

## 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

# 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 (such as paper, pencils, and 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.

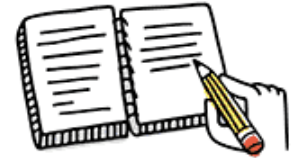
### Break large assignments down.

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

## 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

# 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!

## 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.

**Use learning tools.** Textbook authors provide 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. When you're finished, see if you can answer it.



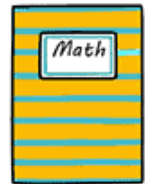
VIDEO

For more study tips, watch this video!

## How To

# REACH OUT FOR HELP

There are many people in your life who want to see you succeed, but ultimately, your success is your responsibility. It's up to you to reach out for help when you need it.



## TALK TO YOUR TEACHER

If you have questions, need advice, or are struggling in a class, talk to your teacher.

Teachers usually know if you're having trouble in their class, but they may or may not approach you to see what's going on, or to offer extra help. Asking for help is your responsibility.

Teachers are busy during the class period and usually don't have time to talk to students then. If you need any kind of help, talk to your teacher before or after class to schedule a time to meet—and tell them what you want to talk about. You may want to go over the results of a test, ask for help with an assignment, or inquire about earning extra credit.

If you are struggling and feel you need a tutor, ask your teacher for advice on how you can get some extra help. Perhaps there is a teacher or another student who can tutor you after school or during a study hall. The important thing is to not wait. Ask for help at the earliest sign you need it.

*Asking for help isn't a sign of weakness, it's a sign of maturity and a desire to succeed!*

**"You are never so strong that you don't need help."**  
Cesar Chavez

## 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

## Top 10 Ways to Improve Your Grades

To help you zero in on how you can improve your grades, go through the list below and put a check mark by the things you should do.

- 1 Be more engaged in your classes.**  
Being engaged in your classes pays off in lots of ways. When you ask and answer questions and participate in discussions, you learn more (which means you have less to learn on your own), your teachers see that you're trying, and the time goes a lot faster.
- 2 Improve your attendance.**  
Attendance is the number one success factor. You can't succeed in your classes and get good grades if you're often a "no-show."
- 3 Complete homework assignments.**  
When you do your homework, you get more out of your classes, do better on tests, and get higher grades.
- 4 Have a more positive attitude.**  
Having a positive, can-do attitude can make all the difference. Use positive self-talk and believe in your ability to succeed.
- 5 Take better notes.**  
Since most test items come from material that's been presented in class, it's important to have good class notes to study from. Take organized notes, and underline or highlight the most important information.

TOP  
10

## REASONS TO BE IN SCHOOL EVERY DAY

### 1. Better grades.

The better your attendance, the higher your grades.



**2. Less stress.** When you miss school, you have lots of assignments to make up. That's stressful.

**3. You learn more.** Learning a little every day in class is much better than having to learn everything you missed on your own.

**4. More likely to graduate.** Students who have poor attendance are less likely to graduate.



**5. Time with friends.** When you are at school, you can spend time with friends (and make new ones).

### 6. Good habits.

You'll develop good habits for success—like showing up every day and being on time.

For more on the importance of attendance, watch this video!



VIDEO

# 10 Habits of Successful Middle Schoolers

Anyone can be successful with the right habits. Developing the following habits will help you get good grades—and have a great middle school experience!



**1 Have good attendance.**  
You need to be in school unless you have a legitimate reason (like an illness) to be absent. *Attendance is the number one school success factor!*



**2 Be organized.**  
Use a planner to record assignments, tests, and activities. Make to-do lists and cross things off as you complete them.



**3 Set goals.**  
Having goals gives you direction, focus, and purpose. Set some academic and personal short-term and long-term goals.



**4 Participate in class.**  
Pay attention, ask and answer questions, and participate in discussions. Keep a positive attitude, and ask for help when you need it.



**5 Do all of your homework.**  
When you do your homework, you get more out of your classes, perform better on tests, and get higher grades.

