

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, or circle when the teacher says is important, key, or relevant.
- 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 complete 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 school day to assure 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.

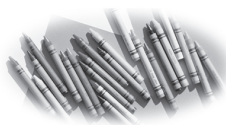
Study Time:

- 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.
- Write about the lesson and/or topics of discussion based on each selection.
- Ask questions when you do not understand or are in a hurry.
- Review your notes on a weekly basis.
- Study in blocks of time – determine what works best for you.
- Complete your homework in a place with minimal distractions.
- Accept that 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