



Centre Famille et Ressource

Bâtir le Succès de la Communauté, Une Famille à la Fois

Family Resource Center

Building Community Success One Family At A Time

Secrets for Student Success

Staying Organized = key!

Written by a student, for a student

- Always write down assignments in one key place (i.e. an agenda!)
- At the end of the day, clarify assignment instructions; this not only serves to better understand what's being asked of you, but also serves as a reminder as for what needs to be done
- Give yourself time to organize and pack all homework materials; you will want to be well-prepared when it is finally time to complete the task at hand!
- Put all schoolwork in one colorful pocket folder; place work to be completed on the left, and finished work on the right
- Establish a routine such that completed homework is always turned into the same "assignment box" or is always deposited in the same way (eg. on a teacher's desk)
- Have a routine to keep your locker and desk organized
- Have a list of possible buddies, with their email addresses and phone numbers, to contact for each class should you need help with a certain problem or question on an assignment – also great for study groups!
- Use stick notes (post-its) whenever possible; this allows easy access to important sections in lengthy textbooks
- Use outlining – before writing an essay, plan it out so that you know what you want to include in each section
- Underline and/or highlight key words and phrases – remember: the use of highlighting is to pinpoint important words and ideas; don't leave the entire page a fluorescent mess!
- Use a calendar – such a useful method for time management!
- Use your friends and support system when stressed; it does wonders!
- Keep extra supplies and a second set of books in class and at home
- Colour code work and subjects
- Plan ahead using lists and calendars for long-term projects
- Give parents information about homework assignments and timelines – not only will it help keep you organized but they will be proud of you for taking initiative!
- During a lesson, focus on listening – take notes, but don't only concentrate on the written part
- Study, but don't memorize – it is far more useful to understand the concept, not memorize it!
- Be creative – don't be scared to try new techniques; find what works for YOU.
- Don't be shy to ask questions. Your teachers and parents are there to help you!

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