

Time Management

- " Know how you spend your time. Journal the time you spend on each subject, daily. This will help you establish skill of determining how long it takes to accomplish academic tasks.
- " Plan your time. Weekly, and then daily. Identify the days and times you plan to invest on academic pursuits. It good to say I plan to spend 8 hours a week on school. It's better to plan to spend 1 hour on Science Monday, 2 hours on English Wednesday, 1 hour on Math Tuesday, 1 hour on Math Friday, and Two Hours on Math and Science Sunday.
- " Stop Procrastinating. Getting started can be tough. If you have trouble starting, picking a starting point may be more effective than determining your ending time. It's better to start today spending a half hour, than planning to start tomorrow to spend an hour.
- " Manage time wasters remove distractions like your phone and tv. Avoid the internet unless it's essential. It's easy to lose focus on social media.
- " Avoid multitasking. Studies show you lose time when switching from task to task, ultimately creating a loss of productivity.
- " Pomodoro Technique Pick a task. Set a timer for 25 minutes. Work on the task until the timer rings. Take a short break, 35 minutes. Set timer for 25 minutes and repeat until you complete the task. If you really enjoy Pomodoro take a longer break (150 minutes) after 4 work sessions.

" At the start of class, review the Objective and Essential question on the board. Next, copy your homework assignments. Some students prefer to write their assignments by day, others by subject, there is no perfect combination. The secret is recording the assignment in the same manner for each period. That way, you know where to check for assignments and due dates.

Study Skills

- " Turn in your assignments. If you have multiple 0s it becomes more difficult to achieve success. If your teacher allows for late assignments, turn in the late work when would be the best time to speak to improve your standing.
- " Pomodoro Technique Pick a task. Set a timer for 25 minutes. Work on the task until the timer rings. Take a short break, 35 minutes. Set timer for 25 minutes and repeat until you complete the task. If you really enjoy Pomodoro take a longer break (150 minutes) after 4 work sessions.
- " SCHEDULE CONSISTENT STUDY TIMES. Set aside time every day for study, and make it consistent. Set study time for each afternoon from 5:00pm to 6:00pm. Whatever you do, avoid last minute studying and cramming.
- " Do you most difficult subjects first. As your progress to other subjects, the work becomes easier. Not to mention the subject(s) which require the most effort for success will