

Salem County Christian Academy-Study Skills Booklet

The Plan

Keep Track of Assignments

- **Date the assignment is due.**
- **Name of the subject for which the assignment is required.**
- **Description of the assignment (ask questions of the teacher if unclear).**
- **Date the assignment is completed.**
- **Credit received for the assignment.**

Make a Detailed Weekly Schedule

- **Set a time each day to study**
- **Put in fixed obligations first: classes, appointments, meals, etc.**
- **Estimate how much time is needed for study and review in each subject**
- **Fit study and review time into schedule as soon after class as possible**
- **Include time for recreation and exercise**

Make a General Monthly Schedule

- **Put in major fixed obligations: things that take large amounts of time or require advance preparation. Examples include: due dates for tests and projects, appointments, etc.**