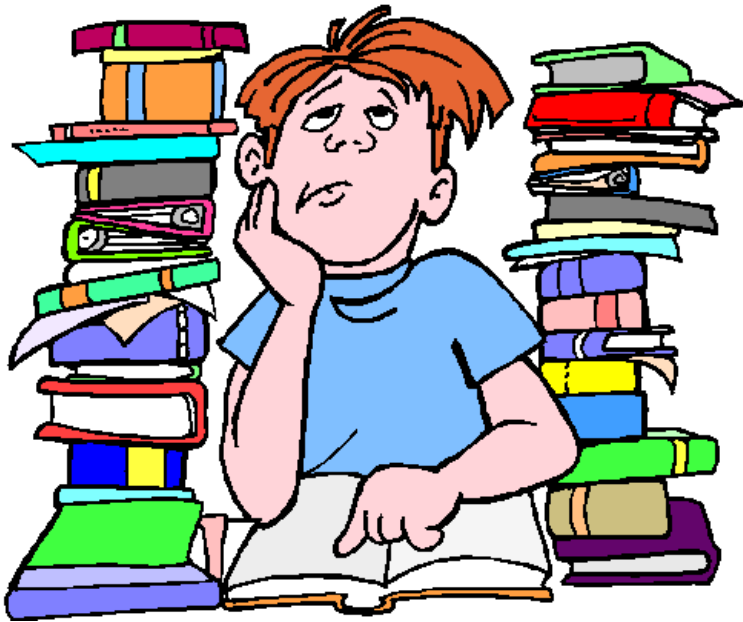


# STUDY SURVIVAL GUIDE



## Inside "Study Survival Guide":

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"Nothing can stop the man with the right mental attitude from achieving his goal; nothing on earth can help the man with the wrong mental attitude."

*Thomas Jefferson*

## Note-Taking Tips

***Good grades start with taking good notes. Use the following tips and you will be a note-taking expert in no time!***

### Write Down Key Facts

If you have a teacher who writes notes on the board, score! Copy them down! If not, write down the most important points from class. What are the most important points? It can take some experimenting to figure out what information really is important, so keep trying and do not give up!

### Do Not Overdo It

Do not go crazy taking notes! If you focus too much on getting your notes right, you might miss important facts. Some learn better by listening, writing down a few key points, and then reviewing the material after class.

### Ask

Do not be afraid to ask the teacher to repeat something you miss or do

not understand. If you do not want to ask in class, see your teacher afterwards. Remember that it is always better to ask now than be confused later!

### Compare

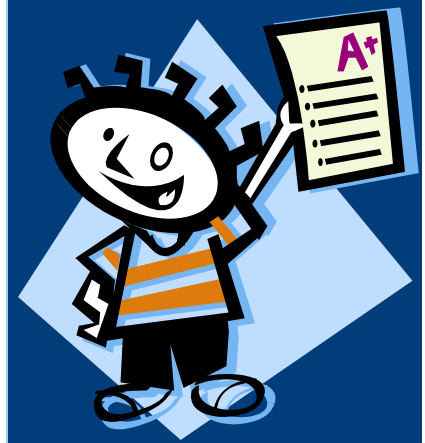
Keep your notes handy when doing your reading assignments, and compare what you wrote with what the reading says. You may even want to add to your notes as you read!

### Copy

When we are writing fast, sometimes our writing can get very sloppy! Sometimes it is a good idea to recopy your notes when you get home.

### Organize

Keep your notes for each subject in one place so you can find them easily when you need them later on, such as when it is time to study for a test.



# Homework Help

*Having good study habits can help take some of the 'work' out of 'homework'!*

## Create A Homework Plan

Before you begin your homework, make sure you understand the assignment. This means making sure you write the assignment down in your planner before leaving class. Do not be afraid to ask questions! Then you can make a schedule of what you have going on that day and organize your time. Pace yourself!

## Watch Where You Work

Choose a desk or table that is big enough to spread out papers and books. Be sure to have all your supplies nearby, such as: pens, pencils, paper, highlighters, and a calculator. This spot should be quiet (turn off cellphones and iPods) and free of distractions (turn off the television). Do not do homework on a comfy bed!

## Get To Work

Tackle the hardest assignments first. It is tempting to start with the easy stuff to get it out of the way, but you will have more energy and focus when you first begin. If you get stuck, try to figure it out the best you can ... but do not obsess and spend too much time on it because it can mess up your homework schedule. Skip the question and come back to it!



