

# CGS TOOLKIT FOR SUCCESS

Tips to help you succeed throughout your high school career

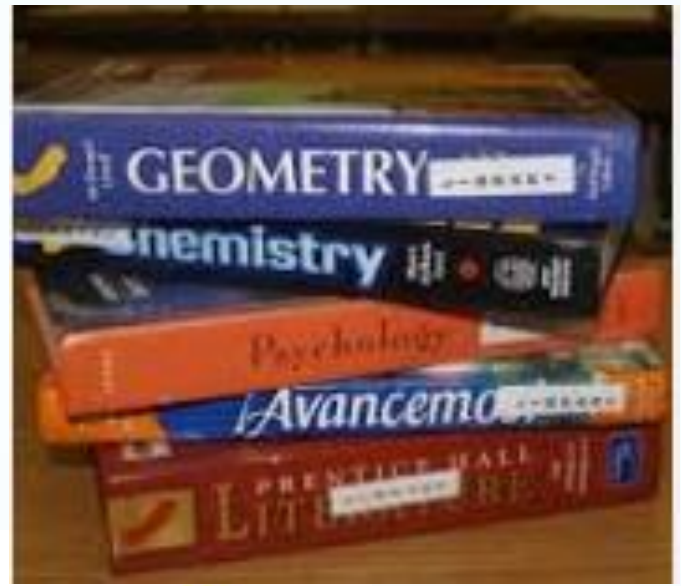


# Introduction

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Tangible factors



# INTANGIBLE FACTORS

INITIATIVE

EMOTIONS

BALANCE

MOTIVATION

ATTITUDE





Stay motivated and confident that you will complete the requirements of your classes successfully.





Commit yourself to  
excellence.....  
Not to a mindset of  
perfectionism!!!



Bloom  
where  
you are!!



Don't allow yourself to become totally overwhelmed!



# Seek and use your support team! Seek help when needed!!

- Parents
- Teachers
- Counselor
- Librarian
- Administrators
- Nurse
- Mentors
- Classmates



# Studying 101

- Reading is NOT Studying!!!
  - Use **active** studying techniques!
    - Create a study guide by topic.
    - Make your own quiz.
    - Pretend to be the teacher presenting concepts to a class.
    - Derive examples that relate to your own experiences.
    - Study by topic using all resources (class notes, book notes, articles, homework, labs, etc.) for that specific topic to guide your review AND create questions to guide your learning.

# Studying 101

- Understand the **Study Cycle**
  - The Study Cycle, developed by Frank Christ, breaks down the different parts of studying:
    - Previewing
    - Attending Class
    - Reviewing
    - Studying
    - Checking your Understanding
  - Skipping steps of this cycle creates missed opportunities to learn effectively.

# Studying 101

- **Distributed Practice**
  - The most effective practice is to work a short time on each class every day.
    - Results
      - Learn information more deeply
      - Retain information for longer period of time
      - Helps you stay focused, on top of your work, reduces procrastination
  - Planning is the key to successfully using this technique.
    - Keep a list of tasks to complete on a daily basis that takes large assignments and chunks them into smaller components.
    - Be realistic and stick to your schedule!
    - When required to memorize material, use flashcards and review throughout the day and over multiple days to ensure content is truly learned and not crammed.

# Studying 101

- Intense is good!
  - Intensive study sessions are more effective than long, drawn-out studying.
  - Distribute studying over multiple sessions.
  - Self-testing is an excellent active studying strategy when done in 30-45 minute sessions.



# Studying 101

- Silence isn't golden!
  - Know where you study best.
    - Quiet library
    - Room with background noise
    - Listening to classical music
    - Room with white noise
    - Evaluate if you are an early morning studier or a late evening studier.
    - Do you need a desk to keep you awake or can you relax on your bed to complete tasks?
  - Active study techniques are rarely silent as they require you to say material aloud and respond to questioning.

# Studying 101

- Problems are your friend!
  - Working and reworking problems is important for technical courses (mathematics, chemistry, physics, etc.).
  - Take the next step and be able to explain the steps of the problem and why they work.
  - When the teacher models how to solve problems in class, take detailed notes, ask questions if confused, write down annotations for each step.
  - When preparing for a test, use **interleaving**, which is practicing problems with different concepts and algorithms within a single session.

# Studying 101: Study Smarter Not Harder

- NO Multitasking!!!
  - Eliminate distractions during your study sessions.
  - No social media, web browsing, game playing, texting, etc.
  - Research is clear that multi-tasking increases the amount of time needed to learn material and decreases the quality of learning (Junco, 2012).
  - Turn your phone off or leave it with a parent.
  - Only use your computer if you need it for the assignment.
  - Reward yourself for intensive studying with a timed break that involves something you enjoy.

# Studying 101

- Become a TEACHER!!!
  - Explain material in your own words aloud.
  - Do this with a study group, with a study partner, or alone.
  - Saying material aloud allows you to recognize where you are confused and need more information AND it helps you retain information.
  - Use examples and connections that make sense to you!
  - Use your notes at first and then explain concepts without any assistance.
  - Create a quiz for yourself. Make a study guide, carry it with you, and review throughout the day and across multiple days.
    - Identify questions you don't know and keep studying those concepts.
    - Redo problems that are giving you trouble.

# Studying 101

- Calendar PLANNING!!!
  - On the same day each week (Saturday night or Sunday morning), plan out your schedule for the week!!!
  - Go through each class and determine what is due and when.
  - Determine how many days and hours you have to complete your work.
  - Pencil in work time on your calendar for each chunk of an assignment (with approximate times that you think it will take).
  - Before going to bed each night, make your plan for the next day.



# Assignment Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
APES	Video #1 SG #1-9	Video #2 SG #10-18	Video #3 SG #19-27	Video #4 SG #20-36	Video Notes #1-4 DUE		
AP Euro	Notes p.20-25	Notes p.26-30	Notes p.31-35	Notes p.36-40	Notes p.20-40 DUE		
Alg II	Problems #1-5	Problems #6-10	Problems #11-15	Problems #16-20	Problems #21-25		
Eng 9	Novel reading Ch. 1-2	Graphic organizer	Novel reading Ch.3-4	Rhetorical analysis essay draft	RA essay revision	RA essay finalized	RA essay DUE
Culm	Pick topic	Find a source on topic	Read source and create notecards	Write research question	Find 2 <sup>nd</sup> source	Read source and create notecard	Revise research question

# Studying 101

- Use downtime to help you!
  - Lighter work weeks are great opportunities to get ahead on upcoming assignments or to start long projects. Plan ahead using your unit guides!!!
- Use your resources!
  - You have a team of teachers who care about you. Use them as a resource!!!
  - You have a CGS counselor as well as a school counselor who can listen and help you if you are struggling.
  - You have a CGS director who is more than willing to help teach you how to study so you can be successful.

# Questions?



# Works Cited

Willingham, Daniel T. “Strategies That Make Learning Last.” *Educational Leadership*, ASCD, October 2014,  
<http://www.ascd.org/publications/educational-leadership/oct14/vol72/num02/Strategies-That-Make-Learning-Last.aspx>

“Studying 101: Study Smarter Not Harder.” *The Learning Center*, The University of North Carolina at Chapel Hill, <https://learningcenter.unc.edu/tips-and-tools/studying-101-study-smarter-not-harder/>