# Homework Tips for Students

To succeed in school, you need to get your homework done correctly and on time. Using the following tips will help you make the most of your study time and get better grades.



## 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.

## 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.

## Avoid procrastination

Procrastinating wastes time and energy. If you have a hard time getting started on your studying, begin with something you can finish quickly or with a subject you like.

## Break tasks into manageable chunks

Break down large assignments or projects into smaller, manageable tasks. Focus on completing one task at a time to avoid feeling overwhelmed.

## Change it up

Alternate types of work. For example: 1) read short story; 2) do math problems; 3) read history.

*With lots of homework, you need good time-management skills. Check out this short video to learn more.*



VIDEO

# Top 10 Ways to Overcome Test Anxiety

A little nervousness before a test is normal, but if you're overly anxious, it's hard to do your best. The good news? There are ways to overcome test anxiety.



## 1. Start studying early

Have all reading done early, spread your studying out, and give yourself enough time to prepare. Cramming the night before a test or exam only increases anxiety.

## 2. Be prepared

Study enough to feel confident you know the material. Being well prepared increases confidence and helps reduce test anxiety.

## 3. Visualize taking the test

The day before the test, visualize yourself confidently walking into the classroom, taking the test, and correctly answering the questions.

## 4. Use relaxation techniques

Before you begin a test, take a deep breath. Breathe in, count to four, and breathe out. Repeat. This will help you calm down and relax. *For more calming techniques, watch this short video.*



VIDEO

# SOCIAL MEDIA AND MENTAL HEALTH

While social media can add a lot to your life, it can also have some negative effects on your mental health. Here are some examples.

## EDITED LIVES

Everyone puts their best selves on social media. Sometimes, this can make you feel like everyone's life is more exciting and fun than yours. Just remember that on social media, you're only seeing selected snippets of someone's life.

## SOCIAL MEDIA OBSESSION

Being obsessed with social media can make you anxious and angry when you can't use it. Social media can also take up so much of your time that your schoolwork and relationships suffer. If you are overly involved with social media, ask yourself if it is making your life better or worse.

## CYBERBULLYING

Cyberbullying is taking a huge toll on the mental health of so many young people today. If you are being bullied online, know that it's not your fault. Stay strong, tell someone, and ask for help. If you are someone who has been mean to others online, try to put yourself in their shoes. Think about what you're doing, and about the pain you're causing.

# CALMING TECHNIQUES

## Tips for Staying Calm and Relaxed

We all feel stressed, anxious, or angry at times. When you feel this way, it's important to have a toolbox of calming techniques to help you relax. Here are some quick and easy calming techniques.



### Breathe

Breathing is the best way to feel calmer. Take a deep breath, count to four, and slowly exhale. Repeat.



### Relax your body

Drop your shoulders, then flex and release all the muscles in your body, from top to bottom.



### Change your thoughts

To help refocus your thoughts, visualize a bright red stop sign, say STOP, and visualize something positive.



### Visualize calm

Close your eyes and imagine yourself in a peaceful setting, feeling calm, relaxed, and stress-free.



### Try guided meditations

With guided meditation, a voice helps you relax your body and focus your thoughts. Guided meditations are available on Spotify, and on apps like Meditation Studio and Calm.

# Feeling Lonely?

Everyone feels lonely sometimes. It's normal. But feeling lonely is no fun, particularly when it lasts for an extended period of time. When that happens, know that there are ways to feel better.



## Common Reasons People Feel Lonely

- ▶ You're in an unfamiliar situation—living in a new city, going to a new school, in a new job.
- ▶ You feel different, like no one shares your interests, values, or personality.
- ▶ You feel like no one has time for you, whether it's family or friends.
- ▶ There is, or was, someone important in your life who is no longer there.
- ▶ You don't have the kinds of strong relationships you would like to have, like a best friend or a romantic relationship.

Maybe you're feeling lonely for one of these reasons, maybe it's something else, or maybe you don't know why you feel lonely, you just do.

Know that dealing with loneliness is temporary, and it's something that everyone goes through at some point. Also know that there are things you can do to change how you're feeling.

