

TEN EASY STEPS TO GETTING GOOD GRADES

1. GET ORGANIZED

- a. Use your agenda book
- b. Use a binder and dividers for notes
- c. Use folders
- d. Have phone numbers of one or two classmates
- e. Keep your locker and backpack neat
- f. Get organized before you go to bed

2. MANAGE YOUR TIME WELL

- a. Use class time
- b. Create your study plan
- c. Be flexible

3. BE SUCCESSFUL IN THE CLASSROOM

- a. Adapt to different teachers
- b. Be in school, on time, every day
- c. Be prepared for each class
- d. Sit in the front if possible
- e. Be aware of body language
- f. Always do the homework
- g. Participate in class
- h. Be a good group member
- i. Treat others with courtesy and respect

4. TAKE GOOD NOTES

- a. Be an active listener
- b. Take notes to help you pay attention
- c. Recognize important information
- d. Take notes that are easy to read
- e. Go over your notes as soon as possible
- f. Get lecture notes if you are absent

5. KNOW HOW TO READ A TEXTBOOK

- a. Scan by reading subtitles, words in bold and italic print, summaries, charts, and review questions
- b. Read with a purpose
- c. Review by scanning the material to check comprehension

6. STUDY SMART

- a. Find a good place to study
- b. Know your learning style
- c. Organize your study time
- d. Know how to study for tests
- e. Use tricks to help you memorize information
- f. Know how to write a paper
- g. Use tricks when you make a presentation or speech
- h. Learn word processing

7. USE TEST TAKING STRATEGIES
 - a. Get off to a good start and develop a plan
 - b. Make questions you want to return to
 - c. Look for key words in True/False questions
 - d. Increase your odds on multiple choice questions
 - e. Know how to approach essay questions
 - f. Be prepared for open book tests
 - g. Check answers
 - h. Go over all returned tests

8. REDUCE TEST ANXIETY
 - a. Start studying early
 - b. Mentally practice going through the testing experience
 - c. Think positive and try relaxation techniques

9. GET HELP WHEN YOU NEED IT
 - a. When you have a problem, do something to resolve it
 - b. Ask for help from a teacher, counselor, parent, administrator
 - c. If you need academic help, make an appointment with your teacher

10. **BELIEVE IN YOURSELF. BELIEVE YOU CAN BE SUCCESSFUL**

FINAL THOUGHTS:

If we did all the things we are capable of doing, we would literally astonish ourselves.
Thomas Edison

Successful people have learned to make themselves do the thing that has to be done
when it has to be done, whether they like it or not. *Aldous Huxley*

The tragedy of life doesn't lie in not reaching your goal. The tragedy lies in having
no goal to reach. *Anonymous*

All things are difficult before they are easy. *Thomas Fuller*

Many of life's failures are people who did not realize how close they were to success
when they gave up. *Thomas Edison*

You are never a loser until you quit trying. *Mike Ditka*

He who never fell never climbed. *Anonymous*

Failure is the opportunity to begin again more intelligently. *Henry Ford*

Success is a state of mind. If you want success, start thinking of yourself as a
success. *Anonymous*