



HOW TO BE PREPARED AND READY TO SUCCEED

1. Ensure you have a quiet place to study and do homework.
2. Create a “home base” for school supplies; it can be a desk, plastic tub, laundry basket, box etc. Looking for needed items wastes time! Markers, highlighters, pencils, scissors, glue, rulers...anything you might need for the assignment.
3. Take your planner out as soon as you get home EVERY day and put it in the SAME place – such as a desk, kitchen/dining room table, or counter. Check off items that have been completed.
4. Set your alarm to wake up 10 minutes earlier in the morning. You might even set out non-perishable items for breakfast. Rushing out the door may cause you to forget an important item.
5. Pick out your clothing the night before; no rushing to get the perfect outfit for school!
6. Try to do the unpleasant tasks first so you do not have to cause yourself unnecessary stress in procrastinating. Dread then do!
7. Know your time wasters – turn your phone notifications OFF when completing homework, you will spend far less time on it.
8. Check your grades in PowerSchool regularly. Don’t have an account? Have your parent contact guidance.
9. Consider setting reminders for yourself, using your phone.
10. Organize your backpack every few days. It only takes a few minutes to get those papers into the appropriate tab divider.
11. Finish your Cornell Notes ideally within 24 hours – the longer you wait, the less you will remember.
12. Getting organized is a SKILL, just like everything else. It is not a gift or talent that some people have and some people do not. The best investment you will ever make in yourself –creating habits like the ones listed above, can help reduce stress and make you more productive and successful!