

How to Reach your Academic Potential

Take responsibility for yourself:

Recognize that in order to succeed; you need to make decisions about your priorities, your time, and your resources.

Clear your mind: If you've got a lot on your mind take a moment to write yourself some notes about what you're thinking about before you start studying. This will help to clear your mind and allow you to focus better on studying.

Manage your time: Make a weekly schedule and devote a certain amount of time per day to studying and reviewing class notes.

Use your daily time tracker: Write down all homework assignments and their due dates. When an assignment is completed, check it off.

Use a calendar: A month view calendar is helpful in planning and organizing your time. It's also helpful in giving you a visual picture of your deadlines as well as helping you prioritize your work. Large assignments are much easier to do if you break them down into smaller parts. Use a calendar to schedule when you will be completing assignments, attending support, studying for tests, etc.

Study in 20-50 minute chunks: It takes time for your brain to form new long-term memories and you can't just keep studying endlessly without a break. Take 5 -10 minute breaks minimum and do something physically active.

Get enough sleep: Get 7 -9 hours each night. Sleeps effects memory, learning and retention. Studies show that adequate sleeps helps students store memories to be retained and remembered the next day.

Read Actively: Reading is NOT running your eyes over a textbook. Stop frequently and ask yourself "What did I just read?" If you can't answer that question, then go back and re-read. Do your reading during a time when your brain is able to absorb the information. Oftentimes, reading in bed before going to sleep is not effective.

Take good notes: Note taking allows you to be an active listener and helps you pay better attention. Take notes that are easy to read and review your notes as soon as possible to help you retain the information.

Don't get distracted: It's easy to lose focus if you are studying in a place with distractions. Study in a place that is comfortable (but not too comfortable...you don't want to fall asleep) and that is away from social media, TV., video games and anything else that will take your attention away from studying.

Organize your study time:

- ✓ Make a plan. Decide what you have to do and the order in which you are going to do it
- ✓ Prioritize your work
- ✓ Focus on one thing at a time
- ✓ If you have something that seems overwhelming, break it into smaller parts
- ✓ If you have something to memorize, work on that first. Then go over it again at the end of your study session
- ✓ Do difficult assignments first, while you are fresh and alert

Use a variety of study methods: Just re-reading your notes or the text book is not enough. Take the time to:

- ✓ Re-write your notes
- ✓ Read the text
- ✓ Make flashcards
- ✓ Teach the information to a friend, a parent, or even to yourself in the mirror (if you can't explain something it means you don't fully understand it)

Be proactive: If you find that you are beginning to struggle in a class, don't wait until it's too late to get help. Attend 7th period support regularly and ask for help when you need it.

Identify Resources that will help you:

- ✓ See your teachers during 7th period support
- ✓ Peer tutoring
- ✓ Professional tutoring
- ✓ See your counselor
- ✓ Oak Park High School Website