Derby High School Counseling Department: Successful Student Behaviors

- **Write it down.** Always write it down. A planner, Google Calendar, the Sticky app for Windows 10/Mac, or the notes app on your phone are good options.

- **Establish a daily routine.** Open Google Classroom to see exactly what is due the next day. Write a list in <u>one</u> place and <u>start</u> checking things off when completed and crossing items off when handed in. When you are finished, put the work in a homework folder/binder in your backpack as soon as you are done. OR ***press turn in on Google Classroom*** and **confirm it says turn in/press submit and confirm it says submitted.**

- **Reduce distractions.** Your brain is **NOT** good at multitasking. Consistent research demonstrates that you will finish your homework sooner and get better grades if you *don't have your phone in the same room*. All notifications on your computer should be off with only the assignment you are completing on the screen. Build in specific and timed breaks.

- **Put the same thing in the same place every time**. For example, training yourself to always put the keys in the same pocket of your backpack is the only way to be sure you'll know where they are when you need them.

- **Turning something in <u>is *always*</u> better than nothing**. It may not be your best work, but some credit is better than none.

- **Breaking overwhelming tasks/projects/papers into smaller, more manageable pieces will help you get things done.** Don't save an assignment for the last minute. Spreading out tasks over time will make it feel easier to accomplish.

- **Work on the most difficult assignment during the school day if possible.** This way you can seek extra help from a teacher or peer if needed.

- **Get a good night's sleep.** The research is consistent: 8 or more hours of sleep with (no disruptions) results in better academic performance. Every hour in bed before midnight leaves students feeling more rested and sharper.