

A collection of school supplies including a red apple, wooden rulers, a globe, and a stack of books. The items are arranged in a cluster, with the apple sitting on top of a stack of books. A ruler is placed diagonally across the scene, and a globe is visible in the background. The entire scene is set against a white background.

WHITE
RIVER HIGH
SCHOOL

STRATEGIES FOR SUCCESS



TEST ANXIETY TIPS

1. **Make an appointment with your instructor two weeks before an exam to clarify material.**
2. **Reduce study materials to outlines, note cards, or a few study pages. Over-learn the material.**
3. **Learn relaxation techniques to use while studying and taking the test (e.g., deep breathing, progressive muscle relaxation, visualization, positive self-talk).**
4. **Get to the classroom early so you can sit where you want. Avoid people who will add to your stress.**
5. **Look over the questions to familiarize yourself with the test. Underline key words or phrases in the test directions.**
6. **Budget your time in order to finish the test. Underline key words or phrases in the test directions.**
7. **If you get stuck or start feeling anxious, take a mini-break to refresh yourself (e.g., get a drink of water, stretch, get some fresh air).**
8. **Don't panic when you don't know an answer, eliminate options you know are incorrect and then make an educated guess.**
9. **If you have time, review your answers. Don't change an answer unless you are sure your second answer is correct.**
10. **Use positive self-talk and have a positive attitude toward the test. Reward yourself after the test for completing it and don't dwell on potential mistakes.**

TIME MANAGEMENT TIPS

1. **Make a “To Do” List Every Day**

Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks. And don't forget to reward yourself for your accomplishments.

2. **Use Spare Minutes Wisely**

Get some reading done on the bus ride home from school, for example, and you'll kill two birds with one stone.

3. **It's Okay to Say “No”**

For example, an acquaintance of yours would like you to see a movie with him tonight. You made social plans for tomorrow with your friends and tonight you were going to study and do laundry. You really are not interested. You want to say no but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important.

4. **Find the Right Time**

You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.

5. **Review Your Notes Every Day**

You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.

6. **Get a Good Night's Sleep**

Running on empty, makes the day seem longer and your tasks seem more difficult.

7. **Communicate Your Schedule to Others**

If phone calls are proving to be a distraction, tell your friends that you take social calls from 7:00 to 8:00 pm. It may sound silly but it helps.

8. **Become a Taskmaster**

Figure out how much time you have each week to do certain things, such as watch TV. Give yourself a time budget and plan your activities (or favorite shows) accordingly.

9. **Don't Waste Time Agonizing**

Have you ever wasted an entire evening by worrying about something that you're supposed to be doing? Was it worth it? Instead of agonizing and procrastinating, just do it.

10. **Keep Things in Perspective**

Setting goals that are unrealistic sets you up for failure. While it's good to set high goals for yourself, be sure not to overdo it. Set goals that are difficult yet reachable.

11. **Don't be a Perfectionist**

Trying to be a perfect person sets you up for defeat. Nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. You need to set achievable goals but they should also be challenging. There will always be people both weaker and stronger than you.

12. **Learn to Prioritize**

Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and become procrastinators. A “to do list” places items in order of importance. One method is the ABC list. This list is divided into three sections; a, b, or c. The items placed in the A section are those needed to be done that day. The items placed in the B section need completion within the week. The C section items are those things that need to be done within the month. As the B, C items become more pertinent they are bumped up to the A or B list. Try it or come up with your own method, but do it.

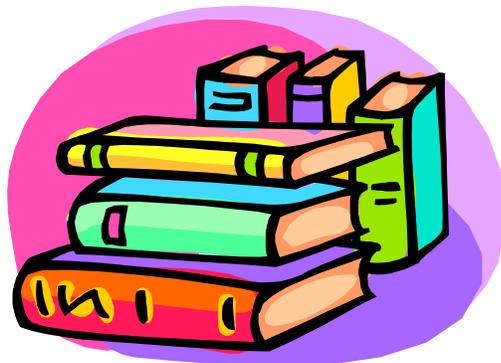
13. Combine Several Activities

Another suggestion is to combine several activities into one time spot. While commuting to school, listen to taped notes. This allows up to an hour or two a day of good study review. While showering, make a mental list of the things that need to be done. When you watch a sit-com, laugh as you pay your bills. These are just suggestions of what you can do to combine your time, but there are many others, above all be creative, and let it work for you.

