Study Skills Seminar
Your High School Toolkit

• **Lesson 1—Time Management 101**
• Lesson 2—Organize Your Time and Space
• Lesson 3—Organize Your Things
• Lesson 4—Study Plans and Recovery Work
• Lesson 5—Formative Grades
• Lesson 6—Study Techniques
• Lesson 7—Note Taking Tools
• Lesson 8—Test Taking and Test Anxiety
• Lesson 9—Study Skills Recap
Please complete the pre-test! Go to http://url.southforsythhs.org/studyskillspretest using a web enabled phone or BYOT device.
Time Management 101

• There are 24 hours in a day—approximately 8 for sleeping and 8 for school, and the other 8 are filled with every other activity in your life (homework, extracurricular activities, socializing with friends, family obligations, eating, etc.)

• How you choose to spend your time can make or break your academic career

There’s so much to do... how will I ever find the time?
Making Time for School & Fun Stuff

The key is to find a good balance

Rock, Pebble and Water Activity (adapted from Sean Covey’s The 7 Habits of Highly Effective Teens)

Step 1: The jar represents one day—24 hours—no more and no less

Step 2: Add the large rocks—Is the jar full?

Step 3: Add the pebbles—Is the jar full yet?

Step 4: Add water—Is it full yet? YES!
So what does this mean?

Prioritization

How do I determine my priorities?

- **Rock Priorities**—The things you have to do

- **Pebble Priorities**—The things you really enjoy and want to spend more time doing

- **Water Priorities**—The little things you enjoy but if you don’t get to them ”Oh well”
How do you spend your time?

Track It

What do I have to do?

What do I like to do?

What would I like to have more time to do?

Complete the “How Do You Spend Your Time?” worksheet
Pair/Share Activity
Discuss your results with a partner

Are you spending most of your time with rock, pebble, or water priorities?

What is your biggest personal time waster (PTW)?

How much time could you cut back on your PTW to find more time?
Ways to Make the Most of Your Time

Maximize Your Time

✔ Look for ’found time’—riding on the bus, while you’re in the car, when your teacher takes attendance, and when the lesson wraps up early.

✔ Utilize before and after school hours, lunch, and Instructional Focus to the fullest.

✔ Get started on your homework as early in the afternoon as possible. Give yourself no more than a 45 minute break afterschool—you’ll be more efficient.
Next Session—Lesson
Organize Your Time and Space

See you next week!