*Keep reading to learn how you can feel more connected and less alone.*

For ways to improve your mental health, watch this quick video.



VIDEO

# Improving Your Self-Esteem

Self-esteem is your perception of your own worth. It's how you feel about yourself, positively or negatively. When you have low self-esteem, it can feel like you're not good enough, or that you don't measure up—even though that's not true.

*There are many things that make you valuable, amazing, and most importantly, you. Improving your self-esteem can help you see that!*

## Self-Esteem Survey

How strong is your self-esteem?

Yes No

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Do you acknowledge both your strengths and weaknesses?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Are you able to confidently say "no" when you don't want to do something? |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Do you accept feedback easily?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Are you able to express your needs to others?                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Do you feel confident most of the time?                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Do your positive experiences outshine your negative ones?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Do you have a positive outlook overall?                                   |

The more "Yes" boxes you checked, the better your self-esteem likely is. If you checked several "No" boxes, or you'd just like to feel better about yourself, read on for some things you can do that may help.



For tips on building confidence, watch this quick video.

# DEALING WITH STRESS

## WHAT IS STRESS?

Stress is your body's reaction to change, demands, or difficult situations.

Stress is a part of everyday life, but too much stress can have a negative impact on your life.



## ARE YOU STRESSED?

	Yes	No
Do you often feel overwhelmed?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have trouble sleeping?	<input type="checkbox"/>	<input type="checkbox"/>
Do you often feel frustrated, nervous, or angry?	<input type="checkbox"/>	<input type="checkbox"/>
Do you get a lot of headaches and/or stomachaches?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a hard time relaxing?	<input type="checkbox"/>	<input type="checkbox"/>
Do you eat too much or too little?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel dread or panic when thinking about everything you need to do?	<input type="checkbox"/>	<input type="checkbox"/>

## How many did you check "Yes?" \_\_\_\_\_

Each of the above can be an indicator of stress. If you feel that stress may be a problem for you, read on for some ideas on how you can reduce the stress in your life.

# ANXIETY

Information and Coping Tips

**Occasional anxiety is a part of life—it's a natural reaction to events or situations that are frightening or stressful.**

*The start of a new school year, waiting to hear if you passed the test, made the team, or got the job—all of these things can make us feel nervous and anxious.*

When we feel anxious, our bodies often react by releasing adrenaline, which can increase our heart rate and breathing. For most people, the feelings of anxiety go away when the situation that caused it is over, or the problem is resolved.

## OVERLY ANXIOUS?

Some people suffer from anxiety that's persistent. Their anxiety affects their well-being and interferes with their day-to-day lives. These people often:

- ▶ worry excessively and become fearful.
- ▶ have difficulty sleeping and concentrating.
- ▶ feel irritable, restless, and on edge.

*If this sounds like you, talk to a counselor or doctor. They can help you explore ways to lessen your anxiety.*

## WHAT IS A PANIC ATTACK?

A panic attack is a sudden feeling of severe fear and distress. A person who is having a panic attack may have chest pains, nausea, sweating, shaking—and feel like something is physically wrong.

*If you experience a panic attack, take deep breaths and get to a safe place until it passes.*

Top  
10

## Ways to Improve Mental Health

Maintaining your mental health is just as important as maintaining your physical health. Here are 10 ways to improve your mental health!

### 1. Get enough sleep.

The amount of sleep you get impacts your mood. Go to bed at a regular time each night and make sure you get at least eight hours of sleep.

### 2. Exercise.

Your body releases mood-improving chemicals when you exercise. Look for ways to integrate physical activity into your daily routine.

### 3. Open up to someone.

Talking about your feelings is a great way to process them. Talk to a friend or family member when you have a problem or something is bothering you.

### 4. Be mindful.

Mindfulness is being aware of the world around you and focusing on what you are experiencing. Throughout your day, remind yourself to be fully present, and to focus on the "now."

### 5. Deal with stress

Stress can really take a toll on your mental health. To feel more empowered and less overwhelmed, make a list of the things that stress you out and come up with a plan for dealing with them.

