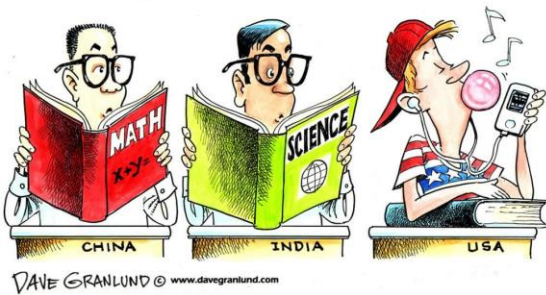


Study habits...

from How to Get Good Grades in Ten Easy Steps
by Linda O'Brien



Step One

Believe in yourself.

- Believe in yourself and your abilities.
- Recognize the talents and abilities you have.

Step Two

Be organized.

- Use a student planner.
- Break down assignments.
- Use three-ring notebooks for class notes.
- Use folders for schoolwork.
- Have phone number for classmates.
- Keep your locker and backpack neat.
- Get organized before you go to bed.

Step Three

Manage your time well.

- Use class time and study halls.
- Create your own study plan.
- Eliminate disruptions.

Step Four

Be successful in class.

- Be in school every day, on time.
- Learn how to adapt to different teachers.
- Be prepared for each class.
- Sit in the front of the class, if possible.
- Be aware of your body language.
- Always do your homework.
- Be a good group member.
- Participate in class.
- Treat others with respect.
- Involve your parents.
- Take responsibility for your grades.

Step Five

Take good notes.

- Be an active listener.

- Take notes to help you pay attention.
- Recognize important information.
- Take notes that are easy to read.
- Go over your notes as soon as possible.
- Get copies of notes and handouts if you are absent.

Step Six

Read to learn.

- Survey.
- Read.
- Review.

Step Seven

Study smart.

- Find a good place to study.
- Get started.
- Know your learning style (visual, auditory, kinesthetic).
- Organize your study time.
- Know how to study for tests.
- Know how to memorize and remember information.
- Develop your public speaking skills.
- Know how to write a paper.

Step Eight

Be a good test taker.

- Get off to a good start.
- Develop a plan.
- Mark the questions you want to return to.
- Increase your odds on multiple-choice questions.
- Look for key words in True/False questions.
- Know how to approach essay questions.
- Improve your math test scores – estimate, draw picture, show all work.
- Be prepared for open book tests.
- Check your answers.
- Go over all returned tests.

Step Nine

Reduce test anxiety.

- Study early.
- Mentally practice going through the test.
- Review the night before and then get a good night's rest.
- Try self relaxation.

Step Ten

Get help when you need it.