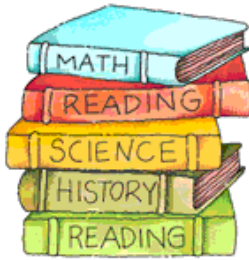


## Homework Skills



1. Try to complete your homework in daylight hours. Some studies indicate it takes longer to complete the same task at nighttime.
2. Create flashcards for yourself when studying for a test. These allow you to break down information into small segments easily.
3. Use an assignment book or planner. Don't rely on your memory to keep track of what you need to remember. Write test and assignment dates down in your planner. You can also try using a pocket size tape recorder (you might need to get permission from the school to use this) and you can speak your assignments and what you need to remember. You can also use this at home to record what you need to remember to do in school the next day.
4. Create a space for yourself to complete your homework. Keep this area as clutter free as possible and have supplies, such as pencils, pens, and paper, readily available. This area should be away from distractions like the TV.
5. For long term projects, break it down into small chunks and make a schedule for completing each item. Keep your schedule on the wall of your homework area (use a white board or bulletin board on the wall) so that each day you can see what needs to be completed toward your project. Ask your family to respect your homework space and not take supplies or move items around so that you are not using homework time to reorganize yourself each day.
6. Use a cardboard box to keep all your loose papers in. Each day when you do your homework, empty your books, backpack, pockets, etc. of loose papers and add them to the box. When you need old papers for school, you will know exactly where to find them.
7. Complete the hardest homework, or the subject you dislike the most first. Get it out of the way. If you save the hardest for last, you could drag out the rest of your homework in order to delay it.
8. Keep a list of classmates and their phone numbers in your study area so that you can call if you have forgotten the assignment or have questions about what should be completed. If you get stuck on a question, try the web for homework helpers on line.
9. Take a short break every half hour to stretch or grab a snack and then get back to work. Be sure to limit your break time to 5 minutes and make sure you don't start watching TV during the break.
10. When studying for a test, read through the summaries of sections and chapters before reading the chapter itself. This will help you to focus on the main ideas of the chapter.