## STAYING STRONG



### When You're Being Bullied

Everyone has been on the receiving end of a rude comment or mean joke, and it can feel horrible. Being made fun of, excluded, or outright bullied can take a major toll on your self-esteem and mental health.

If you're being bullied, you are not alone, and you are not powerless.

#### This is not your fault

If you are the target of a bully, it's important to remember that this is not your fault. No one deserves to be bullied, harassed, or intimidated. You deserve to be treated with respect at all times. Never forget that.

#### Don't take it personally

This is easier said than done, especially if it seems like bullies often target your personal insecurities. Just remember that it's the bully who has the problem, not you. Although it is hard to feel sorry for a bully (and you don't need to), keep in mind that if bullies were truly happy, they wouldn't need to hurt others.

#### This is temporary

It can seem like bullying is constant and long-lasting, especially if you're being bullied online. Just know that this situation *will* end, these days *will* pass, and things *will* get better.

## HOW TO ACHIEVE YOUR GOALS



Accomplishing your goals involves careful planning, dedication, and consistency. Here are steps and strategies that are sure to help you achieve yours.

### SET CLEAR, SPECIFIC GOALS

Make sure your goals are precise and measurable. Clearly define what you want to achieve, why it's important, and when you want to achieve it.

### CREATE A PLAN

Break down your goals into smaller, manageable tasks or milestones. Develop a step-by-step plan to reach each milestone, including timelines and deadlines.

### STAY ORGANIZED

Use tools like planners, calendars, to-do lists, and/or project management apps to organize your tasks and your schedule. Keep track of your progress and adjust your plan as needed.

### DEVELOP A ROUTINE

Establish a daily or weekly routine that includes dedicated time for working towards your goals. Consistency in pursuit of your goals will help build momentum and progress.

### STAY COMMITTED AND PERSISTENT

Stay dedicated to your goals, even when facing challenges or setbacks. Adapt your approach to overcome obstacles, and don't get discouraged when things don't go according to plan.

# SMART GOALS

Goals give you direction, focus, and purpose. They also give you something to work toward. *Just make sure that your goals are SMART goals.*

## S Specific

Specific goals are well-defined and clear-cut. Instead of, "I want to do better in school," a more specific goal would be, "I want to earn a 3.0 GPA."

## M Measurable

Measurable goals make it easier to know how successful you are. Instead of, "I will get in shape," a better goal would be, "I will be able to walk a mile in less than 15 minutes."

## A Achievable

Achievable goals set you up for success because they're goals you can realistically accomplish. Improving your math grade one letter is achievable. Raising a grade from a D to an A probably isn't.

## R Relevant

Setting relevant goals ensures that you're working toward goals that are worthwhile. For example, learning a new computer program is a more worthwhile goal than beating a video game score.

## T Time-bound

Time-bound goals have a definite time or date they are to be accomplished. "Complete my science project by Friday" is more motivating than "Complete my science project."

# Overcoming Procrastination

Do you have a hard time getting started on your schoolwork or chores? The tendency to procrastinate is a common challenge for many students. Here are some effective strategies to help you overcome procrastination.

## Understand the root cause

Try to identify the underlying reasons for your procrastination. It could be fear of failure, lack of interest, feeling overwhelmed, or the desire to always be perfect. Understanding why you procrastinate can help you make a plan to address it.

## Develop routines

Routines can help you get things done in a timely manner. For example, getting into the routine of always doing your homework right after dinner could help you get your homework done early—and have time for other things.

## Use time-management techniques

Employ time-management methods like the Pomodoro Technique (work for 25 minutes, then take a 5-minute break) or the "2-minute rule" (if a task will take less than 2 minutes, do it immediately).

To learn more about time-management techniques, check out this short video.



VIDEO

# Confidence

We all wish we could have more confidence. But for most, being confident is easier said than done. So, how can someone become more confident? Here are some ideas.

## Recognize and develop your skills and abilities.

Being able to do something well gives you confidence. Think about what you like to do and are good at, and work to develop those skills. The better developed your skills and abilities are, the more confident you will feel.

