

## Study Skills Toolkit

### Notes

**Goal:** In class, I record what is needed. At home, I annotate, synthesize, and master the material. I use my older notes regularly.

Strategy	Description
Write in the margins.	Write questions you have, personal explanations, formal language and connections between the personal and formal notes.
Use some structure to differentiate between types of notes.	Have separate sections for or clearly label definitions, theorems, examples, classwork.
Have a system for quickly finding what you need.	Use headings, subheadings, highlighting, different colors to make important notes stand out. Number your pages or put the date on every page.
Have a system for denoting various degrees of importance.	Use different colors, different font sizes, stars, boxes, etc.
Include all relevant vocabulary.	Include words that the teacher used but did not write down.

### Homework

**Goal:** I do every problem, and I get help if necessary.

Strategy	Description
Just do it!	Do your homework every day – make it a habit.
Leave enough room for your work.	
Consult your appropriate resources.	Look at your notes, your textbook, ask a peer for help, ask an adult for help, etc.
Make an effort on each problem; don't give up on the assignment.	Try to write something down for each problem. Even if you can't solve the problem, write a question about what you don't understand or write down what you do know about the problem.
Ask for help when you need it.	Ask your classmates for assistance and/or the teacher when you are in class. Go to math tutoring in Room D200 at lunch or at ACE after

	school.
If the homework is too easy for you, extend the problems.	Prove the theorem, derive the equation, solve the problem in multiple ways.

### **Organization/Time**

**Goal:** I have all materials and backup materials. I am highly organized. I can always find almost everything. I am able to keep priorities for using my time.

<b>Strategy</b>	<b>Description</b>
Use your planner!	Write down your assignments in your planner on the day they are assigned. For long-term assignments, write reminders on the days before the assignments are due.
Backwards plan.	Determine what needs to be done and when it needs to be done. Prioritize by due date and importance.
Use class resources.	Use what your teacher supplies – website, agenda on board, etc. – or other students as sources of information.
Set up reminders for yourself.	Put reminders on your phone, computer, and/or in your planner.
Use colored folders to differentiate between subjects.	Keep your math materials separate from your other subjects' materials. For example, your English notes should not be mixed in with your math notes.
Always keep your materials in the same place.	Store your homework in the same place every day so you can always find it easily. If you use a colored folder, put it in there.
Use labels to help you organize	Separate and label your class materials such as homework, classwork, etc.

### **Motivation/Accountability**

**Goal:** I take full responsibility for my achievement. I am a very hard worker. I am very determined to learn the material.

Strategy	Description
Assign yourself rewards and punishments.	Deny yourself something that you like until you accomplish what you need to do OR reward yourself with something that you like after you accomplish what you need to do.
Set up a friendly competition with a classmate.	
Find another person to make you do your work.	Sometimes another student or an adult can be the person who nags you to do your work. You might be able to return the favor.
Take responsibility for your own education.	Do what YOU need to do in order to learn and don't blame others if you don't reach your goals.
Set short-term and long-term goals for yourself and share them with someone.	Telling someone else about your goals will help to make you more accountable. Tell someone who will follow up with you about the goals.

### **Retention**

**Goal:** I make sure the material is learned, and retained, for that unit and through the next course.

Strategy	Description
Processing your notes.	Reorganize, restate, recopy, and review notes. Try to remember as much as possible without looking while you are reorganizing or recopying your notes.
Solidify your retention.	Practice daily. Make flash cards and use them. Have other people quiz you. Concentrate on short-term and long-term memory.
Review notes from earlier in the course.	
Express material in different ways (songs, visuals, etc.)	