

24 Tips to Improve Your Grades

Organization

1. Good organization is primary to learning. If you are organized you will be prepared for class.
2. Learn the gift of organization and adapt to a system that works for you.
 - a. Use your planner daily (have it with you throughout the day). Record all your assignments.
 - b. Develop a system of folder or binders to keep track of assigned, completed, and returned school work.
 - c. Monitor your grades with the online reporting.
3. Organize yourself before you go to bed.

Time Management

4. Successful time management is important for successful learning. Prioritize the important tasks from the insignificant.
5. Schedule time efficiently:
 - a. Always use the time given to you in class by teachers.
 - b. Use class time and study halls.
 - c. Create a plan for studying.
6. Schedule and organize time for homework that is compatible with family and/or after school activities. Find a location with few distractions. Stick with the time so it becomes a part of your daily routine.
7. Write down your goals and the steps necessary to achieve them. Stick to tasks that work toward those goals.

What to Do in the Classroom

8. Think about the subject before you go to class so that you can anticipate what is going to be discussed in class.
9. Be in school and on time to class - everyday. Be an active listener and participant in class.
10. Display good body language and sit up front in class if possible.
11. Learn to adapt to different teachers.
12. One of the keys to academic success is listening. Most successful learners are good listeners. Concentrate on what is being said rather than the teacher's mannerisms, appearance, voice quality, etc.
13. Listen for important word cues that can reveal the teacher's emphasis: *most importantly, in addition to, on the other hand.*

Note Taking

14. Take complete notes. Develop a shorthand that allows you to capture ideas faster than writing down every word.
15. Record the facts correctly.
16. Review your notes after class. Read them over to make sure they make sense. Review what was covered in class.

How to Read a Textbook

17. Scan the textbook before you go to class. Make sure you understand how the text is organized.
18. Read both for ideas and for details. Be able to identify the main ideas.
19. Read your assignments.

Homework

Homework is an important component of schools. The frequency and amount of homework will vary according to teacher and class. Teachers assign homework for a variety of reasons:

- Preparation – helps prepare for the next day's lesson
 - Practice – provides the review and reinforcement necessary to learn
 - Extension – guides students so they can expand and apply concepts taught in class
 - Creative – encourages students to develop their own ideas related to a class topic
20. It is important that the student understands how to complete all homework assignments before leaving school for the day. Take the time to ask questions if you are unclear about assignment expectations. Take home all necessary materials to complete assignments.
 21. Complete all assignments on time with high standards of neatness and quality.
 22. If you miss school make sure you promptly complete all assignments that were missed.

Project Planning

23. Avoid procrastination on large projects. Set a starting time as well as a deadline for all projects.
24. Break the entire project into manageable pieces.

The motivation to succeed academically must come from within.