

Techniques for Better Academic Performance

Note-taking

1. See attached handout

Assignments

Forgets to do assignments:

1. Use a day planner/ smart phone calendar (write down all tests/ projects/assignments due dates at the beginning of the semester, label in red)
2. Create a routine
3. Notebook for A day classes and B day classes (use dividers to separate periods)
Pocket dividers to put loose sheets of paper, OR use an accordion folder
4. Separate backpacks for A and B day
5. Use a tracker where teacher and parent sign

Doesn't finish assignments

1. Reduce distractions
2. Make a priority list (what is worth the most points/ what is due first)
3. Concentrate on one assignment at a time
4. Work on an assignment for 15-20 minutes, then take a short break. While working on an assignment, no distractions allowed

Studying

1. Read facts out loud
2. Make up rhymes, acronyms and letter associations
3. Relate information to a personal experience or something familiar
4. Make notecards and use color to organize categories
5. Transfer study-guide questions to a piece of paper and write answers below the question (use textbook index to find information quicker)
6. Highlight names, dates, places, important equations in your notes
7. Focus on bold and underlined ideas in textbook (these are the main ideas)
8. Use a parent/ friend/ sibling to quiz you through the information
9. Repetition is key

Test Taking

1. Read all directions twice
2. Look over entire test before starting (how many problems/ are there essays?)
3. Estimate the amount of time you need to spend on each question
4. Answer the questions you definitely know first, then go back to the ones you don't know (skipped).
5. On multiple choice test, eliminate options you know are wrong, then choose
6. Outline ideas before answering an essay question