

# Time Management for High School Students

*Goal: To be in control of my time.*

High School students are some of the busiest people in the world. To get the most from all you do, you must be in control of your time. Otherwise decisions that effect how well you play the game, what position you play and when you get to play will be decided for you. Your success in high school depends on your use of time. While you probably have not control over when your classes are scheduled, you do have control of the rest of your time. Here are some important things to remember.

- Begin each semester by filling in a master schedule. First fill in things you must do (classes, work, practice, etc. that you can't change). Then, analyze the blanks you have left to find the most effective use for these times.
- Establish a regular time and place for study. This will save you time in the long run because you will have "programmed" you mind that "this is the time and place that I study."
- If you have a study hall during school. USE IT!!
- Use daylight hours to study whenever possible. For most people for every hour of study done in daylight hours, it will take them one and a half hours to do the same task at night.
- Keep a date book and write down all class assignment.
- Take breaks. Don't schedule marathon study session. Several short 50 minutes sessions are better that one long session.
- By using flash cards or summary sheets, you can use odd times to study-- while you're waiting for class to start or for a friend to pick you up.
- If possible, schedule study time with a partner.\*Choose your partner wisely however. Make sure you study, not socialize. If you schedule this just like you would soccer practice, or music lesson, it become routine.
- Schedule the most difficult tasks for times when you are alert. (Algebra may be hard enough when you're
- fresh. When you're tired, it will be impossible!)
- Make a daily checklist. Set priorities. Do the most important tasks first.

# A Dozen Ways to Study Smarter in Less Time

## *A playbook: rules and equipment*

- **Understand the each teacher's grading system**--what counts what? How much does homework count? daily quizzes? projects? six weeks tests? *It's hard to play the game unless you know how to keep score.)*
- **Keep all assignments, handouts, tests etc.** that are given back Keep a lists of grades made in each class. *(Equipment needed: an organized notebook.)*
- **Always record assignments as soon as they are given.** Don't trust your memory. *(Equipment needed: small date book or assignment calendar.)*
- **Always use study time** if it is given at the end of class.
- **Use study halls to study**-- preferably the class you just completed prior to study hall.
- If at all possible, **study the same time and same place daily.** *(Equipment needed: a quiet spot free of distractions--one you can call your own. Pencils, paper, dictionary, calculator, note cards, books, etc.)*
- **Ask for help as soon as you realize you don't understand**-- especially in math. *(That's why we have coaches.)*
- **Process information each day.** Don't wait until right before a test. *(Winners don't wait until game day or the day before to practice. It's done daily.)*
- **Make flash cards** of things you think will be on tests as you come to them in class or homework. (definitions, terms, vocabulary words, formulas, important dates) Keep these handy. Recite the answers out loud often. *(Equipment needed: index cards. I like to punch a hole in them and keep them on a ring. If right brained, use colored pencils.)*
- **Form a study group** for major tests.
- **Take notes** and keep them organized and labeled.
- Do you **best** on **every** assignment.

## **IN ORDER TO TAKE GOOD NOTES YOU MUST BE A GOOD LISTENER**

### ***What are your most common listening obstacles?***

We are all guilty of bad listening habits of some sort. From the list below choose the five obstacles that most often get in the way of your listening in class. Explain in detail how you can overcome this obstacle. (Not just, "I won't do it anymore!")

1. Talking instead of listening.
2. Thinking of what you're going to say instead of listening.
3. Mentally arguing with the speaker.
4. Thinking about something else while the speaker is talking.
5. Getting impatient with the speaker.
6. Giving in to a poor environment too noisy, too hot, too hungry!
7. Dividing your attention getting homework, writing a letter, staring at someone cute!
8. Not listening actively taking notes, asking questions, etc.
9. Not being motivated to listen. The subject is boring!!
10. Being distracted by the speaker's mannerisms, voice, or appearance.

## How to Improve Your Listening

*Common sense principles that will help you become a better listener in class and therefore become a better note taker.*

1. **Come to class prepared.**  
What does this involve?  
How will this make you become a better listener?
2. **Sit as close to the instructor as possible.**  
Why?
3. **Come to class as early as possible.**  
Why?
4. **Listen for verbal clues that something is important.**  
What are some examples of things the instructor might say to let you know that a point is important?
5. **Watch for non-verbal clues that a point is important.**  
What are some examples?
6. **Listen with a pen or pencil in your hand.**  
Why?
7. **Think questions as you are listening.**  
Mentally ask questions such as "What is the main idea?"  
Or, "What point is he trying to make?"  
What other questions might you ask?  
How will this help?