**What are three skills or abilities that you have?**

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## Think about what gives you confidence.

Are you most confident when you're surrounded by friends? Or when doing something you enjoy, like a sport or a favorite activity?

**When do you feel most confident?**

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Think about how you can take these feelings of confidence and apply them in other situations.



# PEER PRESSURE

Whether you realize it or not, your peers can be the biggest influence on who you are—and who you will become one day. That's why it's so important to be aware of the influence your peers have on you.



## How are you being influenced?

### Unspoken Peer Pressure

Unspoken (or indirect) peer pressure is one of the biggest ways young people are influenced by others. When we see a lot of people liking or disliking something, acting in a particular way, or doing something for fun, we naturally tend to follow suit. It's human nature.

Downloading a certain song, wearing the same type of clothes, or drinking at a party just because everyone else is drinking are all examples of unspoken peer pressure. It's really the feeling of "wanting to fit in."

### Spoken Peer Pressure

Spoken (or direct) peer pressure is when someone (usually a friend or peer) directly tells you, or tries to convince you, to do something. This can be a friend offering you a drink or a hit off a vape, or a peer trying to convince you to do something you wouldn't normally do.

Spoken peer pressure can be hard to deal with. You can feel put on the spot, and/or be worried that you will look "uncool" if you don't join in.

# Friendship Problems

## What You Can Do

Friendships aren't always easy and fun. In fact, even best friends can go through tough times. Do you know what to do when you and a friend aren't getting along? Friendship problems are a part of life, but there are ways to overcome them.

### Shifting friendships

As people grow and change, friendships often shift. This is normal and it's OK. Students develop new interests, join different activities, and make friends with new classmates. Friendship shifts can also happen for no reason at all.

**What can you do?** If you feel a friendship shifting, and it's a friendship you want to keep, you can try the following:

- ▶ Talk to your friend and let them know that their friendship is important to you. They may not realize that they have been leaving you out or hurting your feelings.
- ▶ If your friend has a new interest or activity, give it a try. You might find that you enjoy it, too—and it will be something else you'll have in common.
- ▶ Let the friendship go. If a friendship is no longer making you happy or seems like too much work, it may be time to move on.

*To have good friends, you need to be a good friend! Good friends are trustworthy, loyal, willing to help in a time of need, and ready to listen when a friend has a problem. Regularly check in with yourself to make sure you are being the best friend you can be.*



# Healthy Relationships

Having positive relationships with others is tremendously important to our health and well-being. Relationships can make a huge difference in the quality of our day-to-day lives.

Here are some tips for making sure your relationships are happy and healthy—and making your life better.

## Healthy Friendships

Friends are some of the most important people in our lives. They support us, make life more fun, and help us grow.

So how do you know if someone is a good fit for you as a friend? Ask yourself these questions.

- ▶ Do we share similar interests?
- ▶ Do we laugh and have fun together?
- ▶ Do we agree on what's right and wrong?
- ▶ Do we respect and trust each other?
- ▶ Can I be my true self around this person?

Of course, friendships aren't easy and fun all the time. Disagreements happen. But if a friend...

- ▶ tells you to do things you don't want to do
- ▶ is mean to you
- ▶ brings a lot of drama into your life
- ▶ makes you feel bad about yourself
- ▶ talks about you behind your back

...then it's probably time to rethink that friendship.

*Friends who consistently upset you or make you feel bad are not worthy of your friendship.*

# Growth vs. Fixed Mindset



Sometimes your successes, failures, talents, and shortcomings are defined by how you look at them—and by the mindset you have.

A fixed mindset is the belief that you either are or aren't good at something. A growth mindset, on the other hand, means you believe that with effort, you can develop and improve your skills and abilities. Here are some examples.

## Fixed mindset

If you aren't good at something right away, you probably just don't have a "knack" for it.

It's better to stick with what you know so you don't fail.

Failure is something to fear.

## Growth mindset

Anyone can be good at something as long as they practice and work hard at it.

