

Five Steps to Academic Success

Whether you are an A student or are looking to improve your grades, these five steps will put you on the path to academic success—and a bright future!



1. Get organized

Use a student planner. Take your planner to every class and record daily assignments, quizzes, tests, important dates, activities, and appointments.

Make daily to-do lists. Put the most important tasks at the top. Cross things off as they get done, and put unfinished tasks on the next day's to-do list.

Manage your time. If you never seem to have enough time, identify activities you can eliminate, shorten, or postpone. *Never sacrifice sleep to get everything done.*

2. Succeed in class

Have all homework done. In many classes, homework is a significant portion of your final grade. Don't think of homework as something you should do—think of it as something you must do.

Participate in class. Participating makes class more interesting and helps keep your mind focused. Ask and answer questions and participate in class discussions.

Ask for help. If you're having difficulty with a class, your teacher will be happy to help, but you need to ask. If there's something else that's making it difficult for you to succeed (a bully, problems at home, a health issue), see your counselor.

3. Read to learn

Use learning tools. To help you understand the material that's being presented, textbook authors provide the following learning tools: headings, subtitles, **bold** and *italic* print, pictures and graphs, and review questions. Use these tools.

Read with a purpose. To help you stay focused, turn each section heading into a question. When you're finished reading the section, see if you can answer your question.

4. Study smart

Create a good study environment. Your study space should be quiet, well-lit, and have a writing surface. Turn off the TV and silence your phone.

Break down large assignments. Large assignments can seem overwhelming. Break projects and large assignments down into smaller, more manageable parts.

Know how to study for tests. Study your class notes thoroughly, as well as any handouts or review sheets your teacher has given you.

5. Ace your tests

Develop a plan. Before you begin, quickly look over the test and decide how much time you'll spend on each section.

Don't get stuck on a difficult question. Mark it, move on, and come back to it later.

Check your answers. If you have time, look over your answers, even the ones you know are correct. Use all the time you're given.

Do you get anxious about taking tests? Check out this short video.

