

STUDY TECHNIQUES AND TIPS

Use this worksheet to help you meet your study goals.

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GET BETTER GRADES

If you establish better study habits, you'll be able to learn more in less time and have more time for the things you want to do. Follow these tips to get better grades.

STUDY EFFECTIVELY

- >) **Take care of yourself:** Get enough sleep, eat right, and get some exercise to keep your mind sharp.
- >) **Eliminate distractions:** Turn off the TV and music, don't take phone calls, and take periodic breaks to refresh yourself.
- >) **Create a good study spot:** Find a quiet, well-lit, comfortable place with everything you need in reach.

STUDY EFFICIENTLY

- >) **Avoid procrastination:** Make a schedule, break large tasks into smaller ones, and cross off tasks as you finish. Do the hardest thing first and get it over with.
- >) **Organize your homework:** Organize your notes by subject, organize your assignments, and write down due dates.
- >) **Study actively:** Read headings and subheadings to get an overall idea first. Take notes as you read and ask yourself what the most important parts are.

PREPARE FOR TESTS

- >) **Learn about the test:** Write down what the teacher says the test will cover and what kinds of questions to expect.
- >) **Know what's important to review:** Check questions and problems you missed on homework assignments or quizzes, be sure you can answer questions in the book, and review your notes.
- >) **Review to remember:** Start early so your brain has time to absorb the information. Join a study group to get help from other students. Review actively, reading important parts aloud and writing out answers to questions.

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AVOID BAD STUDY HABITS

By avoiding the following bad study habits, you will study more effectively and get better grades.

STUDYING IN BED

> **As appealing as it sounds to curl up in bed with your book, your bed is not a good place to study.** You're more likely to fall asleep, so studying in your designated study spot is a much better idea.

CRAMMING BEFORE A TEST

> **Your brain needs time and repetition to process material, so spread out your study time during the week before the test.** Plus, you need a good night's sleep before the day of the test to stay alert and do your best.

READING MATERIAL ONE TIME

> **Most people don't remember the material the first time they read it.** By scheduling your study time in advance, you can re-read your material so that you will remember more when it's test time.

DOING "BUSY WORK"

> **Doing things like re-copying your notes and organizing your binder are activities that eat into your study time.** If you know you have to do these things, schedule extra time apart from studying to get them done.