Stepping out of your comfort zone helps you learn and grow.

Failure is an opportunity to learn.

## Ways to Build a Growth Mindset

- ▶ Turn off the fixed mindset voice that tells you you're going to fail.
- ▶ If something doesn't turn out the way you want, instead of getting frustrated or giving up, think about how you can do it differently.
- ▶ Know the power of the word yet.  
I don't understand it...yet.  
I don't know how to do that...yet.  
I'm not good at this...yet.



For more, watch this quick video.

VIDEO

# The Power of YET



Once you learn to add the word yet to your thoughts and statements, all kinds of things become possible.

When you feel frustrated because something isn't going well, or you can't get something quite right, adding the word yet reminds you to be patient, stay hopeful, and keep at it.

Take a moment to look at these two sentences.

**I don't understand this.**

**I don't understand this yet.**

*See the difference in the second sentence—how adding the word yet changes the meaning?*

Adding the word yet to a statement shows that you have a growth mindset, and that you aren't going to give up.

## This is the power of YET!

When you add the word yet to your statements, you're saying that you're not at a dead end—instead, you're saying that you are still working at it, and that you're hopeful you'll succeed.

Here are some examples.

- ▶ I'm not ready for the test yet.
- ▶ I can't do this math problem yet.
- ▶ I'm not fast enough yet.

# Top 10 Ways to Develop a Growth Mindset



Here are 10 things you can do to build a growth mindset and become a better you.

## 1. Use positive self-talk.

When you talk to yourself, be kind. If the voice in your head is negative or critical, change the message and use self-talk that's positive and encouraging.

## 2. Have a can-do attitude.

Fear of failure holds so many people back in life. When you believe that you can do whatever you set your mind to, you open yourself up to exciting new experiences and growth.

## 3. Use the power of yet.

When you feel frustrated because something isn't going well, adding the word yet reminds you to be patient and keep at it. "I don't know how to do this...yet."

## 4. Develop your interests and skills.

Whether it's playing a sport or knitting a sweater, find out what brings you joy and spend time doing it. As you develop your skills and interests, you'll become a more accomplished, confident, and interesting person.

# Career Planning



It's never too early to begin planning and preparing for a career—and for your future. Here are some ways that you can start planning and preparing for a career now.

## Think about your interests and abilities

Consider your interests and abilities when exploring careers. This will help ensure that you spend your life doing something you love and are good at.

- ▶ What are your favorite school subjects?
- ▶ What activities/hobbies do you enjoy?
- ▶ What skills or talents do you have?
- ▶ Which subjects do you do the best in?
- ▶ Is there anything you feel passionate about?
- ▶ What careers fields sound interesting to you?

## Consider what's important to you

It's important to like what you do—but it's also important to choose a career that fits your lifestyle and personality. Here are a few examples of what might be important to you in a career.

- ▶ helping people
- ▶ high income
- ▶ adventure
- ▶ challenge
- ▶ job security
- ▶ physical activity
- ▶ making a difference
- ▶ travel
- ▶ working outside
- ▶ creative work
- ▶ plenty of time off
- ▶ regular hours
- ▶ being in charge
- ▶ independence

# Careers in English & the Arts

Do you have an interest in English or the arts? Thinking about the subjects that interest you the most in school can point you in the direction of careers that might be right for you.



## English



Studying English in college will help develop your critical thinking and communication skills. Many top companies hire English majors specifically for these skills.

Consider a career in English if...

- ▶ you like reading fiction and nonfiction.
- ▶ you regularly write in a journal.
- ▶ you enjoy doing crossword puzzles and playing word games.
- ▶ you prefer working with and talking to people.
- ▶ you like being creative.
- ▶ you write essays, poetry, and short stories.

Here are a few popular careers in English.

Actor/actress	Journalist/reporter
Author	Lawyer
Columnist	Librarian
Communications specialist	Paralegal
Court reporter	Public relations specialist
Customer service rep	Radio/TV announcer
English teacher	Sports writer

# Careers in Social Studies & World Languages

Do you have an interest in social studies or world languages? Thinking about the subjects that interest you the most in school can point you in the direction of careers that might be right for you.



