

## How To

# GET ORGANIZED

Being organized makes your day run more smoothly and saves you time. When you're organized, you also have less stress and feel more in control of your life.



Being organized will not only make you a better student, it will help you succeed in your career and in life.

## ORGANIZATION TIPS

### Use a planner

Take a planner to every class. Record assignments, tests, quizzes, special events, and appointments. Also use your planner to break large assignments and projects down into more manageable parts.

### Have a system for organizing papers

Whether you use folders or binders, the important thing is that you have a system for organizing all of your papers—handouts, homework, and class notes. *Have a specific place for every paper.*

### Develop routines

Have a morning routine that gets your day off to a good start and a nighttime routine that includes getting everything ready for the next day.

### Eliminate clutter

Throw out what you don't need. Put the papers you want to keep in a home file and keep your study area clean and neat.



VIDEO

For 10 ways to improve your grades, watch this quick video.

## How To

# SUCCEED IN CLASS

Showing up for class isn't enough. To succeed in your classes, you need to be engaged and involved.

When you're engaged, you are more likely to learn and remember what's being taught, the time goes faster, and you have a lot less to learn on your own.



## CLASS SUCCESS TIPS

### Be prepared

When you come to class, have all of your homework done, and bring everything you'll need with you. Be alert, well-rested, and ready to learn.

### Eliminate distractions

Put away anything that isn't directly related to what you are doing in that class.

### Have a positive attitude

Walk into each class with a positive attitude and be determined to learn as much as you can. Remember, the more you learn in class, the less you need to learn on your own.

### Take good notes

Most test questions come from information that's been presented in class. It is, therefore, important to have notes that are organized, complete, and neat to study from.

Taking notes also helps you pay attention and stay focused—when you're taking notes, you don't have time to think about or do anything else. *For tips on how to take good notes, watch this short video.*



VIDEO

## How To

# TAKE GOOD NOTES

Taking notes in class helps you stay focused on the information being presented. And because tests usually cover material that's been discussed in class, having good notes to study from can significantly improve your test grades.



## GET READY

### Create a notetaking system

Whether you use three-ring notebooks, binders, or spiral notebooks for your class notes, the important thing is that you have a system for organizing your notes that works for you.

### Format your notes

- ▶ Start a new page for each day and class. At the top of the page, write the name of the class, date, page number, and the topic of your notes.
- ▶ Use only one side of the paper and skip lines between ideas/topics. This will give you space if you want to add something later.

### Be an active listener

When you're actively listening in class, you aren't just hearing the words. You are also thinking about and trying to understand the information being presented. Teachers often give verbal cues so you'll know what information they think is important. Listen for these cues: louder or slower speech, repeating information, and the use of phrases such as "the main point."



VIDEO

For more class success tips, watch this quick video!

## How To

# STUDY SMART

The key to success is not studying a lot. It's studying smart.

Students who "study smart" know how to make the most of their study time.



## GET OFF TO A GOOD START

### Get started.

Getting started on your studying is often the hardest part. Don't put it off until later, don't make excuses, and don't wait until you're "in the mood."

Set a time to start studying and stick to it. If you have a hard time getting started, begin with something you can finish quickly or a subject you like.

### Have a good place to study.

Your study area should be quiet, comfortable, well-lit, and have a surface for writing. Equip your study area with the supplies you need (e.g., paper, pencils, pens). Turn off the TV and *silence your phone*.

### Create a study plan.

Before you begin studying, decide exactly what you want to get done and the order in which you're going to do it. Be specific, and start with the things that are the most important.

### Break large assignments down.

Large assignments and projects can be overwhelming. Break them down into smaller, more manageable parts, and start on them early.



VIDEO

For more, watch this quick video!

## How To

# READ TO LEARN

To do well in your classes, you must be able to understand and remember the information you read.

To comprehend and retain more of what you read, follow these three steps:

- 1) SURVEY
- 2) READ
- 3) REVIEW



## SURVEY

Before you begin reading an assignment, take a few minutes to survey it. This will give you a quick overview of what you'll be reading. To survey an assignment, do the following:

- ▶ Read the section headings and everything in **bold** and *italic* print.
- ▶ Look at the pictures, graphs, and charts.
- ▶ Read the introduction, summary, and review questions.

## READ

To improve your comprehension, use all the learning tools the author provides, and read with a purpose.

**Learning tools** – Textbook authors use the following learning tools to make it easier for you to understand the material they're presenting: headings, subtitles, **bold** and *italic* print, pictures and graphs, chapter summaries, vocabulary lists, review questions.

**Read with a purpose** – To help you stay focused, turn each section heading into a question. Keep your question in mind as you read, and when you're finished reading, see if you can answer it.



VIDEO

For more, watch this quick video!

## How To

# ACE YOUR TESTS

With the right test prep and test-taking strategies, you'll spend less time studying and you'll get better test grades.



## TEST PREP TIPS

### Create a study plan

Have all textbook reading done early and create a study plan that spreads out your studying.

### Make flash cards

Write any information you need to remember on index cards. Take these with you and go over them whenever you have a few extra minutes (for example, when waiting for a ride).

### Explain it to a mirror

You really know something if you can explain it in your own words. Stand in front of a mirror and "teach yourself" what you need to know.

### Study class notes and review sheets

Because most test questions come from information that's been presented in class, your class notes are your best test prep resource. Highlight key words and important phrases in your notes.

If you've been given a handout or review sheet, know everything on it. Then use it to come up with questions that might be on the test.

### Prepare mind and body

Get eight hours of sleep the night before the test and get up early enough to eat a good breakfast.



VIDEO

For more, watch this quick video!