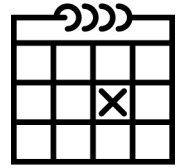


Organizational Study Tips

1. **Plan for the week on Sunday night.** Take 15 - 30 minutes to pack your backpack; write down weekly goals; check your homework; and write down project due dates, test dates, and sports and clubs for the week.



2. **Use a planner!** Write down your homework, which forms need to be signed, which assignments are due next, and extra things you need to bring to school.



3. **Check your planner every night before going to bed.** Did you do everything you wrote down? Is it packed in your backpack?



4. **Pack your backpack the night before** and put it near the door. Make sure all of your important assignments are in a folder so you can get credit for doing it!



5. **Use folders and binders to organize papers.** NEVER PUT LOOSE PAPERS IN YOUR BACKPACK. Try keeping a folder for each class/teacher or having one folder just for homework.



6. **Find a study area that has no distractions.** Study away from toys, siblings, or distracting areas. This helps you get your work done faster and helps you to focus.

7. **Turn off the television and any other electronics** while you are studying. They will only slow you down and make studying take longer. Save them for after you're done!



8. **Always turn in your homework.** Have a specific folder where you can keep homework that is due. Leave yourself a note to turn it in during class, or start a routine where you get out your homework as soon as you enter the classroom.



9. **Schedule breaks and stick to them.** Set a timer for a 5 minute break after every 25 minutes of studying. When the timer goes off, stick to working for another 25 minutes.



10. **Set rewards for yourself!** Make a weekly goal for yourself. If you meet the goal, you treat yourself to the reward of your choice (watching a movie, playing Fortnite, etc.)