

MIND MINDERS

How to study more effectively

Mind Your Mind

“You cannot keep the birds from flying over your head, but you can keep them from building a nest there!” M. Luther

Know that you are in control of what enters and settles in your mind. You do **not** have to entertain every thought that passes through. Focus only on what is positive and edifying.

You become what you think. Sometimes you are your worst enemy and let negative thoughts about yourself become the basis of whom you are. Don't do it- think positive thoughts that build you up, not tear you down.

Create a mantra for yourself and write it on an index card. When you start to think negatively, repeat your mantra. Example: I am more than a conqueror, I am the victor, not the victim, I am the head, not the tail, I can..., I am getting better every day, I choose to move forward, I can make good choices, I have amazing potential, this too will pass, I am grateful for..., mistakes help me learn, failure is not fatal, success is not final, life is hard and not always fair- I will keep on anyway, I will be kind to myself and others, I will reach for success, I can reach my dreams, I am important, etc.

Mind Your Mind

- **Set your mind on understanding**- a positive mindset will open up pathways for learning, a negative one will shut them down. Realize that studying is beneficial to YOU and to your success in life.

Everything you learn now is creating synapses which will expand your learning in the future.

- **Drink water**- water releases brain power
- **Have a mint**- mint scents boost the brain, improve both problem solving and memory.
- **7 Habitudes**- Work at developing and applying the 7 Habitudes of Learning: imagination, curiosity, self-awareness, courage, adaptability, perseverance. See Habitudes for description



BRAIN BUILDERS



✓ **BE HERE-** You can't keep up if you aren't in school.



✓ **BE ON TIME-** It is important to make every minute count- You are worth it!

✓ **STOP BEFORE YOU ENTER THE BUILDING-** Put on the “persona” of a student. You are here to do a job. If you do it well, you will earn over a million dollars more in your lifetime. *



✓ **BELIEVE IN YOURSELF-** If you don't, no one else will!

- Grades have nothing to do with luck. Grades have to do with diligence, perseverance, and grit.
- Smart students are not born, they are made. Hard work, caring, and studying make you smarter, not your genes.
- Students don't get good grades BECAUSE teachers like them. However, teachers might like them because they work hard to get good grades.
- You might not know something YET. Study and you will eventually know it. You learned how to walk, didn't you?

Time Management



Effective use of your time will permit you to have sufficient time to study and still have a “life.”

Time Management Tips



- ✓ Schedule and plan out your study time- plan to complete immediate tasks and to begin to work on future important ones.
- ✓ Don't schedule more than two hours at a time for studying before you take a break: go for a walk, get a snack, do whatever de-stresses you.
- ✓ Stick to your planned schedule.
- ✓ Create a time management wheel.
 - ✓ Take note for the next wheel of how you spend your time. Create a wheel which will represent 24 hours/one day. Divide the wheel according to how much time you spend in a given area. You might consider, class time, study time, eating, personal hygiene, sports/clubs/activities, leisure time (reading, listening to music, video games) Analyze the time spent in each area and adjust as you see the need.
 - ✓ A checklist is also beneficial. Using your calendar, make a list of has to be done and check off each item as it is completed- what a great feeling that is!
 - ✓ Use your wait times (doctor's visit, school bus, waiting for sports to begin...) effectively. You will have more time to focus during your regularly scheduled study time if you do so.

Organization Overview

One of the most harmful deterrents to learning for the middle schooler is dis-organization!! Many students walk through the hallways with armfuls of paper overflowing from binders (a bit ironic, don't you think?)

Make it your goal this year to **Get Organized** and **Stay Organized**. **How????**

Find what works for **YOU**. There are many ways to organize yourself. Find a fun, create way that will motivate you to get and stay organized. Don't adopt one that works for everyone else. The important part of any plan is to **stick to** whatever plan you choose- this is the important part.

