Overview Planning for 3 Months

	August	September	October
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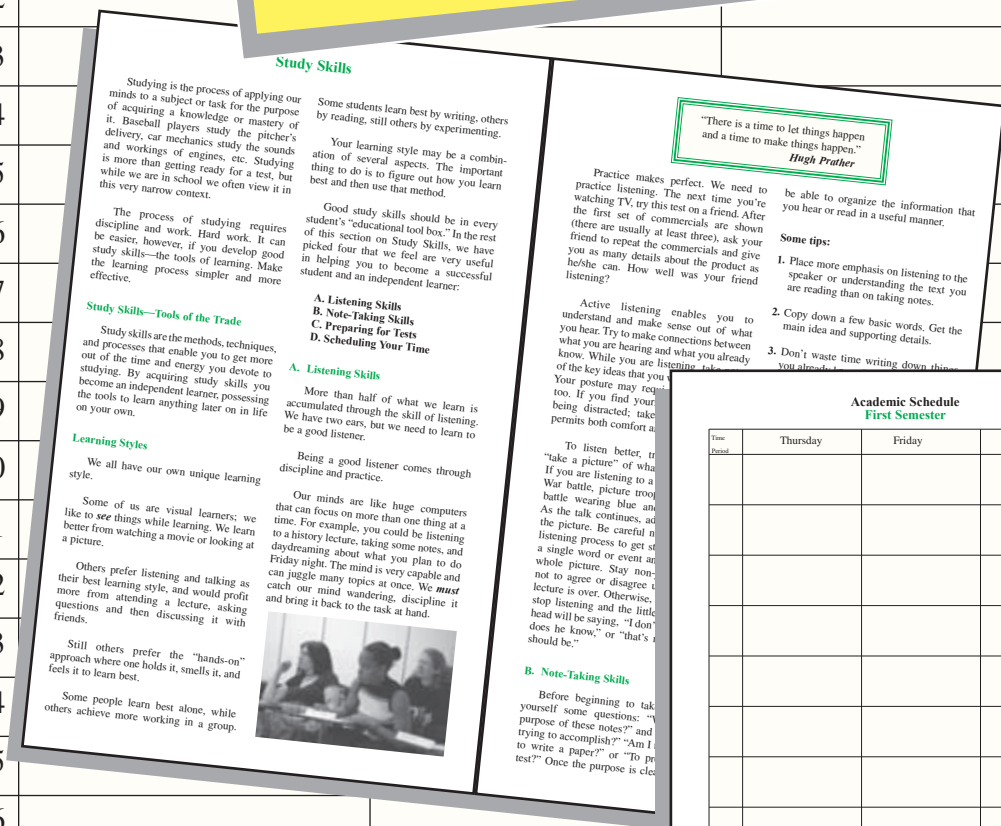
- Suggestions for how to plan and outline projects and assignments, plus long-term planning forms
- Yearlong overview planning in three month blocks
- Life skills section focusing on study skills, career development, and interviewing tips
- Daily academic schedule
- Calendar for recording important personal dates



Study Skills

Studying is the process of applying our minds to a subject or task for the purpose of acquiring a knowledge or mastery of it. Baseball players study the pitcher's delivery, car mechanics study the sounds and workings of engines, etc. Studying is more than getting ready for a test, but while we are in school we often view it in this very narrow context.

The process of studying requires discipline and work. Hard work. It can be easier, however, if you develop good study skills—the tools of learning. Make the learning process simpler and more effective.

Study Skills—Tools of the Trade

Study skills are the methods, techniques, and processes that enable you to get more out of the time and energy you devote to studying. By acquiring study skills you become an independent learner, possessing the tools to learn anything later on in life on your own.

Learning Styles

We all have our own unique learning style.

Some of us are visual learners; we like to ***see*** things while learning. We learn better from watching a movie or looking at a picture.

Others prefer listening and talking as their best learning style, and would profit more from attending a lecture, asking questions and then discussing it with friends.

Still others prefer the "hands-on" approach where one holds it, smells it, and feels it to learn best.

Some people learn best alone, while others achieve more working in a group.

Some students learn best by writing, others by reading, still others by experimenting.

Your learning style may be a combination of several aspects. The important thing to do is to figure out how you learn best and then use that method.

Good study skills should be in every student's "educational tool box." In the rest of this section on Study Skills, we have picked four that we feel are very useful in helping you to become a successful student and an independent learner:

A. Listening Skills
B. Note-Taking Skills
C. Preparing for Tests
D. Scheduling Your Time

A. Listening Skills

More than half of what we learn is accumulated through the skill of listening. We have two ears, but we need to learn to be a good listener.

Being a good listener comes through discipline and practice.

Our minds are like huge computers that can focus on more than one thing at a time. For example, you could be listening to a history lecture, taking some notes, and daydreaming about what you plan to do Friday night. The mind is very capable and can juggle many topics at once. We ***must*** catch our mind wandering, discipline it and bring it back to the task at hand.

"There is a time to let things happen and a time to make things happen."
Hugh Prather

Practice makes perfect. We need to practice listening. The next time you're watching TV, try this test on a friend. After the first set of commercials are shown (there are usually at least three), ask your friend to repeat the commercials and give you as many details about the product as he/she can. How well was your friend listening?

Active listening enables you to understand and make sense out of what you hear. Try to make connections between what you are hearing and what you already know. While you are listening, take
of the key ideas that you
Your posture may requ
too. If you find your
being distracted; take
permits both comfort a

To listen better, t
"take a picture" of wha
If you are listening to a
War battle, picture troo
battle wearing blue an
As the talk continues, ad
the picture. Be careful n
listening process to get st
a single word or event ar
whole picture. Stay non-
not to agree or disagree
lecture is over. Otherwise,
stop listening and the little
head will be saying, "I don
does he know," or "that's
should be."

B. Note-Taking Skills

Before beginning to tak
yourself some questions: "
purpose of these notes?" and
trying to accomplish?" "Am I
to write a paper?" or "To pr
test?" Once the purpose is cle

be able to organize the information that you hear or read in a useful manner.

Some tips:

1. Place more emphasis on listening to the speaker or understanding the text you are reading than on taking notes.
2. Copy down a few basic words. Get the main idea and supporting details.
3. Don't waste time writing down things you already

Academic Schedule
First Semester

Time / Period	Thursday	Friday	Saturday

Extracurricular Activities

subject	teacher	subject	teacher
subject	teacher	subject	teacher
subject	teacher	subject	teacher
subject	teacher	subject	teacher

Time / Period	Monday_____	Tuesday_____	Wednesday_____

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- Daily planning pages for seven subjects per day, plus extracurricular activities, and home study schedule
- Suggestions of how to develop goals to be accomplished
- Grade recording sheets for tests, labs, homework, and make-up work
- Important phone number lists
- Two-sided pocket for important papers

Extracurricular Activities		

Home Study Schedule	Home Study Schedule	Home Study Schedule

Time / Period	Thursday_____	Friday_____	Saturday_____
Home Study Schedule		Home Study Schedule	

Marking Period:
Month / Date:

1st week | 2nd week | 3rd week | 4th week | 5th week | 6th week | 7th week | 8th week | 9th week | 10th week

M T W T F

Subject: / Teacher: — Test Grades / Participation / Homework

GRADE

LONG-TERM PLANNING

Project:

Due Date:

Beginning Steps: — Date to be completed by:

Mid-Point Tasks: — Date to be completed by:

Final Steps: — Date to be completed by:

Important Contacts . . .

Name:
Address:
e-mail: Phone #
Pager #