

# 10 STEPS TO GOOD GRADES

## 1) BELIEVE IN YOURSELF

- To be successful we must believe we are able.

## 2) BE ORGANIZED

- Have what you need, when you need it.
- Have phone numbers of classmates.
- Get organized before you go to bed.
- Use your Planner.

## 3) MANAGE TIME WELL

- With good time management you will have the time to do the things you have to do and still have time for the things you want to do.

## 4) BE SUCCESSFUL IN THE CLASSROOM

- Learn to adapt to different teachers.
- Be in school on time every day.
- Be prepared for each class.

## 5) TAKE GOOD NOTES - BE AN ACTIVE LISTENER

- Recognize important information.
- Go over notes at home.
- Get notes if you are absent.

## 6) KNOW HOW TO READ A TEXTBOOK

- **Scan** - for words in bold or italic.
- **Read** – ask yourself a question about the material and try to find the answer in the reading.
- **Review** – lock information into your brain and review again a day or two later.

## 7) STUDY SMART

- Spend less time and get better grades!
- Find a good place to study without distractions.
- Know your learning style. Study in a way that is comfortable to you
- Use tricks to help yourself memorize information

## 8) USE TEST-TAKING STRATEGIES

- Eliminate choices you know are wrong.
- Prepare essay questions, check your answers, go over returned tests.

## 9) REDUCE TEST ANXIETY

- A little anxiety before tests improves scores, but excessive worry will lower your scores.
- Reviewing daily and better understanding of the material helps to reduce anxiety.

## 10) GET HELP WHEN YOU NEED IT

- When you have a problem, do something to resolve it.

*(Reprinted from a recent publication by Linda O'Brien from Woodburn Press.)*