



Study Skills for High School Students

Prepared to Learn

Organise

Get your life in order

For learning material
you keep your
ment.

able to know
or school

ary and study p
head and know wh
is due.

Use y
weekly
a study
shed

Keep your not
so you can
need them.

Prioritise

Take control of your time

Use
To Do List in your s
gu

things fir
te tasks a
are due

to imp
our hom
ask prepara

Set learning goals for yo
plan how you will achie

Find the right balance
important tasks and ev
tasks.

Do

Get things done

Make sure you stick to your study
schedule.

smaller
complete

me—
s to key
otes.

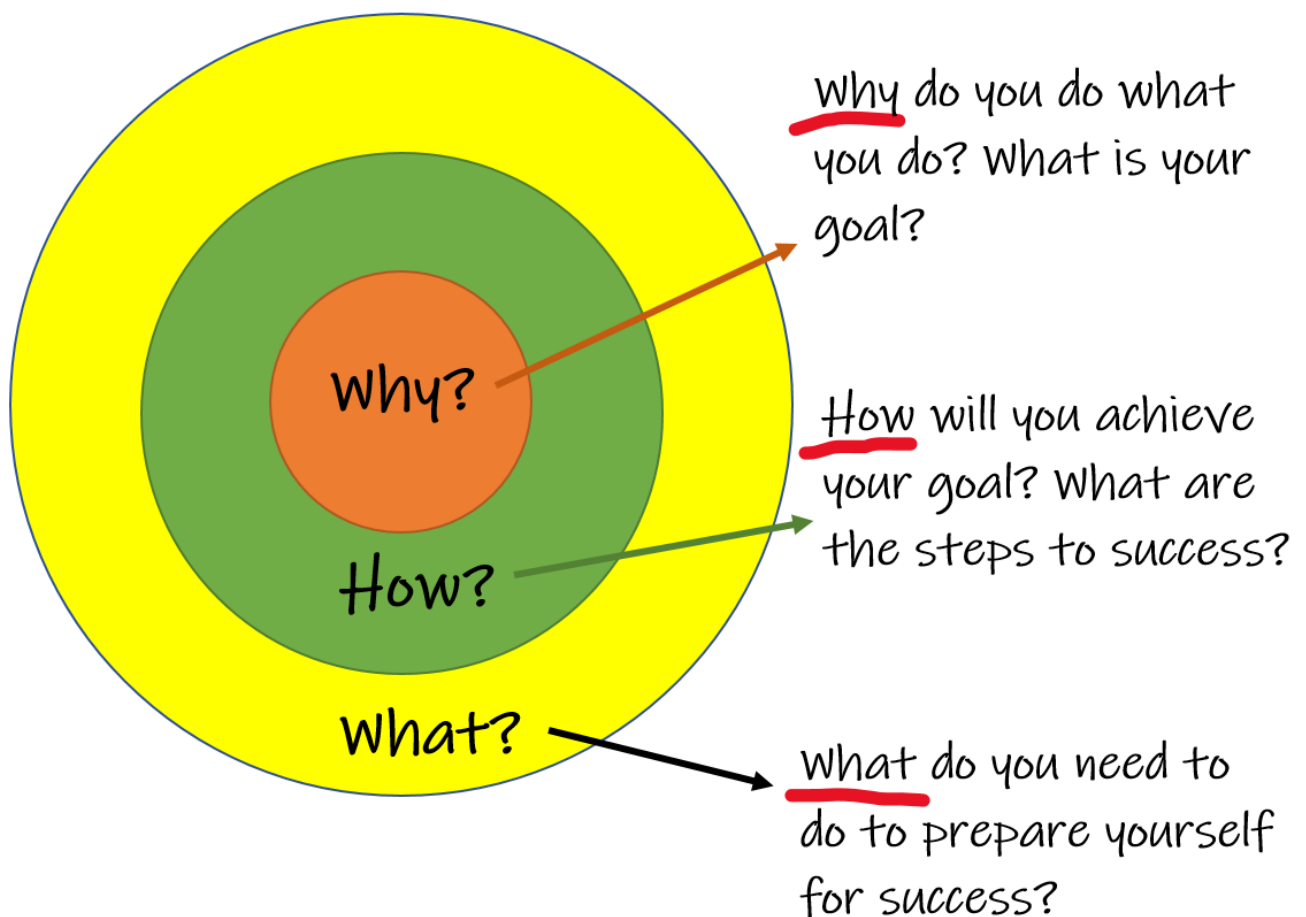
Start
ments early to give
yourself enough time.