14. Conclusion

After scheduling becomes a habit, then you can adjust it. It's better to be precise at first. It is easier to find something to do with extra time then to find extra time to do something. Most importantly, make it work for you. A time schedule that is not personalized and honest is not a time schedule at all.

Consider these tips, but personalize your habits so that they suit you. If you set priorities that fit your lifestyle, you'll have a better chance of achieving your goals.



TIME MANAGEMENT

Plan your time

Success in school depends on how well you plan your time. Your time should be planned so that you can get your work done and still have time for yourself. Your schedule should be comfortable. Planning your time to fit your needs will help you to be successful.

How do you spend your time? Do you have time to do all the things you really want to do? Make photocopies of the time-planning chart below. Use it to keep a record of how you spend your time for one week. At the end of the week, look at the chart and ask yourself these questions:

- What are three main ways I spend my time?
- Do I like the way I am spending my time?
- What would I like to change?

Now use the weekly list of priorities chart to plan next week. Using the time-planning chart you copied, plan a

schedule for all the things you must do and the things you would like to do. Use the five steps in this booklet for planning your time and completing your schedule. Some weeks are busier than others, with just too many tasks to do. Sometimes it is hard to decide which important activity to do first. Following a time-management plan should help you complete your major tasks.

Steps for planning your time

- Step 1.** List everything that you have to do for a whole week.
- Step 2.** Give every job or activity a time and place. Write this on a time chart.
- Step 3.** Make changes in your schedule (revise your schedule) as the week passes.
- Step 4.** Check off each item on the schedule after you have done it.
- Step 5.** Reward yourself when you finish a very hard Task.

Time-planning chart

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 a.m.							
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							

PREPARING FOR EXAMS

General Test Taking Tips

- Study for an exam gradually over a period of days or weeks
- Go to bed at a reasonable hour the night before an exam
- Eat breakfast the morning of an exam
- Arrive at class five to ten minutes before an exam begins
- Work through the entire test, skip any question which you do not know to solve immediately and move to the next question
- Check all your answers
- Check all answers a second time after completing the exam
- Work on the problems skipped only after having gone through the entire test once
- Never turn in an exam early
- Have a positive attitude when taking an exam

Before the Exam

- Find out what the exam will or won't cover
- Find out what kind of exam it will be: objective, short essay, long essay or a combination
- Stay up-to-date on assignments. Learn material and review as you go along
- Make sure you understand the information as you are learning it. That way, you won't have to "re-learn" it or have to "cram" a great deal of information at one time
- Read and study information in meaningful chunks (by chapters or units) so that you'll be able to "file" and "retrieve" information easily.
- At the end of each chapter or unit, identify the information that was most important. Make up "flash cards" on this information that you can easily carry and use for study on a regular basis
- Examine past tests to determine how you can improve tests results
- Get the big picture. Ask the instructor about the test. Find out what information will be stressed and the kinds of questions that will be asked. Then go over your test and lecture notes to develop a study strategy. Map or outline the course contents if you haven't done so previously.
- Before a test or exam, break study sessions into manageable time segments and meaningful units. You'll remember more if you study for short periods of time (45 minutes to 1 hour) and over a longer period of time (1-2 weeks) than if you cram all your study into a "binge" session the night before the test.
- Practice answering essay questions before the test. Use cognitive questions at all levels to assure learning and ability to answer essay questions. For example: How would you describe, compare/contrast, predict, classify, apply, evaluate, prioritize, etc.?
- Mnemonic techniques to memorize lists, definitions and other specific kinds of information
- Form a study group with other students in your class to discuss and quiz each other on important material. This will add other perspectives and help to "complete" your study if you tend to be either a "detailed" or "big-picture" learner.
- Maintain healthy living habits. Get a good night's sleep before the test.

