



HIGH SCHOOL CHEAT SHEET

TEST ANXIETY

- Be Positive
- Eat right, exercise, get the sleep you need
- Relax—deep breathing exercises
- Be Prepared—you will worry less

TEST PREPARATION

- Don't cram
- Study based on your learning style (kinesthetic, visual or auditory)
- Make a "study sheet" of key facts
- Review class information EVERY day
- Know the type of test you are taking

TEST TAKING STRATEGIES

- Skim the test quickly
- Read directions carefully
- Don't be afraid to skip a question, answer easy questions first
- Look for "clue" words on multiple choice or true/false
- Make sure you are filling in answers to the right question number
- Go back and check all of your work when finished
- Eliminate obvious choices by crossing out

TAKING NOTES

- Pay attention/listen to the teacher
- Be selective - focus on key points
- Take notes when reading the textbook
- Highlight main points (underline, etc.)
- Use your notes to study!

ATTENDANCE

- Be in school EVERY day
- If you are absent, ask teachers what you missed and when it's due the next time you see them
- If you are absent, turn in work that was due the day you were absent
- You can't learn if you are not in school

ORGANIZATION

- Have a folder for each class (or binder)
- Have a place at home for school materials
- List each subject in tracker on Monday
- Write homework next to subject each day (None, study for test, complete worksheet)
- Check Progress Book at least once/week

HOMEWORK COMPLETION

- Create a routine—pick a time and place to study/complete homework EVERY day
- Use your tracker as a checklist
- Do your most difficult subjects first
- Ask teachers about any part of homework you don't understand before you leave their classroom
- Get help from teachers in the tutor lab

TIME MANAGEMENT

- Use a calendar to keep track of meetings, study time, work, etc.
- Get rid of/reduce time spent on activities that are not productive (TV, video games)
- Break down large assignments into smaller tasks

COMMUNICATION

- Talk to your teachers when you are having difficulty in class
- Ask your teacher for help the same day when you don't understand material
- Keep your parents in the loop!
- Have a study buddy you can call

HANDLING STRESS

- Take a deep breath—breathing exercises
- Think of a place where you feel relaxed
- Flex and then relax each part of your body
- Read a book
- Listen to music
- Participate in sports/exercise
- Write down your feelings
- Talk to someone you trust