

BASIC STUDY SKILLS

- **USE A DAY PLANNER / AGENDA BOOK**

Keep up with assignments, due dates, etc.

- **TIME FORMULA**

Time outside of school, **5 days a week**

Grade (9th, 10th, 11th, 12th) X 10 min = # of Mins/Day

- 90-120 minutes a day for high school X 5 days a week
- Add 30 mins per Honors class
- Add 1 hour per AP class

- **LOOK AT EVERY SUBJECT / EVERY NIGHT**

- Take out and open agenda book.
- Take folders out of back pack.
- Look on FOCUS as well as teacher posted site.
- Ask:
 1. What did I do in (1st, 2nd, 3rd, etc.) period?
 2. Did I finish it? Do I have work? Where is it?
 3. When is the next test / project / deadline?

- **NO LOOSE PAPERS**

Have a folder, notebook, binder or binder section for EVERY subject.

- **ENGAGE IN CLASS**

Ask questions.

- Ask 1 to 3 questions per class, per week to engage in the discussions / topics.

Volunteer to answer / lead discussions.

- **COMMUNICATION WITH THE TEACHER**

Maintain regular communication with your teacher, via email, class discussion, chat, etc.