

Organization Survey

Read each question and check the boxes that best describe you.

	Almost Always	Sometimes	Hardly Ever
1. I have what I need when I go to class (book, pencils, paper).	☐	☐	☐
2. I keep my papers (notes, homework, handouts) organized.	☐	☐	☐
3. I use a planner/agenda to keep track of my assignments.	☐	☐	☐
4. I create a study plan when I have a lot of homework.	☐	☐	☐
5. I get everything ready for the next day before I go to bed.	☐	☐	☐
6. I regularly back up and organize my computer files.	☐	☐	☐
7. I make To Do lists when I have a lot to do.	☐	☐	☐
8. I keep my backpack and locker neat and organized.	☐	☐	☐

Survey Results

Give yourself 2 points for each **Almost Always**, 1 point for each **Sometimes**, and 0 for each **Hardly Ever**.

Your Score _____

13 - 16 Points - You have good organization skills.

9 - 12 Points - Your skills are OK, but they could be improved.

0 - 8 Points - Your organization skills need a lot of improvement.

HAVING GOOD DAILY ROUTINES

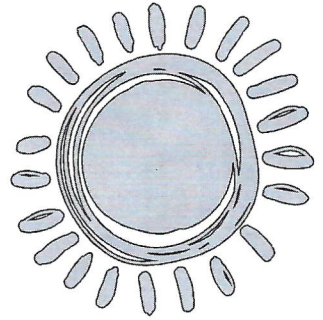
Having good routines is one way that you can improve your time management. Routines make your day run smoother and help you get everything done more efficiently.

Have a good morning routine.

Having a good morning routine gets your day off to a good start.

List the things that make up your morning routine on a school day.

- | | |
|----------|---------------------|
| 1. _____ | Wake up time: _____ |
| 2. _____ | _____ |
| 3. _____ | Time you leave |
| 4. _____ | for school: _____ |
| 5. _____ | _____ |



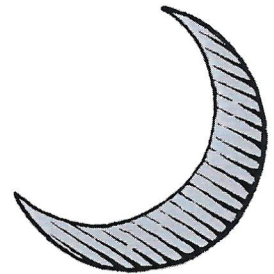
How can you improve your morning routine?

Have a good nighttime routine.

Having a good nighttime routine will help ensure that you get a good night's sleep.

List the things you regularly do to wind down and get ready for bed on a school night.

- | | |
|----------|------------------|
| 1. _____ | Bedtime: _____ |
| 2. _____ | _____ |
| 3. _____ | Time you should |
| 4. _____ | be asleep: _____ |
| 5. _____ | _____ |



How can you improve your nighttime routine?

SMART GOALS

Goals give you direction, focus, and purpose. They also give you something to work toward. *Just make sure that your goals are SMART goals.*

S

Specific

Specific goals are well-defined and clear-cut. Instead of *"I want to do better in school,"* a more specific goal would be *"I want to earn a 3.0 GPA."*

M

Measurable

Measurable goals make it easier to know how successful you are. Instead of *"I will get in shape,"* a better goal would be, *"I will be able to walk a mile in less than 15 minutes."*

A

Achievable

Achievable goals set you up for success because they're goals you can realistically accomplish. Improving your math grade one letter is achievable. Raising a grade from a D to an A probably isn't.

R

Relevant

Setting relevant goals ensures that you're working toward goals that are worthwhile. For example, learning a new computer program is a more worthwhile goal than beating a video game score.

T

Time-bound

Time-bound goals have a definite time or date they are to be accomplished. *"Complete my science project by Friday"* is more motivating than *"Complete my science project."*

Set three SMART goals for yourself.

Below each goal write down the specific things you need to do to achieve that goal.

Goal #1

Goal #2

Goal #3

Staying motivated

All students get stressed out, discouraged, or overwhelmed from time to time. *Successful students, however, find a way to keep a positive attitude and stay motivated.*

These motivational tips will help you stay engaged and ready for any academic challenge.

Use motivating "self-notes."

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

Write yourself a positive, motivating message. _____

Turn failures into successes.

When something doesn't go well, learn from the experience, and use that knowledge to do better the next time.

When has a negative experience taught you something? _____

Figure out what motivates you.

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

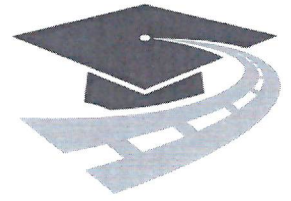
What can you use as a motivator? _____

Have a growth mindset.

When you encounter a challenge of any kind, it's helpful to have a growth mindset. With a growth mindset, you don't complain and give up when something is hard. You get creative, ask for help, or try to do things differently. You look inside and find your most determined self.

What subject or challenge do you most need a growth mindset for?

5 Ways to Prepare for a Career



Most careers require education or training beyond high school. Some careers require two or four years of college; others require only one year of training or education. In many cases, your career choice will determine which education option is most appropriate for you.

The following are post-high school education options for you to consider. Read about each of these options and think about which one might be best for you.

- ▶ Two-year college
- ▶ Four-year college
- ▶ Career/trade school
- ▶ Apprenticeship
- ▶ The military

Two-Year College

Two-year colleges provide affordable, career-oriented programs that enable students to begin their careers after two years of college or less. Students completing short-term programs receive certificates or diplomas. Students who complete a two-year program earn an associate degree.

