease ✓ liver disease ✓ cancer ✓ memory loss
- ✓ weakened immune system ✓ anxiety ✓ depression
- ✓ injuries ✓ increased chance of accidental death
- ⚠ The list goes on. Read more: cdc.gov/alcohol/fact-sheets/alcohol-use.htm¹

Vaping. It's not "just vapor." E-cigs, vape pens, etc., all contain these harmful chemicals:

- ✓ nicotine (a highly addictive substance)
- ✓ carcinogens (cancer-forming chemicals)
- ✓ heavy metals (nickel, tin, and lead)
- ✓ benzene (volatile organic compound found in car exhaust)
- ✓ diethylene glycol and propylene glycol (chemicals used to make antifreeze)
- ✓ chemical flavorants and ultrafine particles that get inhaled deep into the lungs.^{2,3}

NEWS FLASH
The brain does not stop developing until about age 25...

...Drinking alcohol, vaping, smoking, and other substance abuse is detrimental to the brain's growth and development!

SOURCES:
1 "Drinking Too Much Alcohol Can Harm Your Health. Learn the Facts." Centers for Disease Control and Prevention, Centers for Disease Control and Prevention, 11 May 2021, <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>.
2 "Know the Risks: E-Cigarettes & Young People: U.S. Surgeon General's Report." E, <http://e-cigarettes.surgeongeneral.gov>.
3 What's in an E-Cigarette? American Lung Association, lung.org/quit-smoking/e-cigarettes-vaping/whats-in-an-e-cigarette.

2024-2025 School Year

Notes: _____

July 2024	August 2024	September 2024	October 2024	November 2024	December 2024
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January 2025	February 2025	March 2025	April 2025	May 2025	June 2025
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

2025-2026 School Year

Notes: _____

July 2025	August 2025	September 2025	October 2025	November 2025	December 2025
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January 2026	February 2026	March 2026	April 2026	May 2026	June 2026
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

JULY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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JULY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Weekly Goals:

22 MONDAY

23 TUESDAY

24 WEDNESDAY

Priorities »

Assignments & Tests »

Activities & Appointments »

3:00	3:00	3:00
4:00	4:00	4:00
5:00	5:00	5:00
6:00	6:00	6:00
7:00	7:00	7:00
8:00	8:00	8:00
9:00	9:00	9:00

Effusive (adjective)
[ih-fyoo-siv]

Definition: Expressing emotion excessively
Sentence: Mary Ann was *effusive* when she won the award.
Antonym: reserved, unemotional



As you approach the school year, remember that everyone is different. Different study habits, methods, and ways of learning suit different people. Strive to find what creates success for you. This may mean trying out a new process of note-taking, a different approach to testing, or routinely setting goals.

25 THURSDAY

26 FRIDAY

27 SATURDAY

Priorities »

Assignments & Tests »

Activities & Appointments »

3:00	3:00
4:00	4:00
5:00	5:00
6:00	6:00
7:00	7:00
8:00	8:00
9:00	9:00

Personal Goals:

Academic Goals:

28 SUNDAY

Notes:





S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4						

Weekly Goals:

29 MONDAY

30 TUESDAY

31 WEDNESDAY

Priorities »

Assignments & Tests »

Activities & Appointments »

3:00	3:00	3:00
4:00	4:00	4:00
5:00	5:00	5:00
6:00	6:00	6:00
7:00	7:00	7:00
8:00	8:00	8:00
9:00	9:00	9:00

Quiescence (noun)
[kwee-es-uh nt]

Definition: still, inactive, motionless
Sentence: Some animals fall into a state of *quiescence* during the winter.
Antonym: active

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Get colored highlighters or markers and visually organize your planner. Write sports or other after school activities in green, homework in blue, and urgent communication in red.



1 THURSDAY AUGUST

2 FRIDAY

3 SATURDAY

Priorities »

Assignments & Tests »

Activities & Appointments »

3:00	3:00
4:00	4:00
5:00	5:00
6:00	6:00
7:00	7:00
8:00	8:00
9:00	9:00

Personal Goals:

Academic Goals:

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4 SUNDAY

Notes:



AUGUST 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

GENERAL STUDY SKILLS

SAMPLE

GENERAL STUDY SKILLS:

Goal Setting, Time Management, Using a Planner, & Organization of Notes



MONTHLY INSPECTION: Rate yourself on a scale of 1 (low) to 5 (high).

1	<input type="checkbox"/>	I consistently write short and long-term goals for academic success.
2	<input type="checkbox"/>	I rarely wait until the last minute to complete assignments.
3	<input type="checkbox"/>	I use my planner effectively each day.
4	<input type="checkbox"/>	I record all commitments I make and prioritize them to ensure that I do important and/or urgent things first.
5	<input type="checkbox"/>	I use an organizational system that allows me to locate the materials I need for my classes with ease.
6	<input type="checkbox"/>	I recycle all unneeded paperwork and file important papers daily.

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GENERAL STUDY SKILLS:

Goal Setting, Time Management, Using a Planner, & Organization of Notes

A new school year has begun, and you're in the driver's seat. You'll be the one to decide your destinations by decisions you make.



Buckle Up!

GOAL SETTING: A first step to academic success is developing good **study skills**.

One study skill that accelerates success is writing down your goals. Did you know that successful people are intensely goal oriented? They know what they want and are focused on achieving it every single day.

The best goals are the ones that are:

- S** **G** **SPECIFIC** (DETAILED)
- M** **O** **MEASURABLE** (CAN BE EVALUATED FOR PROGRESS)
- A** **A** **ACTION-ORIENTED** (INCLUDE A PLAN)
- R** **L** **REALISTIC** (ACHIEVABLE)
- T** **S** **TIMELY** (INCLUDE A TARGET DATE)

There is space on every weekly spread to record your goals.

TIME MANAGEMENT: How can you make the best use of your time as it speeds by? Use this planner! List everything you need to do. Record assignments on the date given and on the date due. But don't limit your list to schoolwork. Write down all of your commitments. How important and urgent is each item you listed? Highlight commitments that are important. Next, prioritize and schedule. Number the list so that you get the most important and urgent items done first. Do the work and review.

ROADBLOCKS:

Be on the lookout for roadblocks that will stop you from practicing good study skills. For example, scheduling too many commitments for one day is a roadblock for time management. What other roadblocks might keep you from being an organized goal setter who manages time well?

What future destinations do you hope for?
College?
The military?
A satisfying, lucrative career?
A smarter, more confident you?



ORGANIZATION

Using your planner is a great way to get organized, but there's more. Set up a binder system to organize important papers. Color-code the folders by subject or use dividers.

Don't let your backpack or locker become a chaotic collector of junk. It's a daily task to keep your materials where they need to be. Toss unneeded papers.

The same is true for your computer files. Organize your files into folders and color-code them. Put them in a location on your computer so that you can easily locate them when needed. Recycle those not needed.

Check your odometer and continue to make progress!



GENERAL STUDY SKILLS