Ask your tea
s for feedback and
to explain things you don't
understand.

The Circle of Success

One of the most common questions students ask when starting a new topic or when they are challenged to learn a new skill is “what is the point of doing this?” This statement is often followed up by “I won’t need this in my life when I leave school!” While on the surface this is a logical argument (when would a student who wants to be a carpenter ever need to apply his or her knowledge of Shakespeare?), this is because teachers often talk about the topic or a skill students are going to learn (this is logical, too), rather than the *reason* students are learning that topic or skill. In effect, we often focus on the WHAT rather than the WHY. By focussing on the WHAT we easily lose sight of the purpose of learning and how learning will help us achieve our long-term goals.

The Circle of Success



If you started with the WHY, perhaps what you are learning at school would become a lot more relevant. This is because you would start a topic or learn a new skill in the context of your career goal and what you want to do with your life. While it is a good idea to start with the WHY, the HOW and the WHAT are also important as they are the steps that will help you achieve your goal. When looking at the things you need to do to be **prepared to learn** in order to achieve your goal, then the WHAT not only refers to the topics you learn at school, but also to study skills that will help you manage the learning process at help you take control of your learning. To be **prepared to learn**, you must develop both good **learning habits** and **learning skills**. Only once you are **prepared to learn** can you effectively focus on developing key skills (The Hawkesbury Learning Journey and WALU – the HOW) that will help you succeed and achieve your goal (the WHY).

Prepared to Learn

Students who are **prepared to learn** understand the purpose of being organised and knowing HOW to study. Being **prepared to learn** includes using a diary or calendar, making time to study and complete your work, and planning ahead to complete assignments and assessment tasks on time without stressing about it.

To be prepared to learn you must develop:




LEARNING HABITS

- Using a diary or calendar
- Using your timetable
- Using the study guide
- Creating a study schedule
- Organising and managing school equipment and digital files
- Creating a learning space

LEARNING SKILLS

- Problem solving
- Thinking ahead
- Managing time
- Managing urgent things first
- Following the Hawkesbury Learning Journey (skills process)
- Using the WALU scaffold to create study notes
- Using technology

There are 15 things you can do to develop your learning skills and habits:

<p>Organise</p> <p>Organise your learning material and know where you keep your books and equipment.</p> <p>Use your timetable to know which books you need for school each day.</p> <p>Use your diary and study guide to plan ahead and know when work is due.</p> <p>Use your weekly planner to create a study schedule at home.</p> <p>Keep your notes neatly organised so you can find things when you need them.</p> 	<p>Prioritise</p> <p>Use the To Do List in your study guide.</p> <p>Focus on urgent things first — plan ahead to complete tasks and assignments that are due first.</p> <p>Set time aside to do important things such as your homework, assessment task preparation and assignments.</p> <p>Set learning goals for yourself and plan how you will achieve them.</p> <p>Find the right balance between important tasks and every day tasks.</p> 	<p>Do!</p> <p>Make sure you stick to your study schedule.</p> <p>Break things down into smaller parts to make it easier to complete your work.</p> <p>Follow up class work at home — practise linking class notes to key skills to create study notes.</p> <p>Start on assignments early to give yourself enough time.</p> <p>Ask your teachers for feedback and to explain things you don't understand.</p> 
--	---	---

A very important tool that will help you in this process is your study guide.