During the Test

- Get to the test site early so you can select a seat, organize your materials, and get relaxed. Be prepared with pencils, paper, calculator, books (if applicable), etc.
- Get the big picture. Survey the entire test before you answer any questions. This will help you to get an overview of what's expected and to strategize how you will take the test.
- Take a few deep breaths and to relax tense muscles. Repeat throughout the test. This process will help you to stay relaxed and to make more energy available for remembering, thinking and writing.
- Read directions carefully. Ask questions if you don't understand or need clarification
- Do a quick "mind dump" of information you don't want to forget. Write it down on scrap paper or in the margin.
- Answer the easiest questions first, to help yourself calm down. Matching questions are often good to start with because they provide a reminder of important terms and definitions.
- Look for the central ideas of each question. What is the main point?
- Statements that begin with always, never, none, except, most, or least-are probably NOT the answer. Underline these or other key words if you are allowed to write on the test paper
- Try to supply your own answer before choosing an alternative on the test.
- Mark an answer to every question
- If you have to guess:
 - The length of choices can be a clue. Choose the longest.
 - If two choices are similar, choose neither.
 - If two choices are opposites, choose one of them.
 - The most general alternative is usually the right answer.
- When answering essay questions, remember that the objective is to demonstrate how well you can explain and support an idea, not just what you know. Keep the following in mind:
 - Read over all the essay questions before you start to write. Underline key words like define, compare, explain, etc.
 - Think before you write. Remember, a good answer:
 - Starts with a direct response to the question
 - Mentions the topics or areas described in the question
 - Provides specific as well as general information
 - Uses the technical vocabulary of the course
 - Then map or outline the main points you want to make, determine the order in which you want to write your points, determine the support you want to add, then write
 - Write legibly. Leave some space so you can add to your answer later
 - Proofread your essay. Check for grammar, punctuation, spelling, etc. This often adds points!
- When problem solving, ask yourself:
 - What am I being asked to find?
 - What do I need to know in order to find the answer?
 - What information has been provided that will help me to find the answer?
 - How can I break the problem down into parts? What steps should I follow to solve the problem?
 - Does the answer make sense? Does it cover the whole problem?
 - Keep an eye on the clock

After the Test

When you receive your test paper, go over it to determine areas of strength and weakness in your test-taking skills. If you have done poorly, learn from your mistakes! Always analyze your tests to determine how you can improve future test results.

IMPROVING CLASSROOM PERFORMANCE

- **Do Your Homework**
Read critically; form your own opinions
- **Arrive On Time For Class**
Being late sends the wrong message
- **Don't Skip School**
Missing school puts you behind in assignments and makes the entire learning process much more difficult
- **Position Yourself In The Classroom**
Sit in the front of class where you will be likely to be distracted by peers
- **Review Your Notes**
Review notes from the previous lecture and reading for the day
- **Communicate Immediately With Teachers**
Speak to your teachers about any study problems
- **Focus On The Task At Hand Before Class**
Before class take a moment of silence to gather your thoughts and mentally prepared yourself
- **Write Any Objectives**
Write down any thoughts that come to mind at the head of your notepaper, such as; preparing for an upcoming test, understanding a particular concept, gaining a good foundation on a topic understanding or reviewing the readings
- **Avoid Distractions**
Avoid things that may interfere with your concentration (daydreaming, looking around the room, talking to a friend, passing notes, dozing)
- **Be An Active Learner**
Actively listen to what your teacher and peers are saying. Get involved in class discussion and contribute to the learning process
- **Evaluate As You Listen**
Decide what is important and should be placed in your notes and what can be left out; listen long enough to be sure you understand what was said before writing. Ask clarifying questions (but wait for "breaks" in the instructor's stream).
- **Write A "To Do" List**
Write a list that includes; assignments previewing difficult concepts
Join Study Groups
Make appointments with a study partner, tutor or the teacher
One resource often overlooked is a classmate who seems to have a good grasp of the material. If it seems appropriate, seek the individual out for help.

HOW TO BE SUCCESSFUL AT WHITE RIVER HIGH SCHOOL

Take care of yourself:

- Get plenty of sleep & eat well
- Manage stress positively through exercise, healthy relationships
- Ask for help when you need it

Manage your time well:

- Prepare for the next day before you go to bed
- Be on time to school and each class throughout the day
- Business before pleasure—get homework done first

Make your success a priority:

- Education is the key to opportunities in life, so invest the time and effort needed to do well. Work hard and stick with it. Confidence is the payoff.