## Social Studies



Studying social studies helps us understand who we are. Social studies courses look at how people lived and interacted in the past, and how we live and interact today. It provides a solid background for a number of career fields.

Think about a career in social studies if...

- ▶ you're interested in helping others.
- ▶ you have an interest in government.
- ▶ you spend time thinking about how you can make the world a better place.
- ▶ you make time to watch and/or read the news.
- ▶ you enjoy discussing and debating ideas.

Social studies provides a solid background for a number of careers. Below are just a few.

Attorney	Park ranger
Cartographer	Police officer
Conservationist	Politician
Criminologist	Public health worker
Customs agent	Social worker
Economist	Stockbroker
Family counselor	Tour guide

# Careers in Math & Science

Do you have an interest in science and/or math? Thinking about the subjects that interest you the most in school can point you in the direction of careers that might be right for you.



Studying math can lead to a career as a math teacher, mathematician, or statistician. However, most people use their math and problem-solving skills to succeed in math-related career fields, such as business, computer science, and engineering.

Think about a career in math if...

- ▶ you do well in advanced math courses.
- ▶ you enjoy solving problems and like mathematical challenges.
- ▶ you are good at analyzing facts and figures.
- ▶ you enjoy working with money.
- ▶ you find statistics interesting.

Here are just some of the careers that require advanced math skills.

Accountant	Mechanical engineer
Automotive technician	Mortgage broker
Aviation mechanic	Plumber
Computer programmer	Realtor
Database administrator	Software developer
Electrical engineer	Stockbroker
IT systems manager	Surveyor

## STEM

### STEM Facts and Info

Do you like learning how things work, and about why things happen? Do you enjoy solving puzzles? Do you like math and science? If so, a STEM career might be a good choice for you.

#### What is STEM?

STEM stands for Science, Technology, Engineering, and Mathematics. STEM fields give you the opportunity to solve complex problems and improve the world in a variety of challenging and exciting ways.

Here is some basic information about the STEM fields of study.

- ▶ **Science:** Science can be separated into two fields: 1) life science, the study of all living things (e.g., biology, zoology, botany) and 2) physical science, the study of non-living structures (e.g., earth science, chemistry, physics).
- ▶ **Technology:** Technology refers to the tools and machines used by those who work in science, math, and engineering (e.g., computer hardware, software, data analytics, robotics).
- ▶ **Engineering:** Engineers use science, technology, and math to solve real-world problems. They figure out how things work, and they design, build, and test all kinds of things—from computers and bridges to pharmaceutical drugs and cars.
- ▶ **Mathematics:** Whether it's studying the principles and theory of mathematics or using math for every practical applications, mathematics is the backbone of STEM fields.

## Bullying

Info,  
Facts,  
& Tips

Bullying is aggressive behavior that's harmful, intentional, and repeated. Bullying is a problem in many schools, and it's the responsibility of everyone to work together to make their school bully-free. Here's what you need to know.

#### Types of bullying

**Physical** – using physical force to harm others

- ▶ pushing, shoving, hitting, kicking
- ▶ stealing or damaging someone's property
- ▶ hazing a member of a team or group

**Verbal** – using words to hurt others

- ▶ making intimidating or threatening remarks
- ▶ taunting, insulting, or embarrassing others

**Social** – hurting another's social standing

- ▶ spreading rumors, lies, or gossip
- ▶ purposely harming another person's self-esteem or reputation
- ▶ excluding someone from a group

**Cyberbullying** – using technology to harm others

- ▶ creating hurtful or embarrassing posts or pictures
- ▶ sending rude or threatening texts or DMs

#### Teasing vs. bullying

Teasing happens between people who generally like each other. It's also more playful. In bullying situations, you see the following:

1. There is a power imbalance.
2. It occurs repeatedly.
3. There is an intention to do harm.

# Coping with Cyberbullying

Being harassed online can affect your physical and mental health, and it can make life very difficult. Here's what you need to know about cyberbullying, along with some tips on what to do.



