PLEASE USE THIS INFORMATION TO ASSIST YOU IN UTILIZING EFFICIENT STUDY SKILLS.

CHECK OUT www.how-to-study.com FOR ADDITIONAL RESOURCES
Some Hints on Planning a Better Study Schedule

Study at a regular time and a regular place. Establishing habits of study is extremely important. Knowing what you are going to study and when saves a lot of time in making decisions and retracing your steps to get necessary materials, etc. Avoid generalizations in your schedule such as "study." Commit yourself more definitely to "study social studies," for example, at certain regular hours.

Study as soon after your class as possible. Ten minutes spent soon after class will do as much good in developing an understanding of materials as an hour a few days later. Check over class notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate.

Use odd times during the day for studying. The ten-minute car ride could be spent reviewing class material. Planning and establishing habits of using your spare time for a review session will result in free time for recreation or activities at other times in the week.

Limit your blocks of study time. Study no more than 1/2 hour on any one subject at one time. After 1/2 hour to 1 hour of study, you begin to become tired and it becomes harder to concentrate. Taking a break and then switching to studying some other subject will provide the change necessary to keep your energy.

Provide for spaced review. This is a regular weekly period when you will review the work in each of your classes - and be sure you are up to date.
Notice Intention increases retention
⇒ Use cues to help you remember

Emote Emotion is the potion
⇒ Connect feeling to what you are learning

Visualize A picture in your mind creates a memory you can find
⇒ Create a picture in your mind when learning new words and concepts

Eat Right & Exercise Body and brain are yours to train
⇒ Walk at least 5,000 steps per day
⇒ Eat brain foods: blueberries, broccoli, chocolate, walnuts, olive oil, pumpkin, salmon, spinach, tomatoes

Rest Memories go deep when you get enough sleep (10-12 hrs. for a fifth grader)
⇒ Memories are encoded when you sleep; most encoding happens in the last 2 hours of sleep
Free Yourself of Stress

Lower stress for memory success
Don’t sweat the small stuff!

Organize
Put information in place to create a strong memory trace
Create categories to organize information in your brain

Rehearsal
Rehearsal’s the way to make memories stay
It takes up to 24 exposures to learn something new; teach someone!

Guard Your Brain
Avoid some pain – protect your brain!
Wear a helmet when riding your bike; don’t sit in front of the T.V. or computer screen for too long

Enrich Your Brain
New directions create connections!
Do something you haven’t done before – music, chess, games, etc.

Teach
Share what you know and feel memories grow
When you teach others, you remember up to 95% of the material compared to 10% of what you read
How Many Ways Are You Smart?

Directions:
Fold the paper vertically on the dark line so that the columns with the eight “multiple intelligences” are hidden. Read each statement below. Place a checkmark next to each item that is true about you. Then unfold the paper and circle the X in each row that you checked. Write the total number in each column at the bottom of the paper. How many ways are you smart?

<table>
<thead>
<tr>
<th>Which of the following are true about you?</th>
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<tr>
<td>I enjoy singing and I sing fairly well.</td>
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<td>I enjoy crossword puzzles and word games.</td>
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<td>I’m good at solving jigsaw puzzles.</td>
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<td>I can read maps easily.</td>
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<td>I learn best when I can talk over a new idea.</td>
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<td>Picture, line, and bar graphs are easy to understand.</td>
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<td>I like to listen to music in my free time.</td>
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<td>I get along well with different types of people.</td>
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<td>I like writing about my thoughts and feelings.</td>
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<td>Protecting the environment is very important to me.</td>
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<td>I enjoy caring for pets and other animals.</td>
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<td>I like drama and acting things out.</td>
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<td>I’m good at writing stories.</td>
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<td>I can understand difficult math ideas easily.</td>
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<td>I play a musical instrument (or would like to).</td>
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<td>People tell me I’m good at sports or dancing.</td>
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<td>I’m good at figuring out patterns.</td>
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<td>My best way to learn is by doing hands-on activities.</td>
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<td>I like spending time by myself.</td>
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<td>I find that I’m often helping other people.</td>
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<td>I’m naturally good at taking care of plants.</td>
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<td>I enjoy solving problems and “brainteasers.”</td>
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<td>Having quiet time to think over ideas is important to</td>
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<td>I enjoy reading for pleasure.</td>
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<th>Number/Logic Smart</th>
<th>Word Sm</th>
<th>Music Sm</th>
<th>Picture Sm</th>
<th>Body Sm</th>
<th>People Sm</th>
<th>Self Sm</th>
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<th>Totals</th>
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Ten Ways to Help Get Your Kids Organized

