

How To

STAY MOTIVATED

We all get stuck sometimes. When you're feeling less than your best, it's important to keep a positive attitude and find ways to stay motivated.



HAVE A POSITIVE ATTITUDE

Surround yourself with positive people

In life, we come across all kinds of people. Some are positive influences in our lives and some are not. Try to stay away from people who are negative or critical. Instead, choose to be around people who support and encourage you. These are the people who will help you achieve your goals and realize your dreams.

Believe in yourself

You have a greater chance of succeeding when you believe in yourself. Whether you're a student tackling a difficult subject, an athlete preparing for competition, or a musician getting ready for a performance, it's important that you recognize the talents and abilities you have, and believe that you can succeed!

Set goals

Goals give you focus and direction. They help you decide where you want to go and what you need to do. Set both short-term goals (*get a B on my biology test*) and long-term goals (*graduate from high school with a 3.0 GPA*).

Move with positive energy

Stand tall and walk with confidence and purpose. *If you act positive, you just may find that you feel more positive.*

MOTIVATIONAL TIPS

Focus on your strengths

While it's good to work on your shortcomings, your strengths are where your future lies. Look for ways to pursue your interests and to develop your talents and strengths.

Use positive self-talk

We all have an inner voice, and when things aren't going well, that voice can be negative and critical. You can help yourself stay positive and motivated just by changing your self-talk.

Replace *"I'm terrible at math"* with *"I'm smart—I can do this."* Changing how you think will change how you feel and how you act.

Visualize success

For example, before the day of a test, imagine yourself confidently walking into the classroom and answering the questions correctly. *Imagining a scene like this is called visualization.* This is a technique used by students, athletes, and leaders around the world.

Write motivating notes to yourself

Write motivating words, ideas, and/or quotes on sticky notes. Put these notes anywhere you're likely to see them.

Figure out what motivates you

Turn what competes with your schoolwork into a motivator. For example, reward yourself with phone or video game time once your homework is done.

Hit refresh

When you're feeling stressed, take a break. Listen to music, take a walk, or talk to a friend—then return ready to tackle your work.

For tips on becoming more enthusiastic about school and your activities, watch this quick video.



VIDEO

How To

MANAGE YOUR TIME

We all have the same amount of time each day. How we use this time is time management. When you use your time well, you have time for the things you need to do *and* the things you want to do.



BE ORGANIZED

Use organization tools

Use a planner to keep track of assignments, tests, and appointments. Use a wall or phone calendar for events and project deadlines.

Make to-do lists

- ▶ Each day, make a list of all the things you need to do. Rate each item as an A (*must do*), B (*should do*), or C (*want to do today, but it can wait*).
- ▶ Take all of the As and rank them in order of importance (1, 2, 3...). Do the same with the Bs and Cs. Rewrite your list with the As at the top (in order of importance), followed by the Bs and Cs.
- ▶ Cross things off as they get done. At the end of each day, take the tasks that didn't get done and put them on the next day's to-do list.

Make a weekly schedule

Using an hour-by-hour schedule will help you organize your time after school. First, write in all appointments, practices, chores, and meal times. You will then be able to see when you have blocks of time for homework and studying—and when you have time for relaxation and social activities.

TIME-MANAGEMENT TIPS

Successful students use tips like these to manage their time.

- ▶ **Use free class time wisely.** Always use the time teachers give you in class to ask questions, start on your homework, or get help. Using your time in school wisely means that you have less to do in the evening.
- ▶ **Don't procrastinate.** Procrastinating wastes time and energy. If you have a hard time getting started on your studying, begin with something you can finish quickly or a subject you like.
- ▶ **Combine tasks.** Go over a speech while you're cleaning your room, or check your homework while you're eating breakfast.
- ▶ **Look for chunks of time during the day that are wasted.** Think about how you can use these times more effectively. For example, review your notes while you're waiting for a ride.
- ▶ **Create routines.** A good morning and nighttime routine will save you time, and help your day run more smoothly.
- ▶ **Don't overextend yourself.** If you never seem to have enough time, identify activities you can eliminate, shorten, or postpone. Never sacrifice sleep or exercise to get it all done.
- ▶ **Control time wasters.** Social media, TV, and video games can all be huge time wasters. Schedule small chunks of time for these activities.
- ▶ **Set aside time to relax.** It's important to take time to relax and recharge your batteries.