Students today use all sorts of devices to communicate with each other. And while electronic communication is fun and convenient, it's also easy to misuse.

When students use their phone, tablet, or computer to harass, threaten, or embarrass another person, it's cyberbullying.

Here's why cyberbullying is especially difficult to deal with.

**Anonymity:** Because cyberbullies can hide their identity, they are often braver and more daring.

**Convenience:** Cyberbullying can be done 24/7, using any device from any location.

**Distance:** Cyberbullies often do not see the reactions of their targets, making them less likely to understand the pain they're causing or feel badly about what they've done.

Most cyberbullying takes place outside of school and "under the radar" of adults. This makes it more important than ever for students to speak up and take a stand against cyberbullying.

# REASONS TO SAY NO TO DRUGS AND ALCOHOL



## INFORMATION FOR STUDENTS

Consistently refusing alcohol, drugs, tobacco, and vapes can be hard, but it's one of the best decisions you will ever make.

Here are a few reasons why you should say no to drugs, alcohol, and nicotine.

## WHY YOU SHOULD SAY NO TO DRUGS

All drugs have severe negative effects on developing brains.

**Marijuana** use in adolescence is linked to long-term impaired memory, thinking, and learning, as well as decreased verbal ability. Lung irritation from vaping marijuana can cause lung infections and long-term breathing issues.

**Opioids** like prescription painkillers, heroin, and fentanyl are incredibly addictive and dangerous. *188 Americans die from opioid overdoses every day.* Young and inexperienced users are especially at risk.

**Misusing substances** like prescription painkillers, stimulants, cold medicine, and inhalants can cause nausea, vomiting, memory issues, long-term brain damage, and death. Never use any substance for anything other than its intended use.

*Saying no can be difficult in the moment. Watch this video to learn about refusal skills.*



# BUILDING REFUSAL SKILLS

You've likely heard all the reasons you should say no to drugs and alcohol. But in certain circumstances it can be really hard to say no, even if you want to and know you should.

*The following are tips for building refusal skills—confidently saying no to drugs and alcohol if you're ever offered. These are ways to say no without feeling pressured, anxious, or uncool.*

## GIVE A REASON

If you don't feel confident just saying, "No thanks, I don't do that," give an excuse like, "No thanks, I don't like the way it makes me feel" or "I'm kinda on a health kick now, so no thanks."

## KEEP IT SIMPLE

You might feel more comfortable not giving a reason. For some people, "Nah, I'm good" is easier than having to say why. And, of course, you don't owe anyone an excuse or a reason.

## SUGGEST SOMETHING ELSE

If you'd like to change things up, suggest doing something else. "I'm hungry. Let's get some food" or "I'm bored. Anyone want to go to the movies?"

## BLAME YOUR PARENTS

Putting the responsibility on someone else can take the pressure off of you. "No way. My mom would ground me forever if she found out."

## PLAN AHEAD

If you're going to be somewhere and you think you'll be around drugs and/or alcohol, figure out ahead of time how you're going to handle it.

## JUST LEAVE

You don't owe it to anyone to do something that makes you uncomfortable.

# DECISIONS & CONSEQUENCES

You make decisions every day: what clothes to wear, what music to listen to, what to eat. You probably don't put a lot of thought into most of your decisions because they don't seem very important.

However, some decisions that are made without much thought are important, and they can impact your life for a long time—possibly forever. That's why you need to stop and think before you act.

With all that teens have to deal with today, it can be hard to always make the right choice or decision. But often, taking just a few seconds to consider what you're about to do can keep you from doing something you will regret.

When you're in a situation that requires you to make a fast decision, ask yourself:

1. Is this the right thing to do?
2. Is this a safe thing to do?
3. Will I feel good about myself if I do this?

If the answer to any of these questions is *no*, then more than likely, what you are about to do will have negative consequences for you and others.

*It's time to take a step back and reconsider.*



For more, watch this quick video!

VIDEO