Do the things that “good” students do naturally:

- Be here every day
- Get to know your teacher
- Ask questions
- Be willing to say, “I don’t get it”-- and keep saying it until you do get it!

Learn how to study:

- Take notes and review them regularly
- Set aside quiet time each day for homework
- Use a planner to record assignments, due dates, deadlines, etc.

WHITE RIVER HIGH SCHOOL Support for Students & Academics

- STAT: Student Teacher Access Time
- Pre-arranged before and/or after school help with individual teachers
- White River School District's Family/Student Access
 - Email contact with individual teachers
 - Review attendance and grades/missing assignments
- Helpful people in the Guidance Office...conferences, credit checks, 5 year plan, someone to talk to...

Career Information Specialists: Phone 360.829.5514

Mr. Kresge, Counselor – A-G

Mr. Benjamin, Counselor – H-M

Mrs. Keith, CIS – N-Z

Mrs. Nicolls, Social Worker

- Prevention & Intervention Specialist—Keren Smith
Support groups available for grief, stopping use tobacco, alcohol, drugs, parent use of drugs, etc.
- Native American Education – Dorothy Apple
- Homework Help Websites:
Village Tutors --Buckley Youth Activity Center, www.buckleytutors.org
Pierce County Library-online free tutoring at www.piercecountylibrary.org
Math Power: <http://mathpower.com>
A+math: <http://www.aplusmath.com>
English Help: <http://www.helpenglish.homestead.com>
www.studentquestions.com
www.homeworkhelp.com
www.math.com
www.homeworkspot.com
www.cramster.com
- Study Guides and Strategies
Purdue University: <http://owl.english.purdue.edu>
California Polytechnic State University: <http://www.sas.calpoly.edu/asc/ssi/notetaking.systems>
How to study.com
Study Guides and Strategies: <http://www.studygs.net>

Credit retrieval options are available. Please contact your Counselor/Career Information Specialist for additional information.

PARENT RESOURCES

Family Education

<http://www.familyeducation.com/home>

Provides information about communicating with your teen, teens and money, and work, dating and relationships, drugs and alcohol, and safety issues.

Parenting Teens

<http://parentingteens.about.com>

A-Z index of topics for parents of teens. Includes resources and information on everything from braces to teen drug use.

The American School Counselor Association

<http://www.schoolcounselor.org>

The American School Counselor Association has partnered with Learning Network to develop and provide school counseling-related content for parents. Learning Network's Parent Channel provides busy parents with age and grade specific information to help enhance their children's learning and overall development – both in and outside of school.

By Parents for Parents

<http://www.byparents-forparents.com>

This site provides resources to give parents information and tools they need to better raise their adolescent children, including online parenting courses, current topic issues, and insight into their teenager's behavior.

Mental Health Matters

<http://www.mental-health-matters.com>

This site provides information on an extensive list of mental health conditions. Viewers can learn about disorders, medications, treatment programs and where to locate help.

Focus on Adolescents

<http://www.focusas.com/Parenting.html>

If adolescence can be conceptualized as a journey from childhood to adulthood, parenting adolescents can also be thought of as a journey.

University of Washington

<http://www.washington.edu/students/index>.

Teens today face different challenges and issues than we did when we were their age. While parents and families cannot control the world in which teens live, parenting tools and resources are available to help you support your teen and make a difference in their lives. Work/life, a division of UW Human Resources, provides this database to inform and support parents and families navigating the turbulent and rewarding years of adolescence.

The National PTA

<http://www.pta.org>

National PTA is the largest volunteer child advocacy organization in the United States. A not-for-profit association of parents, educators, students and other citizens active in their schools and communities, PTA is a leader in reminding our nation of its obligations to children.

The Khan Academy

<http://www.khanacademy.org>

This resource was mentioned in Bill Gate's annual letter. Hundreds of videos and lessons for math, science, personal finance and economics. Browse 2000+ videos by topic.