



IB Tips for Success

1. Write down all assignments and test/quiz dates in your planner and/or enter everything into a phone agenda or calendar app. Set reminder notifications as needed. Do not depend solely on the Google Classroom to do list, as everything may not appear there. Keeping your own planner is more effective!
2. From your planner/agenda, develop a daily to-do list prioritized by upcoming due dates and test/quiz dates.
3. If time management is a concern, develop a daily schedule with time slots for each class; you may consider rotating odd/even days based on our school schedule. A daily schedule may be especially helpful for students who have extra-curricular activities.
4. Complete ALL assignments before the due date. Many of our students who end up on academic probation have zeros for assignments, which hurts final grades as well as test performance. If you miss a due date, turn in the assignment anyway; most teachers have a partial credit policy for late work and partial credit is better than a zero.
5. Plan ahead for in depth assignments such as projects, lab reports, essays, etc. If you feel unsure about an assignment, complete a draft before the due date to show to the teacher for feedback. Make revisions based on teacher feedback prior to submitting the assignment for a grade.
6. When studying or doing homework, schedule short brain breaks! Working for too long reduces productivity. Take a 5-10 minute break each 50-60 minutes to stretch, take a walk, grab a snack, listen to music, spend time with your pet, etc. Set an alarm to notify you when it's time to begin and end your breaks.

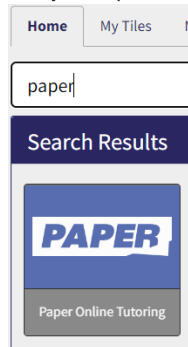
7. Set up a quiet place with minimal distractions at home. It's best to complete work and study while sitting upright at a desk or table. Reclining or lying down reduces focus and productivity and may cause sleepiness.

8. Put your phone away or set it to “do not disturb” while attending class, doing homework, or studying. Your texts and social media will be there when you are done! This takes self-discipline; if you feel you aren’t ready to do it on your own, have an adult hold your phone while you do schoolwork.

9. Use ACTIVE study methods that engage your brain! Avoid just reading over notes or the book (do these things as material is introduced but not right before the test). Discuss the material with classmates. Teach the material to others. Talk through concepts and explain, elaborate, and expand. We retain significantly more information by studying actively rather than passively. For more details, please refer to [slide 13](#).

10. If you are having trouble understanding material:

- Ask questions in class and/or email questions to your teacher and/or contact your teacher to meet virtually outside of class time.
- Attend FREE tutoring:
 - [Algebra I, Geometry, ELA, SAT, ACT](#) (in person, after school)
 - NHS all subjects: Tuesdays and Thursdays from 3-5pm in the media center (activity bus is available)
 - Paper (24/7 virtual tutoring on district portal; search for paper)



- [Delray Public Library Tutoring](#) (virtual)
- [County Public Library Tutoring](#) (virtual)
- [Schoolhouse](#) (virtual)
- If you wish to hire a private tutor, email Leslie.Andreula@palmbeachschools.org for a list.

11. Take time for fun activities over the weekend to reduce stress! Enjoy time with family and perhaps friends from a distance. You are more likely to be productive with your schoolwork if you also engage in fun activities. For more about stress management, please view [these slides](#).

12. Try to maintain a regular sleeping schedule, as this will help with your concentration and productivity, as well as stress management.