



Study Skills & Time Management

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Lesson Expectations

Sit up tall

Listen

Ask questions

Nod your head

Track the teacher

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Learning Objectives

- Time Management
- Using a planner correctly
- Study Strategies



A High School Student

✓ **6 CLASSES**

✓ **Homework**

✓ **Tests**

✓ **Projects**

✓ **Sports**



✓ **Chores**

✓ **Events**

✓ **School Activities**

✓ **Friends**

✓ **Family**

What else???

Time Management

1) Make a list:

- School assignments/tests
- Use planner

2) Prioritize based on due dates

3) Concentrate on one assignment at a time

4) Avoid Procrastination



Steps to Using a Daily Planner

Step 1: Write It!

Write down every
assignment and
important
upcoming event

Step 3: Check It!

Check off
assignments as
you complete
them

Step 2: Date It!

Include date
assigned and
date due

Step 4: Wish It!

Establish
Weekly Goals

Planner Activity

- Use the weekly planner handout to write down:
 - Next homework assignment for English
 - Due date for this assignment

Weekly Homework Calendar Name: _____

Monday:	Tuesday:	Wednesday:	Thursday:	Friday:
<u>Period 1</u> Homework: Teacher Initials: _____	<u>Period 2</u> Homework: Teacher Initials: _____	<u>Period 1</u> Homework: Teacher Initials: _____	<u>Period 2</u> Homework: Teacher Initials: _____	<u>Period 1</u> Homework: Teacher Initials: _____
<u>Period 3</u> Homework: Teacher Initials: _____	<u>Period 4</u> Homework: Teacher Initials: _____	<u>Period 3</u> Homework: Teacher Initials: _____	<div style="border: 2px solid red; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;"> <u>Period 4</u> Homework: Teacher Initials: _____ </div>	<u>Period 2</u> Homework: Teacher Initials: _____
<u>Period 5</u> Homework: Teacher Initials: _____	<u>Period 6</u> Homework: Teacher Initials: _____	<u>Period 5</u> Homework: Teacher Initials: _____	<u>Period 6</u> Homework: Teacher Initials: _____	<u>Period 3</u> Homework: Teacher Initials: _____
				<u>Period 4</u> Homework: Teacher Initials: _____
				<u>Period 5</u> Homework: Teacher Initials: _____
				<u>Period 6</u> Homework: Teacher Initials: _____

Missing Assignments:

1. _____ Subject: _____

2. _____ Subject: _____

3. _____ Subject: _____

Upcoming Assessments:

