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Step 1

Believe in Yourself

To succeed, you must first believe that you can.

In order for you to succeed, you have to believe in yourself and in your abilities. Here's a little story to show how important it is to believe in yourself.

Two students are getting ready to race against each other. They are the same size and they run about the same speed. Everyone thinks that it will be an exciting race.



The first student runs out to the starting line. He looks confident. The people nearby hear him say, "I'm ready. I can win this."

The second student appears. He slowly walks to the starting line. His head is down. He mumbles to himself, "I know I'm gonna lose."

Two students - same size - same abilities. Even before the race starts, everyone knows who is going to win!

Whether you are a runner preparing for a race or a student trying to understand a difficult subject, it's important to believe in yourself. *Believe in your talents and abilities - and believe that you can succeed!*

Step 2

Be Organized

Do you always know what homework you have? Do you waste time looking for things? To be a good student, you must be organized. This section will give you some great ideas on how you can be more organized.

Use a Student Planner or Assignment Notebook

A student planner or assignment notebook will help you keep track of your homework. When your teacher gives you an assignment, write it below the date it's given. Also write down the date it's due.



When you finish an assignment, check it off.

Be sure to bring your planner to school every day and take it home each night.

Use your student planner to break large assignments down into smaller parts. For example, if you have an English paper due at the end of the week, you could break it down into these four parts.

Mon. - Get books at library

Tues. - Create an outline

Wed. - Write first draft

Thurs. - Write final copy

“I look at my student planner at the end of each day. It reminds me which books I need to take home.” Maria

Use Folders for Schoolwork

Use a different color pocket folder for each subject (math, science, etc.). Keep the handouts and the assignments you're working on in one side of the folder. Put all returned homework papers and tests in the other side.

When a folder starts to get full, take out the old handouts and the returned papers. Throw out the papers you don't need and put the rest in a safe place at home.

"I write down all my homework and test grades in the front of my folders. That way I always know how I am doing in all of my classes." Kate

Keep Your Desk and Backpack Neat

Never put loose homework, worksheets, or handouts in your desk or backpack. Always put these papers in the correct folders.

Keep your desk and backpack neat and clean. Things will be much easier to find!



Get Organized Before You Go to Bed

Before you go to bed, get everything organized for the next day. Put your backpack and anything else that you will need in the same place each night. If there is something you need to remember to do in the morning, leave yourself a note.

Step 3

Manage Your Time Well

If you manage your time wisely, you can finish everything you have to do - and still have time for the things you want to do.

Use Class Time Wisely

Always use the time your teacher gives you in class to start on your homework, ask questions, or get help.

Create a Study Plan

Some students study best at night. Others like to study earlier in the day. Many students also have activities and sports that they need to work around.



At the end of each school day, look at how much homework you have. Then make a study plan.

For example:

3:00 – 5:00 Baseball practice

5:00 – 6:00 Do math homework

6:00 – 7:00 Dinner

7:00 – 8:00 Study for science test

Think of anything that might interrupt your study plan. Then figure out how to avoid it.

“I can’t watch TV until I have all of my homework done. If I do, my homework probably won’t get done.” John

Step 4

Be Successful in Class

If you follow the advice in this section, you'll enjoy school more. You will also get better grades.

Be in School, on Time, Every Day

When you miss school, you miss assignments, class discussions, notes, class projects, quizzes, and tests. You can never make up all of what you miss. *To get good grades, you must be in school every day.*

Unless you have a long illness or a health problem, you should miss no more than a few days of school each year.

Be Prepared for Each Subject

Have everything you need with you when class begins (textbook, paper, pencils). *Also have all of your homework completed.*

When you have your homework done, you get much more out of your classes. Class discussions make more sense, and you can ask and answer questions. If you haven't done your homework, you may not even understand the class discussion.

Of course, being prepared also means that you come to school well rested and ready to learn.



Pay Attention in Class

It's important to pay attention and stay focused in your classes. When you don't pay attention, you miss out on important information. Not paying attention in class makes it difficult to do well in school - and more difficult to get good grades.

You may not realize it, but when teachers are up in front of a classroom, they can see everything. They know who is paying attention, who is doing their work, and who is listening to the class discussion. They also know who is writing personal notes, talking to their neighbor, or daydreaming. If you do any of these things, your teachers will know.

It's not enough to say that you want to get good grades. Your attitude and actions have to show it also.

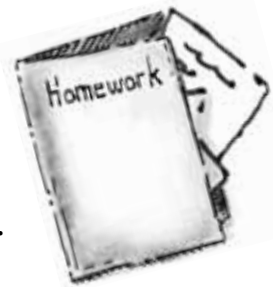
Always Do Your Homework

Don't think of homework as something you should do. Think of homework as something you *must* do.

Much of your grade is based on how well you do your homework. *This means that your grade drops every time you don't turn in an assignment.* Your grade also drops when you hurry through your homework and don't do your best.

Doing your homework not only helps you get better grades, it makes you a better, smarter student.

"If you don't do your homework, it kills your grade." Greg



Participate in Class

When you participate in class, the class becomes more interesting and the time goes much faster. Asking and answering questions also helps you pay attention. Many teachers give participation points, so participating in class can also help you get a better grade.

Be a Good Group Member

It is important to know how to work well in a group. Whenever you are involved in a group project or activity, be sure that you do the following.

- ▶ Do your share of the work, and do it well.
- ▶ Listen to other people's ideas.
- ▶ Have a positive attitude.
- ▶ Work together with the other group members.

Treat Others With Respect

Treat your teachers and classmates the same way that you want to be treated. Be polite, look at your teachers when they're speaking, and listen when others are talking. Also, be aware of your tone of voice. The same words in a different tone of voice can give a different message.

Remember that teachers are people too. They like it when students show an interest in them. If your teacher has been out ill, a simple comment such as, "*I hope you're feeling better*" can brighten your teacher's day.