CLINT PAGE’S

Top Ten Skills for High School Students

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1. **TIME MANAGEMENT**

You know the deal!
There are just **24 hours** in each day.

- What you do with that time makes all the difference.

- While high-school students average **35 hours per week** of class time, college students log an average of **15 to 18 hours per week**.

- Getting your “free time under control” will help prepare you for managing that extra **20 hours a week** come freshman year of high school or college – when you'll need to study and want to socialize more than ever.
1. **TIME MANAGEMENT**

- If you don't already, start using a daily planner.
- This could be:
  - a date book you keep in your bag,
  - an online version you maintain at home or both.
- It's easy to over-schedule or "double-book" if we aren't careful.
- Manage your time wisely and you'll get the maximum out of each day.
2. **GOOD STUDY HABITS**

- If you’ve got them, “great!”
- If not – well, there's still time to develop them.

- **Good study habits** include these basics:
  - a. Always be prepared for class and attend classes regularly. “No cutting!”
  - b. Complete assignments thoroughly and in a timely manner.
  - c. Review your notes daily **rather than cram** for tests the night before.
  - d. Set aside quiet time each day for study – even if you don’t have homework or a test the next day!
3. **ABILITY to SET ATTAINABLE GOALS**

- It's important to set goals, as long as they're attainable.

- Setting goals that are unreasonably high is a set-up – you'll be doomed to frustration and disappointment.
4. **CONCENTRATION**

   a. **Listen to your teacher and stay focused**!

   b. **Be sure that you understand the lesson**.
      - If you don't understand something, "**ask questions!**"

   c. **Review your notes daily rather than cram for tests the night before**.

   d. **If you've been paying attention, each day for study -- it definitely won't be a dumb question**.

   - You've heard it before, but
   - "**the only dumb question is the one you don't ask**" is absolutely true.
5. **GOOD NOTE – TAKING**

*The Cornell Method*

- You can't possibly write down everything the teacher says since we talk at a rate of about 225 words per minute.

- But, you do need to write down the important material.

- Be sure to validate yourself after a test by going back over your notes to see if your notes contained the answers to questions asked on the test.

- If not, you need to ask to see a classmate's notes or check with the teacher for help on improving your note-taking.
5. **GOOD NOTE- TAKING**  
(The Cornell Method)

a. Studying with a partner is also a good idea, provided that you study and don't turn it into a talk-fest  
   ➢ (there's time for that later).

b. Note-taking should be in a form that's most helpful to you.  
   ➢ If you're more of a visual person, try writing notes on different colored index cards.
5. **GOOD NOTE – TAKING**
(The Cornell Method)

- Music can also be a good memory aid as long as you don’t find it distracting.

- Re-writing your notes daily is another strategy.

- If you really have a problem with note-taking, you might ask your teacher if you can tape-record daily lessons. “Do whatever it takes!”
6. COMPLETION of ASSIGNMENTS

- Teachers assign homework for a reason.

- While it may seem like "busywork at times," it definitely has a purpose.

- Put your homework to good use.

- Remember, you'll only get out of it what you put into it!
7. **REVIEW of DAILY NOTES**

a. Don't wait until the night before the test to review your notes. Go over your notes each day while the lecture is still fresh in your mind. Add any missing pieces.

b. Compare your notes with a classmate's notes. This isn't cheating—it may even be mutually beneficial.

c. Review your notes each day to reinforce your learning and build towards your ultimate goal: **MASTERY of the subject or skill.**
8. **ORGANIZATION SKILLS**

- Re-writing your notes daily is another strategy.
- Keeping yourself organized will save you valuable time and allow you to do everything you need to do.
  - Remember: "A place for everything and everything in its place."
  - Keep all your study materials Books, Calculator, Laptop, Notebooks, Planner, etc. in one convenient location.
9. **MOTIVATION**

a. You need to be motivated to learn and work hard, whether or not you like a specific subject or teacher.

b. Self-motivation can be extremely important when you aren't particularly excited about a class.

c. If you must, view it as an obstacle you must overcome. Then, set your mind to it and do it — **no excuses**.

d. **“Success is up to you!”**
You’ve started the course, now you need to complete it!

Do your best – and get the most out of it – that you can!

“Your commitment will pay off in the end!”
OTHER RESOURCE HANDOUTS

1. The Six Pillars of Character
2. Tips to Enhance Creativity
3. Six Benefits of Failure
4. Which of these Intelligence Do You Have?
5. Ways to Handle Insecurities
6. Signs You Might Be a Perfectionist
7. What is Your Personality Type?
8. 7 Resiliencies All Students Need
9. Building Your Self-Confidence

https://www.familyeducation.com/school/high-school-milestones-obstacles/top-10-skills-high-school-students