

Top 10 Skills for High School Students

1. **Organizational Skills**- Keeping yourself organized will save you valuable time and allow you to complete all your work in a timely manner. Keep all your study materials (calculator, planner, books, notebooks, laptop, etc.) in one convenient location. There are many organizational tools available; you must find one that works for you.
2. **Time Management** – There are just 24 hours in each day. What you do with that time makes all the difference. If you don't already, start using a daily planner. This could be a datebook you keep in your bag or an app on your phone. Manage your time wisely and you'll get the maximum out of each day.
3. **Good Study Habits** – Attend class regularly and always be prepared. No ditching! Complete assignments thoroughly and in a timely manner. Review your notes daily rather than cram for tests the night before. Set aside quiet time each day to study – even if you don't have homework or a test the next day.
4. **The Ability to Set Attainable Goals** – It's important to set attainable goals. Be honest with yourself regarding your abilities.
5. **Concentration** – Listen to your teacher and stay focused. Be sure that you understand the lesson. If you don't understand something, ask questions! You've heard it before, "the only dumb question is the one you don't ask."
6. **Good Note-taking** – You can't possibly write down everything the teacher says since people speak at a rate of approximately 225 words per minute. Record only the important material. Take notes in a form that's most helpful to you.
7. **Completion of Assignments** – Teachers assign homework for a reason. While it may seem like "busywork" at times, it definitely has a purpose. Practice is preparation for performance. Put your homework to good use. Remember, you'll only get out of it what you put into it!
8. **Review of Daily Notes** – Don't wait until the night before the test to review your notes. Go over your notes daily (start with 15 minutes per class per day) while the lecture is still fresh in your mind. Add any missing pieces. Compare your notes with a classmate's notes. Review your notes daily to reinforce your learning and build towards your ultimate goal: MASTERY of the subject or skill.
9. **Motivation** – You need to be motivated to learn and work hard, whether or not you like a specific subject or teacher. Self-motivation is extremely important, especially when you aren't particularly excited about a class. SUCCESS is up to you!
10. **Commitment** – You've started the course, now you need to complete it. Do your best! Your commitment will pay off in the end.