**Ten Steps on How to Get Good Grades**

1. **Attend Every Class**

When you miss class you miss valuable notes, discussions, and announcements. You may also miss quizzes or tests which you have to make up later.

1. **Be Organized**

Use a planner and break assignments down into smaller segments. If you have a research paper that you know about ahead of time, do bits and pieces at a time. Keep your lockers and back packs organized and put papers away in folders. Have a different folder or notebook for each class.

1. **Manage Your Time Well**

Say no to doing things on weeknights to work ahead on classes. Make check lists every day of the things you need to get done. Skip playing video games or taking naps after practice to get assignments done.

1. **Be Successful in Class**

Ask to sit in the front of the class so you have no distractions in front of you. Do every single assignment and turn it in on time. If a teacher offers extra credit, DO IT. Communicate with your teacher and ask questions. Make sure you arrive to every class on time.

1. **Take Good Notes**

Take notes when the teacher is talking to help you focus. Listen to what the teacher is saying, NOT the person next to you. Underline or star the important information for tests and quizzes.

1. **Read for Comprehension**

Scan your reading assignment to know what it is you are about to read. Read the entire assignment including side notes and captions. Review the reading and make sure you read all of the main details of your assignment.

1. **Study Smart**

Find a good place to study. Pick a place that is free of distractions and quiet so you can focus on your studying. Organize your study time so that you study all of the subjects that you need to. Know what information you need to know for your test and rewrite important information. Know how you best memorize information.

1. **Be a Good Test Taker**

Develop a plan on how to take the test. On multiple choice tests take out the answers you know are wrong. On math tests, write the formulas and equations you need to know on the top of your test.

1. **Reduce Test Anxiety**

Start studying for tests as soon as they are assigned. Break your studying into small portions over a longer period of time so that you may feel confident over an extended period of time. Skip the questions you aren’t sure of and answer the ones you know.

1. **Use Available Services**

Talk with teachers about getting a private tutor. Ask classmates and teammates for help. Contact UE or USI about a possibly getting a tutor from there. ASK YOUR COACHES FOR HELP AS WELL.