

Skill 1: I go to every class and get there on time.

- If you are missing classes, ask yourself why and try to get some help with your situation (e.g., if your friends are pressuring you, have your counselor teach you skills to say no, or if you dislike the subject, talk it over with the teacher).

Skill 2: I take all the needed materials to class.

- Write down important items and ideas.
- Find out whether you are responsible for materials in-class lectures, what is in the book, or both.
- Write down exactly what the homework is for each class and when it is due.

Skill 3: I listen and concentrate in class.

- Listen for the main points and major ideas.
- Listen for information about what will be on the test.
- Sit in front of the class if others distract you from listening.

Skill 4: I ask questions when I need information.

- It is your right to ask questions. Not doing so can result in your misunderstanding of important ideas or being unsure of what you need to study for an exam.
- Be sure you know what chapters a test will cover.
- Find out what kind of questions will be on the test (MC, SA, recall information, word problems, etc.)

Skill 5: I take good notes in class.

- Don't think you can remember things the teacher said hours or days later-write them down in class.

Skill 6: I listen for possible test questions.

- Listen for cues and clues to test items.
- Write down examples the teacher gives.
- Write down lists of things (such as five types of invertebrates, six ways to give a speech, four great symphonies, etc.).
- If the teacher writes information on the board, it is probably important-write it down.
- Underline important words or definitions.
- If the teacher says something is important, this is a clue that the idea may be a possible test item.
- Listen for a change in the teacher's voice (verbal cues or clues). When something is very important, many teachers repeat it or say it louder, clearer, or slower so the class can write it down.

Skill 7: I participate actively in class.

- Teachers respond positively to students who seem interested. They also notice improved attitudes and behaviors.

- Ask questions if you don't understand the material.
- Share your view on what is being said.
- If you are shy, make an agreement with yourself to say at least one thing in each class.

Skill 8: I understand what it will take to complete homework assignments.

- Write down assignments in a notebook.
- Ask questions if you are unsure of what you should do.
- Estimate the amount of time the homework will take to do and plan for it.

Skill 9: I have a “study buddy” in each class.

- Identify someone in every class who will agree to share information with you if you miss class.
- Write down the person's contact information.

Skill 10: I practice good stress management before and after class.

- Practice relaxation exercises, thematic imagery, or positive coping statements.
- Go to a quiet place to “get your head together” before an important class or test.
- Don't hang around students who are saying negative things before a test.
- If you have a lot of things going on before an important test or class, set a time, later on, to worry about what is bothering you.
- If you are in an emotional crisis, go talk to your counselor or trusted adult.