

# STUDENT DATEBOOK IMPLEMENTATION

Please photocopy and distribute to your students.

## USE YOUR CLASS AND STUDY TIME WISELY

### Prepare:

- Arrive to class on time and bring all your supplies with you.
- Organize your notes in a single notebook for a single class.
- Listen carefully, ask questions and take accurate notes.

### Note Taking:

- Use an organizational plan and note taking technique that works for you.
- Do not try to write down every word the teacher says.
- Do write down, highlight, underline any information the teacher says is important, repeats or stresses.
- Write down any lists or series of steps the teacher mentions.
- Copy all examples in your notebook.

### Datebook:

- Record your assignments accurately in your datebook. Include the due date of each assignment and the point value.
- Divide major assignments into small manageable parts.
- Write major time commitments in your datebook and coordinate course assignments with your social calendar.
- Designate time to complete homework and work on long-term assignments.
- Work out a system to mark completed assignments.
- Use pencil in your datebook so corrections, additions and subtractions will be easy.
- Don't get carried away adding extraneous "decorations," save some space for recording assignments.
- Use the space in your student datebook to help be better organized.
- Check your datebook at the end of the day to make sure that you take home all the materials that you will need.

### Class Time:

- Use class time as study time: listen and concentrate.
- Work hard in class so you can relax after class.
- Anticipate test questions and highlight or star these topics for later study.
- Participate actively in class.
- Avoid talkative or distracting friends – use class time and study time to talk about the subject and ask questions of the teacher.
- Do not space out; do not sleep; do not write personal notes; do not make plans for the weekend.
- Take advantage of any extra credit that your teacher offers. Record the due dates and specifics in your datebook.

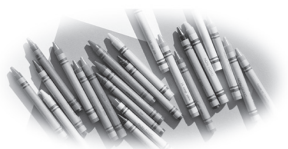
### Study Time:

- Prioritize your homework based on the time it will take you to complete the individual assignments as well as the point value of each. Plan accordingly.
- Set aside study time in a consistent manner and in the same place, a place that is conducive to study.
- Understand each assignment's instructions and purpose; clarify any questions with your teacher.
- Use effective pre-reading skills: scan headings, bold print and layout to help establish themes.
- Use the questions at the end of a selection to help guide your reading.
- Anticipate questions and/or topics of discussion based on each selection.
- Ask questions when you do not understand something.
- Review your notes on a weekly basis.
- Study in a quiet place – determine what works best for you.
- Complete your homework in a place with minimal distractions.
- Avoid multitasking: television, music, talking on the phone and food are distractions.
- Reward yourself with periodic breaks – and for the above activities.

**REVIEW ONLY**

School Datebooks

**DO NOT SUBMIT FOR PRINT**



*"The whole art of teaching is only the art of awakening the natural curiosity of young minds for the purpose of satisfying it afterwards."*

~ Anatole France