Whatever plan you choose should include:

- ✓ A way to remind yourself of due dates: a whiteboard in your room, a phone app or alarm, an Agenda Book
- ✓ A daily "To Do" List- handwritten on index cards or in note section of phone.
- ✓ An organized binder: color coded? Dividers? Pockets? It should only contain current materials.
- ✓ A plan to keep your locker organized
- ✓ A plan to declutter your notebooks and locker
- ✓ Homework folder or way to ensure homework will be ready to turn in when due
- ✓ A place at home to file papers which are not currently needed, but may be needed for future study, i.e. quarterlies, final



Organization- Locker

- ✓ Your locker is a small space that you can use to your advantage. You should be able to open it and quickly grab what is needed for each class. Below are some suggestions on how to do that. Adopt the ones that work for you.
- ✓ Label/color code your notebooks and textbooks for each class so they match.
- ✓ Organize notebooks/textbooks chronologically by class period.
- ✓ Keeps books and notebooks together by class.
- ✓ Have folders for homework and projects together with your texts and notebooks.
- ✓ Keep extra pencils and pens in a case.
- ✓ At the end of each period or end of the day, put all homework materials in your backpack.
- ✓ Declutter your locker weekly. Take home anything not currently being used and store it in a specified location at home.

Organization- Binders/Backpack

Binders/Backpack



- ✓ A binder can be your “friend.”
- ✓ All of your papers and homework folders are organized by class period.
- ✓ Each class period should be color coded to match the label on your text book or project folder.
- ✓ Only papers and notes that are being currently used should be in your notebook.
- ✓ De-clutter your notebook **weekly**. You should have a holding box at home to keep any papers that you will need to study for quarterlies/finals.
- ✓ Your backpack should be organized to transport all your needed supplies/papers/homework from school to home and home to school. Keep a checklist so that you can make sure to have the materials you need for studying or for class.

General Organization Tips

Choose those that best work for YOU!

- ✓ Get enough sleep so you are ready to attack the day. You will be too tired to organize yourself if you don't!
- ✓ Make your bed when you get up- start the day with a small victory.
- ✓ Pack up your backpack the night before! Have a checklist and make sure you have all you need for a successful school day.
- ✓ Pick your clothes for the next day so you aren't rushed in the morning.
- ✓ Stock your backpack with the extra pens, pencils and supplies that you might need.
- ✓ Wake up on time so that you can organize yourself personally without rushing.
- ✓ Color code everything, even your calendar.
- ✓ Make a study schedule and keep to it. Use a stop watch to keep you on track.
- ✓ Set daily goals-write them down.
- ✓ Be prepared to take notes in each class. Re-write them each evening during your study time.
- ✓ Have a study buddy. It is great to have someone to ask for clarification on due dates, content, etc. This is especially true when absent.
- ✓ Use your teachers' website to stay current.
- ✓ Keep an ongoing list of questions you have about academic content.
- ✓ Break down big projects/tasks into smaller ones.
- ✓ 2 minute rule- if a task takes 2 minutes or less, do it immediately. (David Allen)
- ✓ Weekly, review the upcoming events in your Agenda Book.
- ✓ Prioritize- you need to learn to say "NO." Block out your schedule for what is important.
- ✓ Review the new information you learned in school each evening.
- ✓ Use sticky notes wherever needed to remind you of things.
- ✓ Use your Agenda Book!!!!!!!!!!!!!! Check it before you leave school and before you leave home to make sure you have all you need.

You can't be out all night hootin with the owls and expect to get up early and soar with the eagles!

Studying Shortcuts- There aren't any!!!!!!

Studying is hard work. It takes, time, effort, and perseverance. There is no way around these three components.

- ✓ Plan sufficient time to **actively study** the material. Remember, that doesn't mean to simply read over it. Use available study tips to make the best use of your time.
- ✓ Go the extra distance in re-writing, making flash cards, drawing diagrams and graphic organizers, highlighting, reading material aloud, i.e., repeating, repeating, repeating the material in as many ways as possible.
- ✓ Create quizzes or study guides to help you move through the material in an organized manner.

**If it's important to you, you'll
find a way. If not, you'll find
an excuse.**

WHEN I LOST
ALL OF
MY EXCUSES,
I FOUND ALL
MY RESULTS