1. Use checklists
   ⇒ Help your child get into the habit of keeping a “to-do” list. Use checklists to post assignments, household chores, and reminders about what materials to bring to class. Crossing completed items off the list will give him/her a sense of accomplishment.

2. Organize homework assignments
   ⇒ Before beginning homework, encourage your child to number assignments in the order in which they should be done. He/she should start with one that’s not too long or difficult, but avoid saving the longest or hardest assignments for last.

3. Designate a study space
   ⇒ Your child should study in the same place every night. This doesn’t have to be a bedroom, but it should be a quiet place with few distractions. All school supplies and materials should be nearby. If your child wants to study with your nearby, too, you’ll be better able to monitor his/her progress and encourage good study habits.

4. Set a designated time
   ⇒ Your child should know that a certain time everyday is reserved for studying and doing homework. The best time is usually not right after school — most children benefit from time to unwind first. Include your child in making this decision. Even if he/she doesn’t have homework, the reserved time should be used to review the day’s lesson, read for fun, or work on an upcoming assignment.

5. Keep organized notebooks
   ⇒ Help your child keep track of papers by organizing them in a binder or notebook. This will help him/her organize the material later to prepare for tests and quizzes. Use dividers to separate class notes, or color-code notebooks. Separate “to do” and “done” folders to help organize worksheets, notices, and items to be signed by parents, as well as provide a central place to store completed assignments.

6. Conduct a weekly clean-up
   ⇒ Encourage your child to sort through book bags and notebooks on a weekly basis. Old tests and papers should be organized and kept in a separate file at home.
7. **Create a household schedule**

⇒ Try to establish and stick to a regular dinnertime and a regular bedtime. This will help your child fall into a pattern at home. Children with a regular bedtime go to school well-rested. Try to limit television watching and computer play to specific periods of time during the day.

8. **Keep a master calendar**

⇒ Keep a large calendar for the household that lists the family’s commitments, schedules for extracurricular activities, days off from school, and major events at home and at school. Note dates when your child has tests or projects due. This will help family members keep track of each other’s activities.

9. **Prepare for the day ahead**

⇒ Before your child goes to bed, he/she should pack schoolwork and books in their backpacks. The next day’s clothes should be laid out with shoes, socks, and accessories. This will cut down on morning confusion and allow your child to prepare quickly for the day ahead.

10. **Provide needed support while your child is learning to become more organized**

⇒ Help your child develop organizational skills by photocopying checklists and schedules and putting them on the refrigerator. Gently remind him/her about filling in calendar dates and keeping papers and materials organized. Most important, set a good example.
Organization and Study Skills

I) A PLACE OF STUDY
It should include the following:

1) A door you can close
   - complete privacy is necessary
   - study in the same place every day
   - if there is no room at home, perhaps the local library
     or school library

2) A desk or table or substitute

3) Proper lighting
   - good lighting, preferably a desk lamp or strong
     overhead light
   - gloom and strain will induce drowsiness

4) A straight chair
   - you need both comfort and support
   - no bed!! No couch!!

5) Proper tools
   - keep your desk fully equipped and ready for
     work text books, notebooks, paper, pens, pencils, ruler
   - don’t get up to look for things - it breaks
     concentration
   - don’t give yourself excuses to leave your
     studies

6) Good reference books
   - inexpensive books of reference may be used
     through all your school years; get into the
     habit of referring to your dictionary and atlas.
   - some other helpful tools may be:

   a) a bulletin board
      - above the desk or on a wall
      - have a monthly calendar
      - post reminders of due dates and long range
        assignments

   b) a clock
      - to help you budget your time

   c) bookshelves
      - are often useful for books and supplies
II) THE TIME

- set a regular time to study
- not right after school - you need at least an hour breather to have a snack, a nap or get some exercise
- budget your time - can you get ½ hour or an hour before dinner?
- what specific times will you allot after dinner?
- have a plan

III) AVOID DISTRACTIONS

- no phone calls
- no television, radio or stereo during study time
- no friends dropping over
- no family interruptions
- no daydreaming

USING YOUR TIME

A schedule is a plan that you create for how you want to spend your time. A good schedule can help you do both what you must do and what you want to do. A scheduled activity is more likely to occur than an unscheduled one.

