



# Long and Short Goal Setting

## Setting Goals

*Set short-term goals:*

- Earn a “B” or better on the next science test.
- Meet and get to know one new person this week.

*Set long-term goals:*

- Help with housework on the weekends
- Play baseball on a summer league team

*Make goals specific:*

- Poor: I will read more.
- Better: I will read one book each week.

*Make goals realistic:*

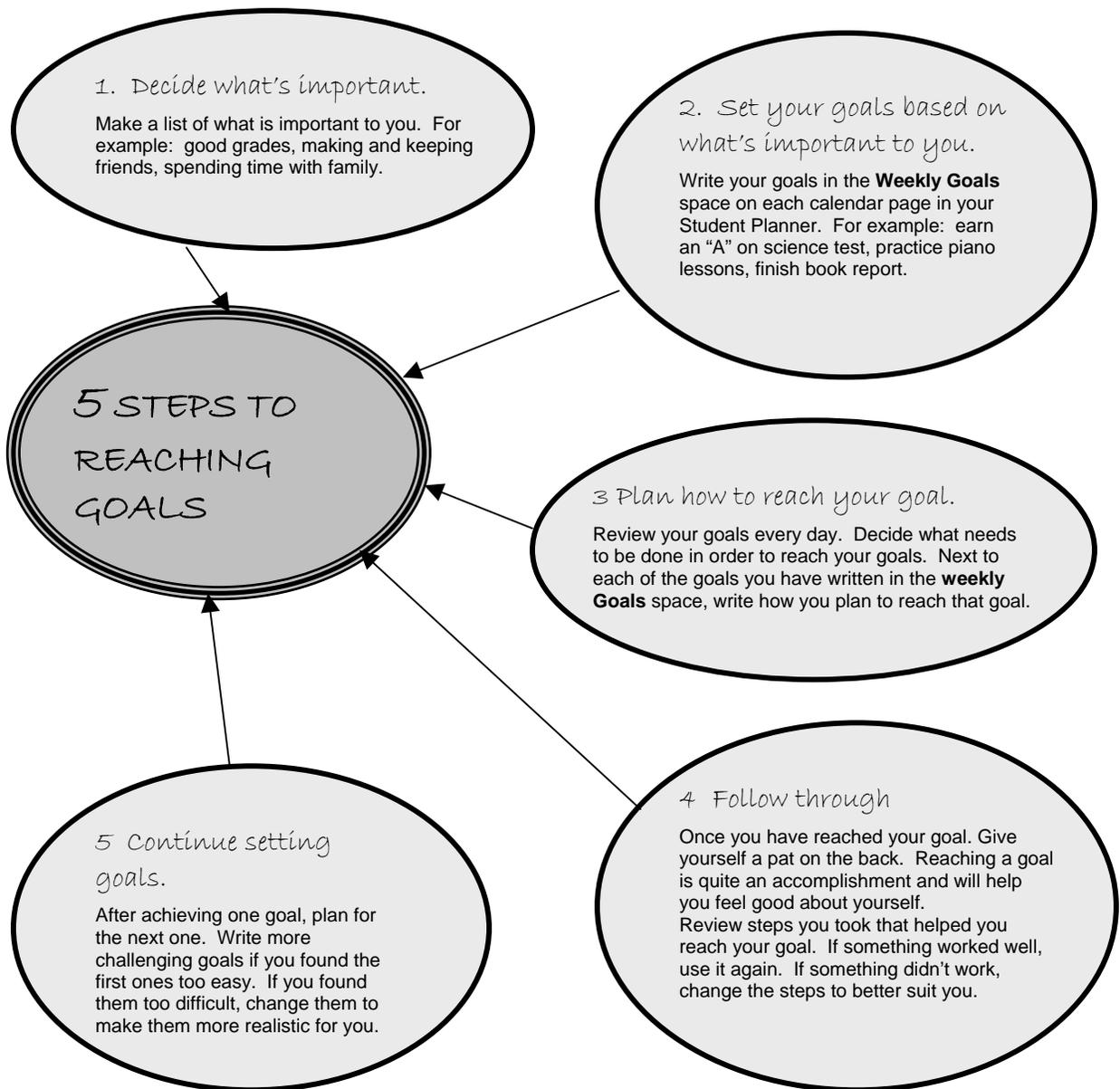
- Poor: I will read five books each week.
- Better: I will read one book each week.

*Set a time line:*

- When do I want to reach my goal?
- What do I need to do to reach my goals and keep me on track?

# Goal Setting

## Steps to Reaching Goals



# Study Skills

## Good Study Habits

- Decide what you want to cover during your study time. Reward yourself if you meet your goal.
- Find a quiet place to study and stay focused. Take a short break when needed.
- Allow more study time for subjects that are harder.
- Make a study kit that includes a dictionary, ruler, pencils, erasers, paper, paper clips, note cards and highlighters.
- Write the name and phone number of one person in each of your classes so you can arrange to study with this person or get assignments if you are absent.



# Study Skills

## Tips for Note Taking

- Pay extra attention and take notes when your teacher says:
  - “Listen to what I am saying”
  - “This is important.”
  - “Let’s go over this again.”
  - “Don’t forget this.”
  - “This will be on the test.” (When you hear this, write “T” in the margin of your notes and circle it.)
- Ask questions about things you don’t understand.
- Keep notes neat and organized. Write on a full sheet of paper with the class name and date at the top. Keep all the notes for each subject together.
- Write down what your teacher writes on the chalkboard or the overhead projector.
- Don’t fall behind. If you miss a day of classes, get notes and do make-up work as soon as possible.



# Study Skills

## Tips for Test Taking

- Listen closely to directions from teacher. Carefully read all directions on the test before you begin.
- Answer the questions you know first, save the hardest questions for last.
- On some tests you must choose from several answers. If you don't know the answer, cross out the ones you know are wrong. Carefully think about the correct answer. If you're not sure, make a logical guess.
- Read true/false statements carefully. If any part of the statement is not true, the answer is false.
- True/false statements with the words *all*, *never*, *no one*, and *always* are usually false.
- Mark question you need to come back to later.
- Use all the time allowed. Re-read the directions and check over your answers.

