



10 Habits of Highly Effective Students



1. **Don't try cram all your studying into one session.**

Successful students typically space their work out over shorter periods of time and rarely try to cram all of their studying into just one or two sessions. If you want to become a successful student then you need to learn to be consistent in your studies and to have regular, yet shorter, study periods.

2. **Plan when you're going to study.**

Successful students schedule specific times throughout the week when they are going to complete their studying -- and then they stick with their schedule. Students who study sporadically and whimsically typically do not perform as well as students who have a set study schedule.

3. **Study at the same time.**

Not only is it important that you plan when you're going to study but that you also create a consistent, daily study routine. When you study at the same time each day and each week you're studying will become a regular part of your life. You'll be mentally and emotionally more prepared for each study session and each study session will become more productive.

4. **Each study time should have a specific goal.**

Simply studying without direction is not effective. You need to know exactly what you need to accomplish during each study session. Before you start studying set a study session goal that supports your overall academic goal (i.e. memorize 30 vocabulary words in order to ace the vocabulary section on an upcoming Spanish test.)

5. **Never procrastinate your planned study session.**

It's very easy, and common, to put off your study session because of lack of interest in the subject, because you have other things you need to get done first or just because the assignment is hard. Successful students DO NOT procrastinate studying. If you procrastinate your study session, your studying will become much less effective and you may get everything accomplished that you need to. Procrastination also leads to rushing, and rushing is the number one cause of errors.

6. **Start with the most difficult subject first.**

As your most difficult assignment or subject will require the most effort and mental energy you should start with it first. Once you've completed the most difficult work it will be much easier to complete the rest of your work. Believe it or not, starting with the most difficult work will greatly improve the effectiveness of your study sessions and your academic performance.

7. Always review your notes before starting an assignment.

Obviously, before you can review your notes you must first have notes. Always make sure to take good notes in class. Before you start each study session and before you start a particular assignment review your notes thoroughly to make sure you know how to complete the assignment correctly.

8. Make sure you're not disturbed while you're studying

When you're disturbed while you're studying you (1) lose your train of thought and (2) you get distracted -- both of which will lead to very ineffective studying. Before you start studying find a place where you won't be disturbed.

9. Use tutoring effectively

When you go to tutoring, don't assume the teacher knows what you need help with. Go to tutoring with a plan and specific questions! You can use your tutoring time more effectively if you are organized and prepared to meet with your teacher.

10. Review your notes, schoolwork and other class materials over the weekend.

Successful students review what they've learned during the week over the weekend. This way they're well prepared to continue learning new concepts at the beginning of each week that build upon previous coursework and knowledge acquired the previous week.



Time Management Tips



1. Set goals for yourself: short and long term
2. Record assignments: Use an agenda book or pocket calendar.
3. Make a "to do" list daily: Prioritize what you want to accomplish that day.
4. Use spare time wisely: Read on the bus ride when going home, to games or while waiting for practice to begin. Also when given class time to begin your homework, USE IT!!!
5. It is okay to say "NO" to interruptions: Keep focused on your goals!!! For example, if a friend asks you to go to a school sports even, it is ok to say no if you are preparing for a test/quiz the next day.
6. Find the right time and place: Know how you learn best, what time of the day you concentrate the best as well as choosing an environment that will make you successful.
7. Get plenty of sleep: Lack of sleep can make you irritable and less productive. Plan your time so that you are in bed at a decent hour.