Feeling overwhelmed by all you have to do? Watch this short video.



Top 10 Ways to Develop a Growth Mindset



With a growth mindset you believe that there's no limit to what you can accomplish. *Having a growth mindset will help you achieve your goals and reach your potential!*

1. Use positive self-talk

Be kind to yourself. If the voice in your head is negative or critical, change the message. Use self-talk that's positive and encouraging.

2. Have a can-do attitude

Fear of failure holds so many people back in life. When you believe that you can do whatever you set your mind to, you open yourself up to exciting new experiences and growth.

3. Use the power of yet

When you feel frustrated because something isn't going well, adding the word *yet* reminds you to be patient and keep at it. "*I don't know how to do that...yet.*"

4. Develop your interests and skills

Whether it's playing a sport or knitting a sweater, find out what brings you joy and spend time doing it. As you develop your skills and interests, you'll become a more accomplished, confident, and interesting person.

5. See challenges as opportunities

When you face a challenge, don't see it as a problem or obstacle, or as something that's too hard. Try to see each challenge as an opportunity to grow and improve yourself.

6. Learn from your mistakes

When you make mistakes, you can be upset with yourself and let your mistakes get you down, or you can accept that mistakes happen and figure out what you can do differently next time.

7. Don't give up

When something is hard, try your best to keep going. Perhaps try to do things a different way or ask for help. Most importantly, look inside and find your most determined self.

8. Be open to feedback

We all receive feedback from time to time that's tough to hear. Just remember that when feedback is provided by someone with your best interests in mind, it can help you grow.

9. Be open to change

Change can be scary, but it doesn't have to be. Look at change as a way to become a more adaptable, confident person.

10. Try new things

This is the time in your life to stretch your limits and expand your horizons. Have the courage to try new things and conquer new challenges. *For more on courage, watch this quick video.*



Five Steps to Academic Success

Whether you are an A student or are looking to improve your grades, these five steps will put you on the path to academic success—and a bright future!



1. Get organized

Use a student planner. Take your planner to every class and record daily assignments, quizzes, tests, important dates, activities, and appointments.

Make daily to-do lists. Put the most important tasks at the top. Cross things off as they get done, and put unfinished tasks on the next day's to-do list.

Manage your time. If you never seem to have enough time, identify activities you can eliminate, shorten, or postpone. *Never sacrifice sleep to get everything done.*

2. Succeed in class

Have all homework done. In many classes, homework is a significant portion of your final grade. Don't think of homework as something you should do—think of it as something you must do.

Participate in class. Participating makes class more interesting and helps keep your mind focused. Ask and answer questions and participate in class discussions.

Ask for help. If you're having difficulty with a class, your teacher will be happy to help, but you need to ask. If there's something else that's making it difficult for you to succeed (a bully, problems at home, a health issue), see your counselor.

3. Read to Learn

Use learning tools. To help you understand the material that's being presented, textbook authors provide the following learning tools: headings, subtitles, **bold** and *italic* print, pictures and graphs, and review questions. Use these tools.

Read with a purpose. To help you stay focused, turn each section heading into a question. When you're finished reading the section, see if you can answer your question.

4. Study smart

Create a good study environment. Your study space should be quiet, well-lit, and have a writing surface. Turn off the TV and silence your phone.

Break down large assignments. Large assignments can seem overwhelming. Break projects and large assignments down into smaller, more manageable parts.

Know how to study for tests. Study your class notes thoroughly, as well as any handouts or review sheets your teacher has given you.

5. Ace your tests

Develop a plan. Before you begin, quickly look over the test and decide how much time you'll spend on each section.

Don't get stuck on a difficult question. Mark it, move on, and come back to it later.

Check your answers. If you have time, look over your answers—even the ones you know are correct. Use all the time you're given.

Do you get anxious about taking tests? Check out this short video.



VIDEO