

## STUDY TIPS FOR CAPA STUDENT SUCCESS!



1. Have a paper list of due assignments to work from, crossing out when you're done with an assignment. Sometimes in Schoology toggling back and forth between different classes, calendars, and assignments due lists, you can miss things. It is also overwhelming to try and keep everything straight in your head. Having one concise place to reference when you are working helps you to stay organized. It gives you a plan of attack and feels great when you complete something and can cross it off your list. This can be in a planner or just on a piece of paper.

2. Many teachers have a monthly calendar of activities and assignments that will be a guide to what you have to do. Many also have an "assignments due" link in Schoology as well.

3. Check your email DAILY.
4. Complete Day 1 homework the night of Day 1, do Day 2 homework the night of Day 2. This allows you to have extra time if you are struggling and leaves time for questions if you need help.
5. If you are able, use the asynchronous time your teacher gives you to work on assignments. It may be tempting to disconnect a bit, but the more you can get done in the school day, the more time you can have in the evening. Also use this time to ask questions and get help from the teacher as they are still "in the classroom" and available to help
6. Always communicate with your teachers when you are needing help or have questions. You can email them on Schoology or message them on Teams
7. If you really need a break, take one. Sometimes our brains can only absorb so much in a period of time. When we are overwhelmed with information, we lose focus and become off task. If you find this is happening, take 15 or 20 minutes to reset before beginning work again.
8. Set a time in the evening that is designated homework time. Maybe you want to get it over with right away or maybe you want to take a break and complete it later in the evening. Either way is OK, but have a consistent routine that you don't break. This helps ensure you always make time to complete your homework.
9. Lastly, set a good space to work. If you are lying in your bed with a snack and your phone....you are probably going to allow things to interrupt and distract you. This can add an hour or more to your homework time! Best to keep distractions away, phones silenced (and better yet .. across the room), so you do not prolong the work.