STUDY SKILLS

& Time Management STRATEGIES



TIME MANAGEMENT

- **Use a planner or digital calendar** to track homework, tests, and activities.
- **Break big tasks into smaller chunks** with mini-deadlines.
- **Start early** — avoid waiting until the night before.
- **Prioritize** the most important/time sensitive assignments first.
- **Create a weekly schedule** dedicated to study time.

ORGANIZATION

- **Keep a designated space** for studying with supplies ready.
- **Use folders or OneNote** to organize class materials for each class.
- **Pack your backpack before bed** so mornings stay calm.
- **Maintain a checklist** and cross off tasks as you finish.

STUDY STRATEGIES

- **Take active notes** — highlight, summarize, and question the material.
- **Set a timer** for focused work: 25 minutes focused, 5-minute break.
- **Teach the content to someone else** — if you can explain it, you know it!
- **Practice retrieval** — quiz yourself instead of just rereading notes.
- **Review notes for 10-15 minutes** each night to boost memory.

CLASSROOM SUCCESS

- **Sit where you can focus best** — front, middle, or by supportive peers.
- **Ask questions** when you need clarification.
- **Participate in discussion** to stay engaged.
- **Identify a reliable peer in your class** to have a study-buddy.
- **Keep track of teacher office hours** and ask for help early.

TECH & TOOLS

- **Use helpful apps** like Outlook, Teams, Quizlet, etc.
- **Turn off notifications** or put your phone in another room while studying.
- **Use Canvas and Skyward regularly** to check grades and assignments.

WELL-BEING & BALANCE

- **Prioritize sleep** — your brain needs rest to learn.
- **Take movement breaks** to reset your focus.
- **Eat healthy snacks and stay hydrated** — fuel your brain!
- **Give yourself time** for friends, hobbies, and fun.

GOAL-SETTING

- **Set short-term goals** (this week) and **long-term goals** (this semester).
- **Celebrate your progress** — even the small wins count!
- **Stay flexible** and adjust strategies if something isn't working.

GROWTH MINDSET

Mistakes and setbacks are part of learning.

The goal is improvement, not perfection.