When you take your study guide home, place it in a visible place in the space where you study and do your homework. Don't place it too high – you should be able to reach it to write on it.

Make sure you read the information in this booklet and complete the activities. This will help you learn how to use your study guide properly.

Use a felt tip pen or marker to write on your study guide. You can wipe it clean with a damp tissue or cloth.

Your Study Guide

A **wall planner** or a large wall-mounted **study guide** is a tool that can help you get organised. A large planner on the wall can help you quickly glance over important dates and events and remind you when they are due. Wall planners work well with diaries if you regularly update your planner at home with dates you write in your diary at school.

Organise


Organise your learning material and know where you keep your books and equipment.

Use your timetable to know which books you need for school each day.

Use your diary and study guide to plan ahead and know when work is due.

Use your weekly planner to create a study schedule at home.

Keep your notes neatly organised so you can find things when you need them.



MY STUDY GUIDE

Term: Week:

Connect

* Learn key skills and content. → **Know** → * Link content to key skills and concepts. → **Apply** → * Use key skills and concepts to develop arguments and views.

My Weekly Planner							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
At School							
4:00 – 5:00							
5:00 – 6:00							
6:00 – 7:00							
7:00 – 8:00							
8:00 – 9:00							
9:00 – 10:00							

Weekly Planner

My To Do List	
1	
2	
3	
4	
5	

To Do List

My Term Planner											
Subject/Course	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11

Term Planner

Prioritise


Use the To Do List in your study guide.

Focus on urgent things first — plan ahead to complete tasks and assignments that are due first.

Set time aside to do important things such as your homework, assessment task preparation and assignments.

Set learning goals for yourself and plan how you will achieve them.

Find the right balance between important tasks and every day tasks.



Do!


Make sure you stick to your study schedule.

Break things down into smaller parts to make it easier to complete your work.

Follow up class work at home — practise linking class notes to key skills to create study notes.

Start on assignments early to give yourself enough time.

Ask your teachers for feedback and to explain things you don't understand.



Your study guide has a **weekly planner** to allow you to create a **study schedule** to manage your time from week to week. A study schedule can help you manage your time and allow you to strike a balance between all the things that need to be done, whether it's extra-curricular activities, study or play. As long as you stick to your weekly schedule, and ensure that there is a balance between things that are important to you, you will soon feel in control of your life and your studies.

Your study guide also has a **term planner** – a long-term calendar that help you plan ahead and stay in control of deadlines. Your term planner can help you always keep track of when assignments or projects are due. This will allow you to adjust your weekly schedule to ensure you give yourself enough time to complete all your work on time. All important dates from your diary and your assessment schedule should be copied into your term planner.

Your study guide also has a **To Do List**. A to do list can help you keep track of all the things that have to be done. In fact, most busy people would not be able to manage their workload without such a list. The trick is to have only five or so very urgent or important tasks on your **to do list** at a time. As you complete the tasks on your list, you can add more. The most urgent or most important should be at the top of your list. This is a very effective strategy to manage your workload and your priorities and reduce stress.

Create a Study Schedule

A weekly planner - also known as a **study schedule** - is a very important tool that will help you keep track of all the things that need to be done and the time you have available to do them. A weekly planner will help you plan ahead and manage the learning process effectively from week to week.

My Weekly Planner							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
At School	English essay due				Science project due		
4:00 – 5:00	Soccer training		History	English			
5:00 – 6:00		Work	Business Studies	Science	Work	Minimum 4 hours of study during week end	
6:00 – 7:00	Dinner and rest		Art	Maths			
7:00 – 8:00	Maths	Dinner and rest	Dinner and rest	Dinner and rest	Dinner and rest		
8:00 – 9:00	English	Science	Science	History Business	"Me" time		
9:00 – 10:00	"Me" time	"Me" time	Maths	"Me" time	"Me" time		

The best way to create a study schedule is to think of time in terms of one-hour blocks. This will allow you, for example, to see at a glance how much time you have available each day after school. How much time you decide to spend on each subject or course will be different from week to week. For example, if you have a Science project coming up, you will spend more time on that project. The following week, once that project is completed, you may spend less time studying Science and more time on, say, an upcoming English essay.

