



PINE MOUNTAIN MIDDLE SCHOOL

Success by Design



5 TIPS FOR ACHIEVING SUCCESS

Organization

Time Management

Prioritization

Concentration

Motivation



ACADEMIC SUCCESS — ORGANIZATION

ACADEMIC CHALLENGES ARE RELATED MORE TO A LACK OF ORGANIZATION THAN TO A LACK OF ACADEMIC ABILITY.

Tips to help you get organized:

Make a **checklist** of things you need to bring to and from school every day. Put a copy by the door at home and one in your backpack.

How do you **keep track** of your homework and how do you organize your notebooks.

Shop for tools that will help you stay organized, such as binders, folder, or assignment books.

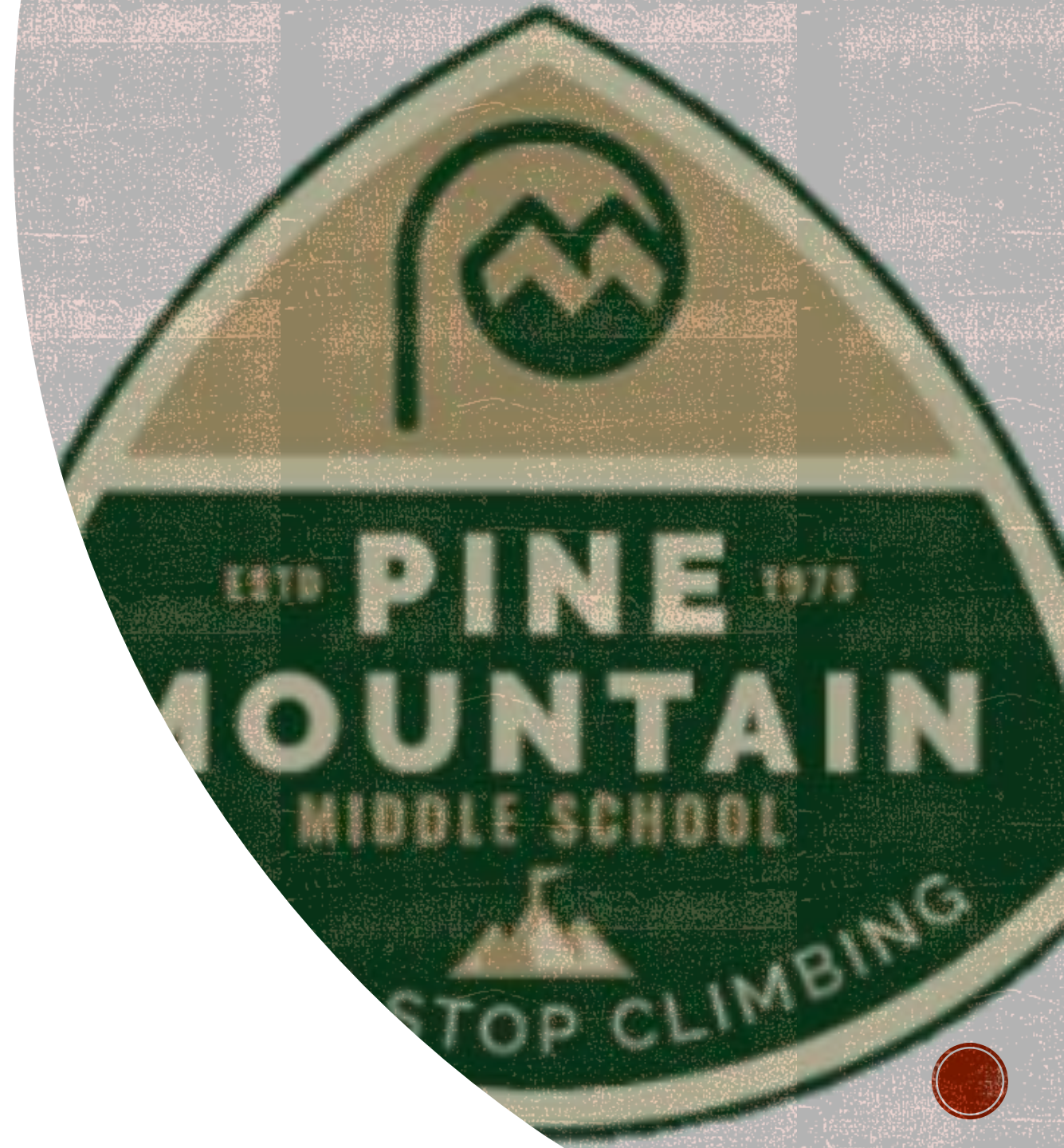


ACADEMIC SUCCESS – TIME MANAGEMENT

SCHEDULING ENOUGH TIME TO COMPLETE AN ASSIGNMENT MAY BE DIFFICULT FOR YOU. LEARNING TO ORGANIZE TIME INTO PRODUCTIVE BLOCKS TAKES PRACTICE, TIME, AND EXPERIENCE.

Tips to help you manage time:

- **Track assignments** on a monthly calendar.
- **Designate a time** for nightly homework and **stick to this schedule.**
- **Divide time** into manageable **chunks** for a project.
- If evenings aren't enough, find **other times** for schoolwork, such as early mornings, study halls, or weekends.





ACADEMIC SUCCESS – PRIORITIZATION

PRIORITIZING TASKS IS A SKILL YOU WILL NEED THROUGHOUT LIFE, SO IT'S NEVER TOO SOON TO GET STARTED.

Tips to help you prioritize:

- **Write down** all the things you need to do, including non-school-related activities.
- **Label** each task from 1 to 3, with 1 being most important.
- Have a balance between **academic and social tasks**.
- You may have to **change some of your priorities** to achieve academic success.
- Revise your list when new tasks are involved and pay attention to **due dates**.



ACADEMIC SUCCESS – CONCENTRATION

IT'S IMPORTANT THAT YOU WORK ON SCHOOLWORK IN AN AREA WITH LIMITED DISTRACTIONS AND INTERRUPTIONS.

Tips to help you concentrate:

- **Turn off** access to email, social media, and games when you work on the computer.
- Declare the **cell phone and TV off-limits** during homework time.
- Find space that fits the assignment. If you are working on a science project, you may need lots of space; if studying for a Spanish test, you may need a well-lit desk.



ACADEMIC SUCCESS – MOTIVATION

STUDENTS OFTEN FAIL TO SUCCEED BECAUSE THEY ARE NOT MOTIVATED AND FAIL TO COMPLETE THE LEVEL OF WORK NEEDED TO BE SUCCESSFUL.

Tips to help motivate you:

- Link **school lessons** to your **life**.
- Link your interests to academics.
- Control and choices. Determine your **study hours** and **organizing system**.
- **Share your expertise**.
- Often what holds you back from trying is the fear of failure or the memory of a time you didn't do well. So, celebrate your successes, no matter how big or small.

Make it a great year... The choice is yours!