When you make a schedule for yourself keep the following in mind:

- Try to make each day balanced, giving yourself time for both work and play. Most people get their best work done by working intensely for a reasonable period of time, then resting or changing to something else.

- Figure out when you are most awake and alert, and try to do your studying then. We know that people work more effectively at different times during the day.
Organization and Study Skills

SCHEDULES

A. **HOMEWORK RECORD-KEEPING SCHEDULE** *use your school agenda*

   Each day when work is assigned, record it at once. Before going home check to see what books you need. At night check your homework off as it is finished. No check marks tell you what work needs your attention.

B. **WEEKLY SCHEDULE (Time-use Schedule)** *use your school agenda*

   Every Sunday record any activities you know for sure that will take place during that week and block off the times ex. sports activities, jobs, air cadets, etc. With regard to your homework and studying, record the subject and the amount of time you spend on it, at the end of each session.

C. **MONTHLY CHART** *use a calendar page*

   Your chart should be kept at home over your desk or on a bulletin board. Mark down important events that are coming up which might require you to modify or change your weekly Time-use sheet. Keep this calendar current and examine it carefully when you are establishing your weekly program. You can also use a monthly chart to plan your studying prior to exams.

HOMEWORK SUGGESTIONS

- Set up a weekly homework and study schedule.
- Do the work the day it is assigned. Make every minute count in class at the end of the lesson.
- Balance your homework. Complete first what you find easiest and most interesting. This will make it easier to get down to work. **Don’t save the hardest work for the last.**
- Each night read over the notes of the day. Improve your notes where necessary, they may be sketchy or incomplete from class.
- Get a head start on research assignments. Don’t leave major assignments until the last possible date.
- Pay close attention to keeping your notebooks in excellent shape on a day to day basis.
A SYSTEM FOR READING AND STUDYING

STEP 1 - SURVEY

Spend no more than 10 minutes to take a sneak preview of the reading you have been assigned. You may not be in the habit of previewing and will have to consciously force this important first step. Previewing provides an overview of the way the chapter is organized. Smart travellers use a road map, and smart students survey first. You should:

- Examine the title of each chapter.
- Note headings and subheadings and the relationship between the important headings in each chapter.
- Glance at diagrams, graphs or visuals.
- Quickly skim the introductory and concluding sections of each chapter.
- Notice any study questions or activities at the end of the chapter.

STEP 2 - QUESTION

Begin with the first section of a chapter. Always read with the intent to answer a question. By using the words who, what, when, where, or how turn each heading into a question.
STEP 3 - READ & UNDERLINE

Read a paragraph or a section of the text and then go back and underline only the main points. *Do not underline the first time you read the material.*

USE NUMBERS

To make: 1) lists,
2) enumerations,
or 3) sequences.

USE VERTICAL LINES

Place vertical lines in the margin to emphasize main points of several lines.

USE BULLETS (ASTERISKS)

Use bullets/asterisks for main points or ideas that may be important.

CREATE RECALL PHRASES / ACRONYMS

Place recall phrases in the margin to condense major points and provide supporting details. Summaries and questions may also be placed in the margin.

The colours of the rainbow remind me of this person
by the name of **ROY G. BIV**:

Red, Orange, Yellow, Green, Blue, Indigo, Violet

Highlight the points underlined or highlight in place of underlining. Use a felt tip pen.
Yellow is often preferred.
**Be selective with your information.**
Once you have read an entire chapter, section by section, you are ready to review. This is the final step in understanding the material.

Reread each main heading.

Review the underlined and highlighted material.

Answer the questions you formed for each section. Use your reading notes to help you review.