It is also important to keep a balance between school work and other important things in your life. While some people might tell you that you must study six hours after school every day, this is simply not achievable for most people. You need to do what feels right for you. Remember, one hour of study is still better than no study at all. After a while - when you are comfortable studying for one hour - you may extend this to two hours, or more.

Activity:

Use a blank weekly planner to create a draft study schedule.

Once you are happy with your study schedule, transfer it onto your study guide on the wall in your learning space.

Make sure you stick to your study schedule. Change it if it's not working for you.

Use the Term Planner

The **term planner** in your study guide is a long-term calendar that help you plan ahead and stay in control of deadlines. The term planner should be used to help you keep track of when assignments or tasks are due.

If you place all key events – such as when assignments are due – in your term planner, you will be reminded every time you look at your study guide.

My Term Planner											
Subject/Course	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11

All important dates from your diary and your assessment schedule should be copied into your term planner.

Week	ASSESSMENT MONITORING POINTS	
1		TERM 1
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
1		TERM 2
2		
3		
4		
5		
6		
7		
8		
9		
10		
1		TERM 3
2		
3		
4		
5		
6		
7		
8		
9		
10		
1		TERM 4
2		
3		
4		
5		
6		
7		
8		
9		
10		

On the left is a blank assessment planning calendar, similar to the one which can be found in your assessment booklet. If you plot all assessment tasks and assignments in the planning calendar, you will be able to see, at a glance, when you will be busiest during the year. This will help you plan ahead and reduce stress.

The time to study and prepare is now. If these assessment dates are transferred into your Term Planner, you will be reminded every time you look at your study guide.

At the beginning of each term you should update your Term Planner in your study guide with dates from your assessment schedule.

Activity:

Use your assessment schedule to check when assignments and assessment tasks are due.

Transfer all the key dates into your Term Planner in your study guide by placing a tick in the week when assignments or assessment tasks are due for different subjects.

Use the To Do List

One very useful tool to help you focus on things that have to be done is to have a **TO DO LIST**.

A common mistake made by many students is to try to do too many things at once. At best, you will get stressed and overwhelmed, at worst, you will think that there's just too much to do and you will give up. A To Do List can help you manage all the things you have to do by focusing on the most important and most urgent tasks first. Your To Do List should never have more than 4-5 tasks at a time, with the most achievable and urgent tasks near the top. As you complete each task, tick it or cross it off and then move to the next task.

Your To Do list will help you always feel in control and it will give you a sense of achievement.

Your To Do List can also help you modify and adjust your weekly schedule – after all, you should make time to do the things that are on your To Do List.

Many smart phones have task and “to do” apps that can be used to help you prioritise your work and time.

My To Do List	
1	Research History assignment ✓
2	Do Maths homework ✓
3	Adjust study schedule ✓
4	Work on essay draft
5	Update my backup disk

Activity:

