

Study and Organizational Skills 101

Write Down Every Assignment

The most logical place to write down your assignments is in your planner, but you might prefer to keep a to-do list in a simple notebook or in your cell phone note pad. It doesn't matter what tool you use, but it is absolutely essential to your success to write down every single assignment, due date, test date, and task.

Communicate With Your Teacher

Every successful relationship is built upon clear communication. A student-teacher relationship is no different. Make sure you understand every assignment that's expected of you.

Organize With Colour

Devise your own colour-coding system to keep your assignments and your thoughts organized. You may select a single colour for each class (like science or history) and use that colour for your folder, your highlighters, your sticky notes, and your pens or find another system that works for you.

Establish a Study Zone

Take the time to assess your individual style and your real needs and plan for the perfect study place. After all, if you can't concentrate, you certainly can't expect to learn very well. Students are different. Some need a completely quiet room free from interruptions when they study, but others actually study better listening to quiet music in the background or taking several breaks. Do you have the supplies you need?

Prepare Yourself for Test Days

You know that it's important to study for test days, right? But there are other things you should consider in addition to the actual material that the test will cover. What if you show up for test day and the room is freezing cold? For many students, this would cause enough of a distraction to interrupt concentration. That leads to bad choices and bad answers. Bring all of the necessary supplies you will need to complete the test as well as you can (i.e. calculator, ruler, pens and pencils etc...). Be aware of the time you have and budget your time to ensure you finish each section of the test. Remember; do not wait until the morning of the test to ask your teacher for explanations.

Know Your Dominant Learning Style

Every student should examine and evaluate their habits and their natural tendencies and decide how they might be able to improve their study habits by tapping into their personal strengths. We will be reviewing a variety of materials to help you discover how you learn best but here are the 3 types:

● **Visual Learners: *learn through seeing...***

These learners need to see the teacher's body language and facial expression to fully understand the content of a lesson. They tend to prefer sitting at the front of the classroom to avoid visual obstructions (e.g. people's heads). They may think in pictures and learn best from visual displays including: diagrams, illustrated text books, overhead transparencies, videos, flipcharts and hand-outs. During a lecture or classroom discussion, visual learners often prefer to take detailed notes to absorb the information.

● **Auditory Learners: *learn through listening...***

They learn best through verbal lectures, discussions, talking things through and listening to what others have to say. Auditory learners interpret the underlying meanings of speech through listening to tone of voice, pitch, speed and other nuances. Written information may have little meaning until it is heard. These learners often benefit from reading text aloud and using a tape recorder.

● **Tactile/Kinesthetic Learners: *learn through , moving, doing and touching...***

Tactile/Kinesthetic persons learn best through a hands-on approach, actively exploring the physical world around them. They may find it hard to sit still for long periods and may become distracted by their need for activity and exploration.

Take Excellent Notes

There are a few tricks to taking excellent notes that really help when it comes to studying. If you're a visual person, you might make some doodles on your paper as you go. Useful doodles, that is. As soon as you realize that one topic relates to another, comes before another, is the opposite of another, or has any kind of connection to another- draw a picture that makes sense to you. Sometimes the information will not sink in until, and unless, you see it in an image. Listen for specific 'code' words that your teacher might be using.

Conquer Procrastination

When you put things off a lot, you end up putting things off until it's too late. It's that simple. When you procrastinate, you take the chance that nothing will go wrong at the last minute--but in the real world, things *do go wrong*. So how can you battle the urge to put things off? Start with trying to recognize that a feisty little voice lives inside every one of us. It tells us it would be more fun to play a game, eat, or watch TV when we know better. Don't fall for it! Develop a realistic timeline or schedule to ensure you avoid handing in late assignments.

Take Care of Yourself

Some of your personal habits might be affecting your grades. Are you feeling tired, achy, or bored when it comes to homework time? You can change your grades by practicing a few healthy homework habits. Change the way you feel by taking better care of your mind *and* your body. Eat well, get enough sleep and be sure to exercise and have fun on a regular basis.

Hope this helps! Mr. "T"