Students who aren't ready to attend a four-year college can start at a two-year college and then transfer after a year or two. Because they are less expensive, many students start at a two-year college in order to save money.

Two year colleges are an increasingly popular education option. For more information, watch this short video.



Four-Year College

A four-year college education, or bachelor's degree, can prepare students for a wide variety of financially rewarding careers.

All four-year colleges recommend that students take college-prep courses in high school. Students who haven't taken several of the recommended college-prep courses may want to consider starting at a two-year college or at a four-year college's branch campus.

Career/Trade School

Career and trade schools offer short-term training in a variety of career fields. Some programs last only a few weeks; others take up to two years. Students usually receive hands-on training from experienced instructors.

When considering a career or trade school, check to see if, and by whom, a school is accredited. Be very wary of any school that is not accredited or claims to be seeking accreditation.

Apprenticeships

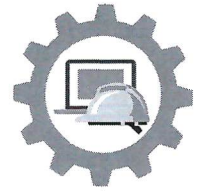
Students who prefer a hands-on approach to learning may want to consider an apprenticeship, where they can learn a trade through a combination of classroom instruction and on-the-job training. Apprenticeships are considered the gold standard for training in skilled trades.

The Military

As the nation's largest employer, the military offers applicants a salary, benefits, and free job training. The military also provides discipline, structure, and opportunities for career advancement and travel.

Prepare for a Career

Career or Trade School



Why attend a career or trade school?

Students today can prepare for many high-growth careers by going to a career or trade school.

- ▶ Career and trade schools focus on teaching students the skills they need for a specific career.
- ▶ If you know what career you want to pursue, going to a career or trade school might be the right choice for you.

What is a career or trade school like?

Training is available in a variety of careers.

Career and trade schools offer training for a large number of careers. Many of the most popular programs are in healthcare, business, computer science, and hospitality.

Students receive hands-on instruction.

Students spend the majority of their class time in job-related settings where they receive hands-on training from experienced instructors. The student-teacher ratio is low, and students generally receive a great deal of individual attention.

Programs vary in length.

While some programs take one or two years to complete, others can be completed in a matter of weeks.

Two-year colleges offer many of the same programs. For information on two-year colleges, watch this quick video!



VIDEO

What should I know about career/trade schools?

Costs vary greatly.

While these schools can be expensive, their costs vary depending on the school and the program.

All high school graduates are accepted.

A high school diploma (or GED) is generally all that's required for acceptance to a career or trade school. Schools are looking for students who have good basic skills and a desire to learn.

Credits usually do not transfer.

Because career and trade schools vary tremendously, their credits usually are not accepted by two- and four-year colleges.

How do I choose the right school?

Not all career and trade schools are reputable. Therefore, it is very important for you to thoroughly investigate the schools you're considering. Use these guidelines to help you evaluate any career or trade school.

- ▶ **Licensing and accreditation** – Is the school accredited, and by whom? Be wary of any school that is not accredited.
- ▶ **Facilities** – Is the equipment up-to-date? What are the buildings and classrooms like?
- ▶ **Placement** – What percentage of their graduates find a job? What are their starting salaries?
- ▶ **Cost** – What is the total cost of tuition, fees, and supplies? Is financial aid available?
- ▶ **Quality of instruction** – Are the courses and books up-to-date? What are the qualifications of the instructors?
- ▶ **Reputation and stability** – How long has the school been in operation? What percentage of the students finish their program?

Prepare for a Career

Education Alternatives



What is an education alternative?

Some students may not be mentally or financially ready for the rigors of college, the military, or another post-graduate option. These students may choose to get a job and receive on-the-job training, or put their plans on hold and take a gap year. Here are some tips on how to make the most of these two options.

On-the-job training

Students may choose on-the-job training (OJT) to gain experience in a job field, while also making some money for college. OJT is short-term training designed to teach you what you need to know to perform a specific job. To make the most of your training, do the following:

- ▶ **Find a job in a field you're considering.** For example, if you want a career in the fashion industry, try to get a job at a clothing store.
- ▶ **Increase your chances for advancement.** Be polite, enthusiastic, and willing to learn. Have excellent attendance, and make every effort to get along with your co-workers and supervisors.
- ▶ **Consider additional education/training.** Remember, you can still take a course or two, even though you don't want to attend college full-time just yet. Taking an online or in-person class will help you keep your skills sharp.

Taking a gap year

A gap year is a “break” that some students choose to take in between graduating from high school and beginning a career or going to college. A gap year can last anywhere from one semester to one year, and may include travel, an internship, volunteering, and/or experiential learning.

Gap year positives

A gap year can have many positive personal and academic benefits. It can...

- ▶ help you gain a better understanding of what you want to study.
- ▶ give you time to become more independent, confident, and mature.
- ▶ provide opportunities to develop a deeper understanding of the world and other cultures.
- ▶ give you time to recharge and recover after the rigors of high school.

Gap year negatives

Here are a few negative aspects to consider. A gap year can...

- ▶ cause you to lose academic momentum.
- ▶ allow your academic skills to become rusty.
- ▶ be expensive.
- ▶ cause you to feel out of sync with your peers.

It's important to remember that a true gap year is not a year “off.” Rather, it's a time for learning, exploration, and growth—a “bridge” between high school and your next step, whether that's beginning a career or going to college.

If you are thinking about college following a gap year, check with the schools you are considering to find out their gap year policy. Some schools will allow one year of deferred admission.