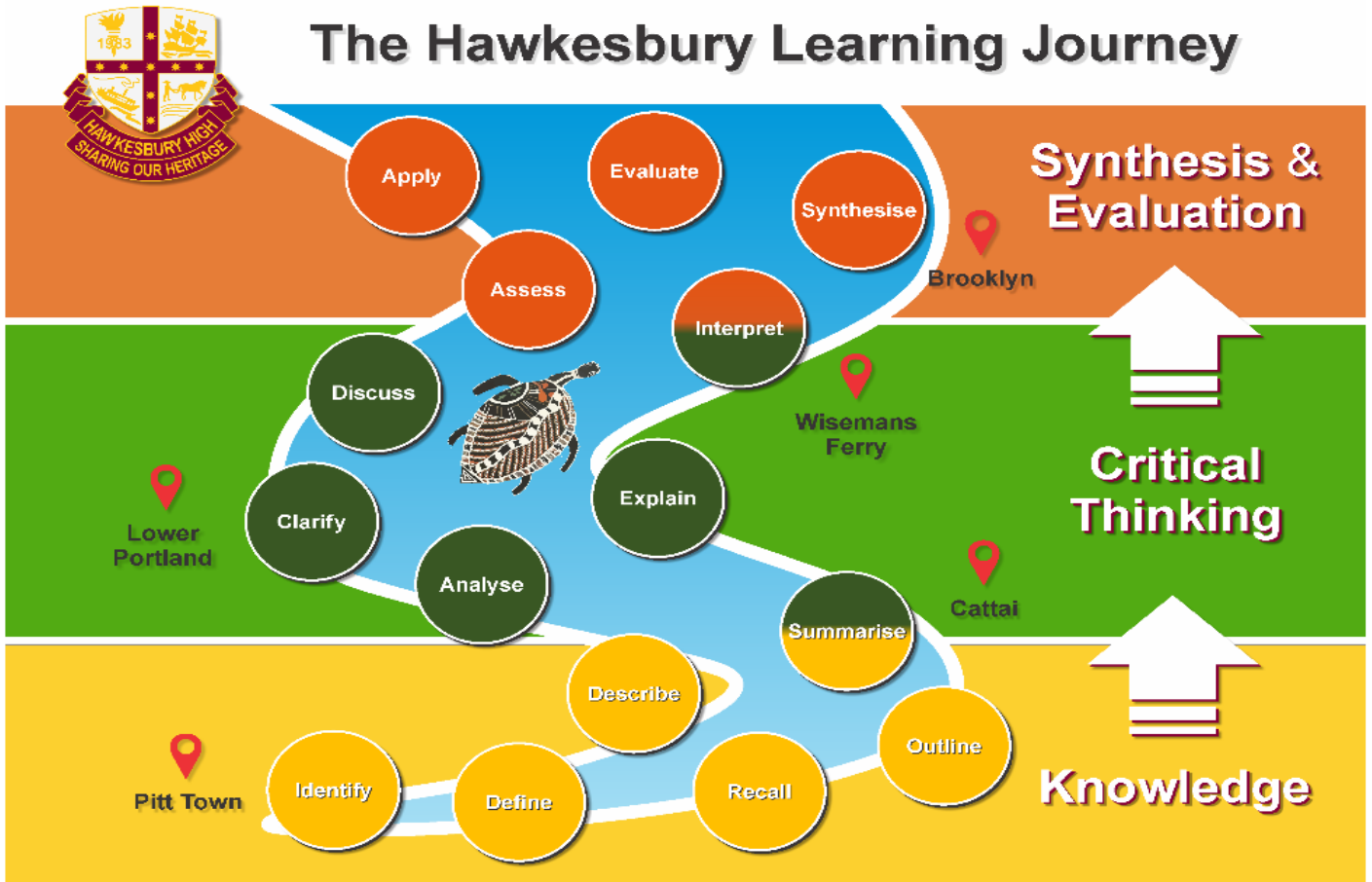
Write five things on your To Do List in your study guide that you have to do.

Make sure you place the most urgent tasks (things that are due sooner or have to be done first) at the top of your list.

Cross out or tick each task as you complete it.