1. _____

2. _____

3. _____

Study Strategies



- **Create Study Area**
- **Take Effective Notes**
 - **Use Study Tools**

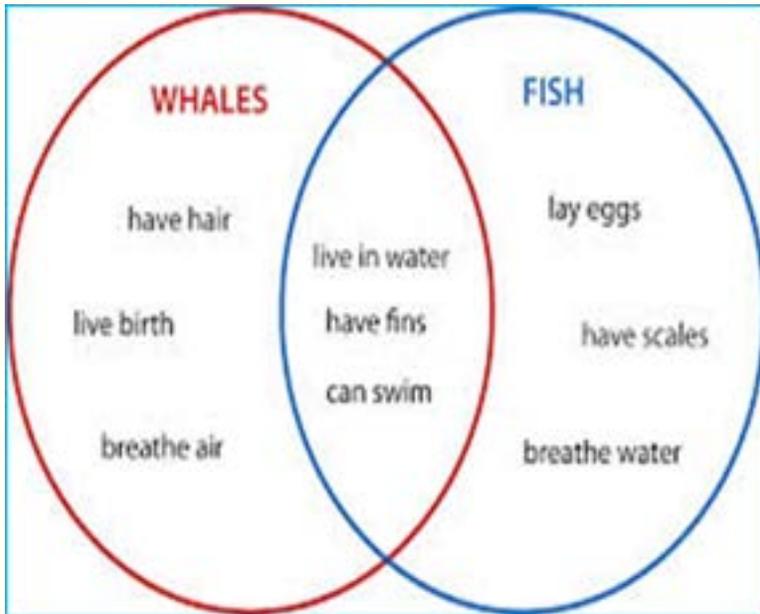


Create Study Area

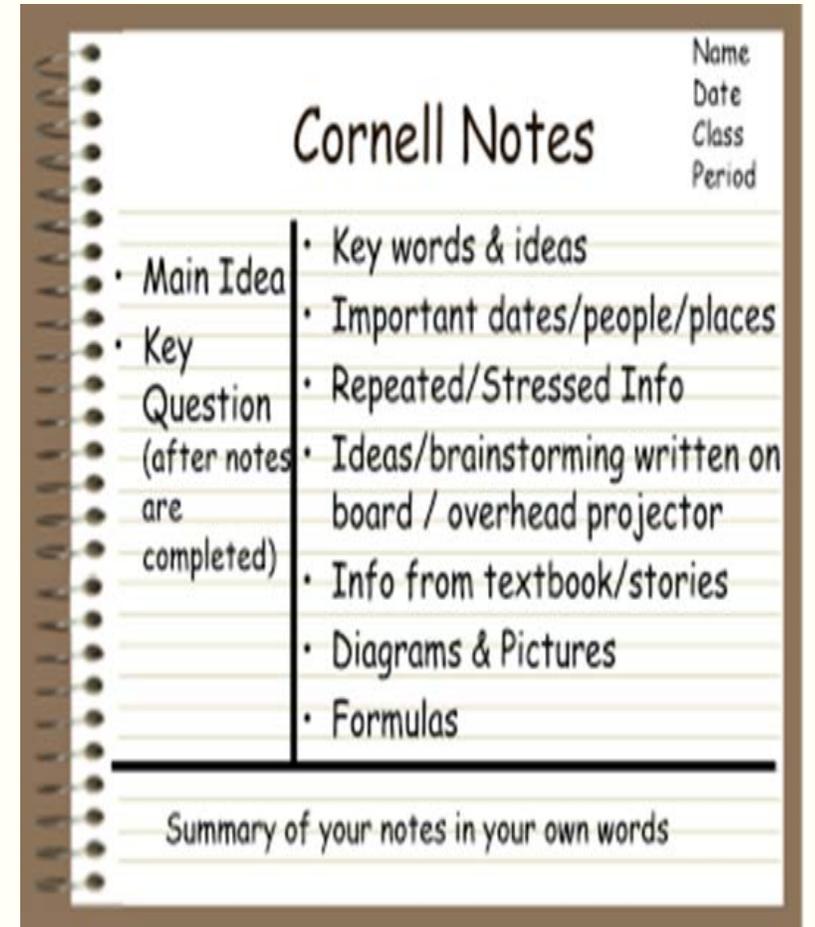
- **Where?**
- **Silence or listen to music?**
- **Productive alone or with others ?**



Take Effective Notes

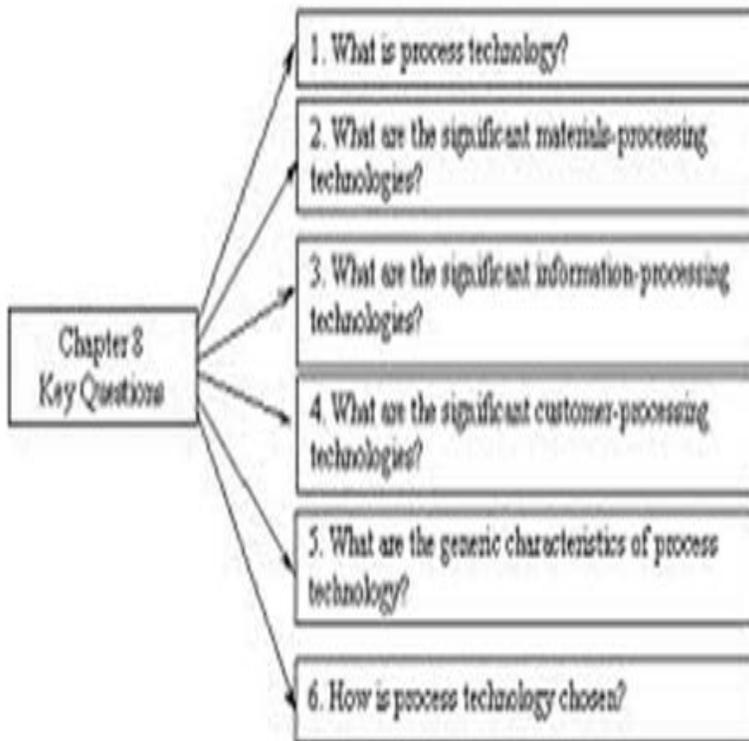


- Highlight or underline key words
- Focus on **main points**
- Write down a “?” next to concepts you do not understand.
- Ask your teacher for help!



Study Tools

- Flashcards
- Reading summaries
- Online tutorials
- Create study guide to quiz yourself



Definitions:

front side

Greatest Common Factor (GCF)

back side

For a polynomial, the GCF is the largest monomial that divides (is a factor of) each term of the polynomial.

Formulas:

front side

Quadratic Formula

back side

The solutions of a quadratic equation in standard form ($ax^2+bx+c=0$, where $a, b,$ and c are real numbers and $a \neq 0$):

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Difficult problems:

front side

Example of using Quadratic Formula:

$$2x^2 - 10x + 7 = 0$$

back side

$$\begin{aligned} a=2, b=-10, c=7 \\ x &= \frac{-(-10) \pm \sqrt{(-10)^2 - 4(2)(7)}}{2(2)} = \frac{10 \pm \sqrt{44}}{4} \\ x &= \frac{10 \pm 2\sqrt{11}}{4} = \frac{5 \pm \sqrt{11}}{2} \end{aligned}$$



Class Activity

- Flashcards
- Reading Summaries
- Online tutorials
- Study guide



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Reference

http://www.odessa.edu/dept/govt/dille/brian/courses/1100orientation/learningstyleinventory_survey.pdf

<http://www.youthcentral.vic.gov.au/Studying+%26+Training/Studying+tips+%26+resources/Top+ten+study+tips/#.UmRGovkWKHY>

<http://sunburst.usd.edu/~bwjames/tut/learning-style/stylest.html>

https://www.fcs.uga.edu/ext/pubs/time_management.pdf

Cornell Notes Picture

<http://world.edu/turn-your-notes-into-writing-using-the-cornell-method/>