

A special program of learning 3/1 (31) of student, parent, teacher, and school

31 Involve

Personal Habits

1. Practice moral courage.
2. Be honest and reliable.
3. Treat everyone with respect and courtesy.
4. Take responsibility for your mistakes.
5. Read every day.
6. Arrive on time.
7. Have a question?
8. Have a problem?
9. Drink lots of water.
10. Exercise regularly.
11. Eat properly, get enough sleep, and stay drug-free.

Work Habits

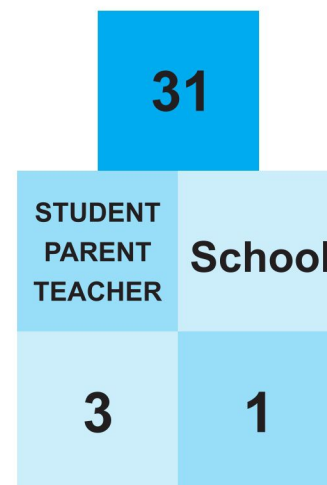
1. Use a homework diary in every class, every day.
2. Use class time productively.
3. Complete all your assignments.
4. File your papers where you can find them.
5. Do homework as soon as it's assigned—not the day before it's due!
6. Hand in work on time.
7. Come to class prepared.
8. Keep a copy of major assignments.
9. Be responsible about making up work when you have been absent.

Study Habits

1. Find a place and time for studying that works for you.
2. Review your classes every day.
3. Take study breaks to help you stay awake and alert.
4. Use a planning calendar for projects.
5. Learn how to behave during formal examinations.
6. Practice good exam-taking strategies.
7. Review tests and essays when you get them back.
8. Practice good study skills.

Study Skills

1. Read textbooks efficiently.
2. Make notes effectively.
3. Learn how to prepare for tests



1. Practice Moral Courage

Moral courage enables you to stand up for what you believe in when others disagree. When others propose to do something they shouldn't, the person with moral courage is able to make his or her own choice, instead of going along with the crowd. When others are saying things that are rude, or hurtful, or inappropriate, the person with moral courage calls them on it. When others are mistreating someone, the person with moral courage defends him.

2. Be Honest and Reliable

The world operates on trust. If you establish a reputation for trustworthiness, lots of good things follow. For instance, on the occasion when you need a favour or need someone to give you the benefit of the doubt, you're much more likely to get what you need if you have a track record of reliability.

3. Treat Everyone With Respect and Courtesy

Especially when the other guy is being rude!

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4. Take Responsibility for Your Mistakes

Apologize, fix it, and move on.

5. Read Every Day

Good students are readers.

6. Arrive on Time

It's a matter of respect.

7. Have a Question? Ask Your Teacher!

Good students ask questions.

8. Have a Problem? Tell Your Teacher!

Not every teacher will be sympathetic every time. But most will listen sympathetically. Students who communicate with their teachers usually get the benefit of the doubt. If you have trouble talking with a particular teacher, find another teacher or school administrator who will listen, and ask for his or her assistance.

9. Drink Lots of Water

The brain-and the rest of the body-needs plenty of water to work at its peak levels.

10. Exercise Regularly

Your brain-stay with me here-is part of your body.

11. Eat Properly, Get Enough Sleep, and Stay Drug-Free

Your brain-have I mentioned this already?-is part of your body

12. Use a Homework Diary in Every Class,

Every Day whether you call it a student agenda, a day planner, or a homework diary, it's the most important tool of a successful student.

13. Use Class Time Productively

Don't waste your class time or—even worse—distract others who are trying to learn. The test: you should be able to identify at least one thing you have learned during each class, and one question you have about the lesson.

14. Complete All Your Assignments

Even if the work is late, complete it and hand it in. Even if the work will receive no credit, complete it and hand it in. Take the attitude that failing to hand in an assignment is simply not an option. (It certainly won't be an option when you have a job and your boss gives you a deadline!)

15. File Your Papers Where You Can Find Them

Through all my years of high school, university, and graduate studies, no one ever said a single word to me about filing my papers. I really wish someone had!

16. Do Homework as Soon as It's Assigned—Not the Day

Before It's Due! Most of us are naturally inclined to put off doing work. Train yourself out of this, and you will be a much happier person during whole life.

17. Hand in Work on Time

First, be organized about writing down assignments and due dates, and keeping up with them. Use a homework diary! Second, don't procrastinate. Third, if you encounter a problem that may cause your work to be late, talk to the teacher before the assignment is due.

18. Come to Class Prepared

Books, binders, pencil case, etc. Have everything you need with you when you arrive.

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19. Keep a Copy of Major Assignments

Don't rely on electronic copies. Make a paper copy, just in case. Accidents happen, but by keeping a copy you can prevent an accident from becoming a disaster.

20. Be Responsible About Making Up Work When You Have Been Absent

Ask your teachers-not your friends-about what you have missed.

21. Find a Place and Time for Studying That Works for You

We are all different, so you have to find the time, place, space, and conditions for studying that work best for you.

22. Review Your Classes Every Day

Take five minutes to review every lesson you've had each day. Put your notes in order, jot down any question you have about the lesson, etc. This will really pay off.

23. Take Study Breaks to Help You Stay Alert

The brain can only absorb so much at a time. Use a five-minute break every 20 to 30 minutes to stand up, get the blood circulating, or have a snack and a glass of water.

24. Use a Planning Calendar for Projects

Scheduling each step of a project will not only make the project easier; it will also give you valuable practice of planning your time in a detailed way.

25. Learn How to Behave During Formal Examinations

There are proper ways to behave during a formal examination. Master them now, so that when you sit for an important exam you don't have to think about how to act.

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26. Practice Good Exam-Taking Strategies

Getting Started

27. Review Tests and Essays When You Get Them Back

What do athletes do after a game or match? They watch the video.

28. Practice Good Exam-Taking Strategies

Getting Started Read the instructions and skim all the questions of the whole exam before answering any question. Be sure no pages are missing from the exam booklet. Be sure whether you should write your answers on the question sheet or on a separate answer sheet. Should you write with pen or pencil? Put your name on the exam booklet and on every one of the answer sheets. Use a highlighting pen to mark important information in the instructions or questions. If a question is unclear, write a note to the teacher explaining how you have interpreted it.

29. Learn How to Read a Textbook Efficiently

Learn the tricks of good readers, who read faster because . . . they don't read every word!

30. Take Notes in a Way That Works for You

To become a good note-taker you must constantly ask yourself, "What's really important here?"

31. Learn How to Prepare for Tests

Here's where all the time spent developing good habits really pays off.