## Take A Break

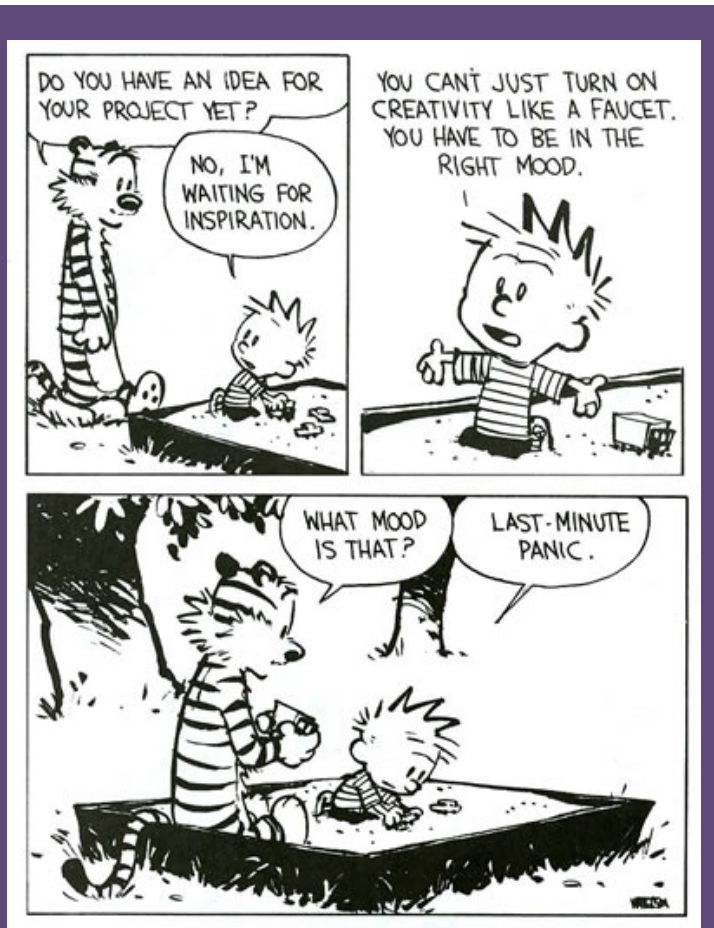
Sitting too long without stretching or relaxing can actually make you less productive. Fifteen minute breaks for every one hour of work is usually a good rule of thumb. If you are really concentrating, however, wait until it is a good time to stop!

## Get Help When You Need It

There is nothing weird or embarrassing about asking for help; no one is expected to understand everything! Your teacher may be able to work with you before or after school to help you understand things more clearly. You and another student in your class may become study buddies. This may help because you will be hearing the information from a new perspective!

## Stay Organized

Keep a folder for each class, with a folder in front for completed assignments and a folder in the back for assignments your teacher has given back. When your homework is done, put it in your backpack right away!



Tests can cause some serious anxiety! The following relaxation tips can be a lifesaver when you find yourself getting stressed or overwhelmed while taking a test:

1. You most likely cannot get up and move around the room, but if you are feeling antsy, try wiggling your fingers and toes! You can also clench your fists tight for a few moments and then slowly relax them.
2. Take a few deep breaths.
3. Close your eyes for a few moments and picture yourself on a beach or someplace calm and relaxing.

***"Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time."***

*Thomas Edison*

## The "T" Word: Test!

***Taking a test can be very stressful and can make us very nervous. Use the following tips to help prepare you for your next test.***

### Time Management

Using your time wisely is one of the best things you can do when it comes to preparing for a test.

Make a plan for how much time you want to spend on each topic. For example: if it is Monday and

you have three tests on Friday, figure out how much time you need for studying between now and then, and then decide how long each subject will take you. You can also use a technique called "chunking", which means you break large topics down into smaller chunks! This will help you from getting overwhelmed!

### How to Study

First, remember that re-reading is *not* the same as learning! In order to understand the material, you must *apply* the material. For example, think of possible essay questions and solve them, or work out challenging math problems. You can also create your own study sheets or flash cards with practice questions from the textbook or completed homework. Sometimes, we just have to memorize. When it is time to memorize material, mnemonics are great! An example of a mnemonic is one commonly used to remember the colors of the rainbow: Roy G. Biv (red, orange, yellow, green, blue, indigo, violet)! When studying, create your own silly mnemonics to help you memorize and to make studying more fun!

### "I will study tomorrow" and Other Excuses

It can be very tempting to put off studying (procrastinate). A lot of students procrastinate because of feeling overwhelmed. To keep from getting

overwhelmed, be sure to stay organized. Write down test dates and project due dates on a calendar ... it is harder to ignore them that way! Also be sure to stay on top of required readings, and do not wait until the last minute to ask for help.

### Test-Taking Tips

#### Before

The first step in taking a test is being sure you have studied properly! If you are sure of the information, you will have fewer reasons to be worried. Also be sure to get enough sleep the night before the test.

#### During

When it is time to take the test, listen closely to any instructions from your teacher. As your teacher hands out the test, be sure to know what is expected of you. If you have any questions or do not understand directions, do not panic ... ask your teacher! Read over the test to see how long it is. This allows you to estimate how much time you have for each question. Then be sure to focus on each question individually. If you do not know an answer, do not obsess; take your best guess or skip it and come back after you are finished with the rest of the test. Most importantly, relax!

#### After

When you are finished with your test, spend some extra time checking over your work. This is a good time to add details that you may not have thought you would have time for. If you run out of time, just do as much as you can!



*If you find yourself getting overwhelmed, close your eyes and take a couple of deep breaths. You can do it!*