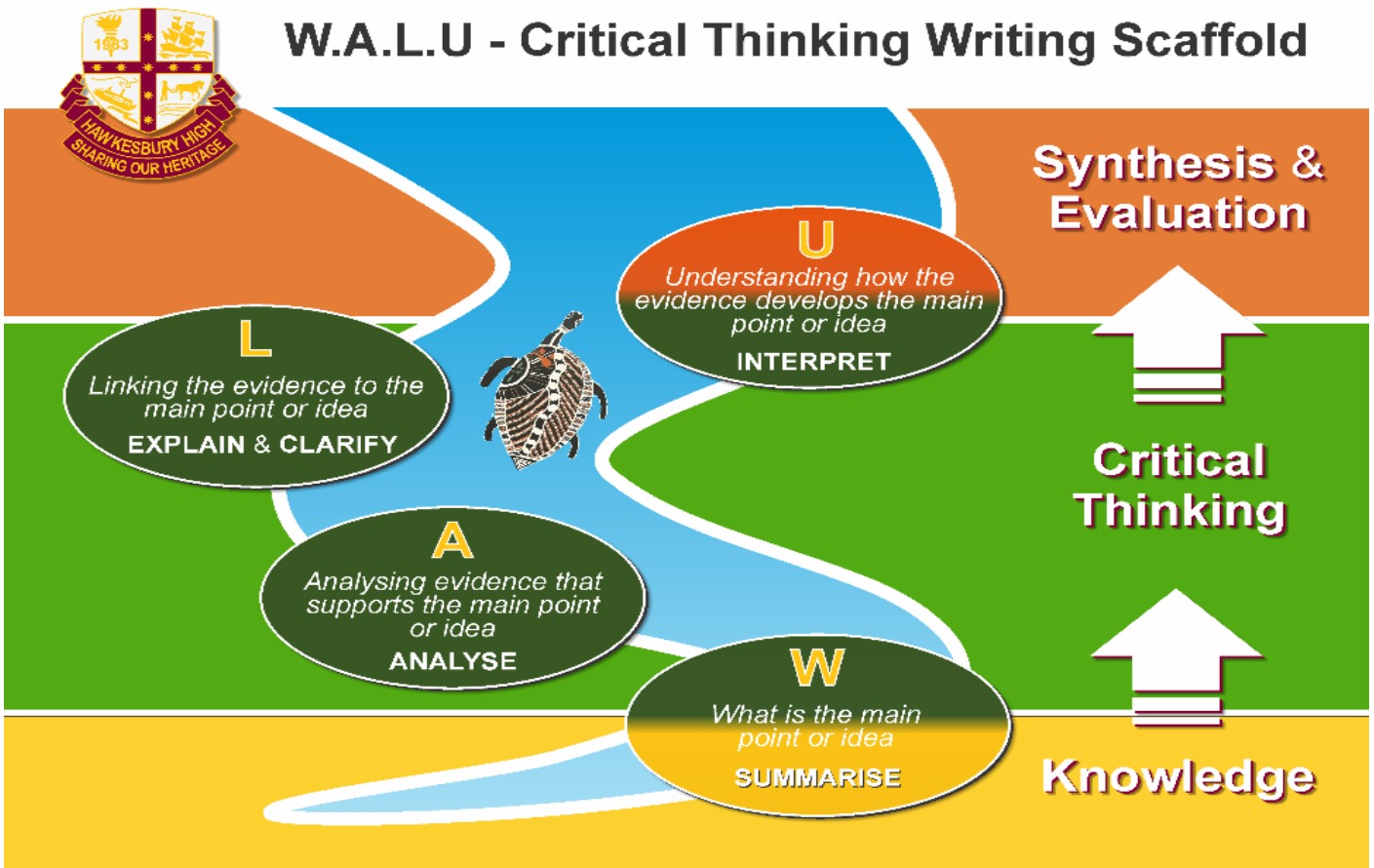
The Hawkesbury Learning Journey

The Hawkesbury Learning Journey



W.A.L.U – Critical Thinking Writing Scaffold

W.A.L.U - Critical Thinking Writing Scaffold



Creating Study Notes



WALU Paragraph Writing Scaffold



W

Summarise

What is the main point or idea?

A

Analyse

Analyse evidence that supports the main point or idea

L

Explain

Link the evidence to the main point or idea

U

Interpret

Understanding how the evidence develops the main point or idea

Essay Writing Scaffold



Essay Writing Scaffold

Identify

Define

Describe

Introduction

Summarise

Summarise

Summarise

Analyse

Analyse

Analyse

Explain

Explain

Explain

Interpret

Interpret

Interpret

Body

Synthesise

Evaluate

Conclusion