

GO-NYC



Preparing for High School

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Accountable Handouts



GO-NYC Skills for Success

TIME MANAGEMENT - Ability to balance various responsibilities including homework, activities, socializing, etc.

**You can use a physical or digital daily planner (such as Google calendar) to help you keep track of your tasks and schedule.*

GOOD STUDY HABITS - Learning is a process--preparation for class, completing assignments in a timely manner, taking notes and reviewing them regularly, setting aside time to study each day (not procrastinating) will set you up for success.

**Find a good location with little distractions, have all materials on hand, create a checklist.*

SETTING GOALS - Short and long term goals that are attainable.

Think **SMART : Specific, Measurable, Achievable, Realistic, Timely*

CONCENTRATION - Skills to help focus in class and when completing assignments.

**Ask for help when needed! Minimize distractions. As you grow more aware of challenges, share with your classmates and teachers so that they can help. Take breaks/practice strategies that help you reset and refocus.*

ORGANIZATION - A sense of order allows you to be better prepared for class and keep track of assignments.

**Use binders and folders to sort school work, schedule reminders on your phone and/or Google calendar, prioritize your tasks.*

STRESS MANAGEMENT - High school can be hard. Find ways to cope and relieve stress.

**Getting enough sleep, daily movement, eating well are important to daily self-care.*

SOCIAL SKILLS - Help you to know what to say and do in different situations.

**Examples include: listening, respecting personal space, asking for help, conflict resolution. "Stop and think" before saying and doing something.*

SELF-AWARENESS - Understanding your thoughts, emotions, and values as well as the ability to assess your strengths and areas of improvement.

**Identify your strengths and use them to grow in other areas. Practice labeling your emotions and asking yourself how your emotions, thoughts, and actions are connected.*



Challenges



Common Challenges: What are They?

DISTRACTIONS

ANXIETY

KEEPING
TRACK



Solutions



When: Understand Energy Levels for Better Focus

Studies show that people are most likely to maintain their peak focus for an average of 1-2 hours a day.

Understanding energy patterns is key. For most people, the best time to focus is in the late morning. For a smaller percentage of the population, that focus burst happens best late at night. Understanding the way your teenager works best can help you avoid lots of frustrating arguments. If night-time is their most productive period, don't fight it – by helping them create a schedule that reflects their preference, you'll be helping them get one step closer to study success.

For great mental and physical health, breaking study into bite-sized chunks of 20-minute study blocks is recommended. Encourage your teenager to set a study goal, focus on it, then reward themselves with a mini-break and something to get their body moving, before getting stuck into another study session.

Where: Know the Difference Between Work and Relaxation

One of the main reasons that students are easily distracted during study time is that there is often almost no difference between the space where they do homework and the space where they relax.

If your teenager is in the habit of studying on the couch, or in bed, it might be more difficult for them to feel focused on work.

If it's possible, set up a dedicated study space that they only use for their schoolwork. It will help them have set boundaries and make it easier to avoid distractions. If you only have their bedroom to work with, look at doing a temporary refurbishment to set it up in a way that helps them stay focused on exam study. Using corkboards, or wall planners, with clear study schedules and 'to-do' lists they can tick off at the end of each day can help them keep their mind in work mode. Even choosing a corner that feels like their "work space" can help.

How: Brain Training To Ignore Distractions - As Easy As ABC

To help ignore distractions, some brain training can make a big difference. The ABC technique is a proven method that many people find useful.

A is for awareness – the recognition of what the distraction is.

B stands for breathing deeply – time to slow down and think about your options.

C is for choice. By choosing mindfully, the distraction can be dealt with – either by responding to it in some way or dismissing it.

How: Limit Access to Mobile Phones and Devices

If your teenager owns a smartphone, you'll understand how distracting it can be. By the time they get interrupted with alerts from Facebook, Snapchat, and WhatsApp, study time has been impacted badly.

At the start of each study session, they should put their phone on silent – and preferably out of sight. Encourage them to take it one step further by storing it in another room during their study session.

How: Headphones Can Help

Even if your teenager's study environment is not particularly noisy, it's amazing how much noise-cancelling headphones can do to reduce the audio clutter of distracting household sounds, including washing machines humming, or other family members talking.

For some teenagers, though, silence can be deafening and they work better with music. Encourage them to choose their music wisely – music with lyrics can be a huge distraction, especially if they are working on writing-related tasks. Instrumental music can really help focus attention. They can make their own instrumental playlist!

**Do the easiest homework first,
so you can check it off. Then
keep going.**

Save the hardest for last.



Getting Organized



Using Your Calendar: Ingredients

1

Classes

When do they start and end for the day?

2

Getting Help

When can you meet with your teachers to get help with your work?

3

Work Time

When will you actually do your homework? You need to schedule two hours a day.

4

Play Time/Rest

When will you play/rest/relax?

**Don't forget to
eat and sleep!**

**Let's look at a
calendar.**

What Parents Can Do

Help your child set up their calendar.

Discuss and agree on how you can remind them to stick to their plan.

Keep in regular contact with your child's Advisor.

Encourage your child to use Office Hours when they are confused -- and even when they are not.



Self-Awareness



Ask for help. No one thinks you should know everything already! That's what we are here for.

- Go to Office Hours
- Talk to your teachers and your Advisor
- Ask your friends
- Ask your parents and guardians
- Every day is a new day to start over!



Following Your Interests



Interests Surveys: Discovering Your Future

Why am I in school again? Oh, right! So I can do what I want to do in life.

[School to World: Interests Survey](#)

[Career Clusters Interests Survey](#)

Do your work well, every day.



DISCUSSION TOPIC



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Questions?

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Thank You

