

Strategies for Success

Presentation Overview

- ❖ Organization & Planning
- ❖ Time Management
- ❖ Creating Goals
- ❖ Studying & Test Taking Strategies
- ❖ Mind/Body Connection

Organization & Planning

Your Planner:

- Use for all assignments, projects, tests & quizzes
- Highlight, Underline or Circle all homework assignments
- Make it *legible*!
- Use abbreviations:

hw = homework

nhw = no homework

p = page(s)

ch = chapter

bk = book

rpt = report

rd = read

?’s = questions

= number

wksh = worksheet

Plan in Advance:

- Make good use of the time you have!
- Planning in advance saves time!
- Put things where they belong!

Make a Plan:

- *Short term/small assignments*
 - Plan what you need to do
 - Plan the order in which work should be done
- *Long term/Large assignments*
 - Look at big picture – What has to be done?
 - Make a plan with the due date in mind
 - Break the work into small manageable pieces
 - Put your plan in motion and **IN WRITING** and note what you intend to do, step-by-step
- *Preparation for Tests and Quizzes needs to be planned in advance!*
 - **STUDYING** for tests is **HOMEWORK!!**
 - Plan in advance so you are ready
 - Prepare over a period of time -NOT at the last minute!

Time Management

Procrastination:

- Procrastination is nothing more than a **BAD HABIT**.
- Bad habits can be broken and replaced with ones that are more useful.
- Studies have actually shown that if you practice a new habit for an average of 21 days, it actually becomes **easier** to do the **new** habit than it is to **NOT** to do the new habit.

Steps to a new you!

- Decide what you want to change (What bad habit can you break to be more successful in school?)
- Make of list of the ways you will benefit
- Prepare for any excuses you may make not to follow your plan!
- Create goals & a plan of action
- **Make it happen!**

Creating Goals

Setting Goals:

- Goals give you direction and focus
- Goals need to be written!
- “People who succeed have goals, and people with goals succeed.”

SMART Goals

- **S** pecific - Is there a specific action or event that will take place?
- **M** easurable - Is there a measurable way to determine if goal is met?
- **A** ligned with your values. Is the goal important to you?
- **R** ealistic - Is it likely you'll be successful even though you may have to stretch?
- **T** imely - Does the goal have a timeline for completion?

Studying & Test taking strategies

Note Taking & Memory Making

- Re-write your notes
- Use color
- Highlight
- Make note cards
- Take mental pictures
- Use pneumatic devices (like ROYGBIV)

Test Taking Strategies

- Read the directions!
- Scan entire test so you know how to pace yourself and answer questions you know immediately!
- Builds confidence saves time
- If you get stuck on a question, circle it and go to the next
- Always answer every question
 - It is better to guess than leave something blank
 - Try to use the process of elimination – what makes most sense
- *Double check your test before you turn it in!*

Essay questions

- Know the question you're answering
- Look for important words, for example: describe, compare, explain
- Look for questions that require you to answer “Yes or No” and “WHY?”
- Organize your thoughts before you start writing

Body/Mind Connection

Reducing Stress

- Arm Exercise
- Breathing
- Guided Imagery
- Paper clip exercise
- The way we think and how it affects us