STUDIO DAYS at Otay Ranch Academy for the Arts

Please plan for approximately four (4) hours of work for your students. This is required school work and has been planned and assigned by the teacher. The work will be graded and therefore affects the overall academic performance of your student. Please review some of the pointers listed below to achieve a successful "Studio Day" environment.

Important Points about Studio Day:

· **Plan, at first, at least one hour of study time for each hour of class time**. Depending on the course, the grade you want, and your own study efficiency, you may have to schedule more or less time. A difficult course, for example, may require one hour or more of study time for each course hour. Remember that learning is what counts, not the time it takes you to learn. Be prepared to schedule as much time as you need to gain control of a course.

· **Schedule regular study time**. To succeed in your classes, you need to establish definite study hours. If you do not set aside and stick to such hours on a weekly basis, you are probably going to lose control of your time.There are many values to setting aside regular study hours. First, they help make studying a habit. Study times will be as automatically programmed into your weekly schedule as, say, watching a favorite television program. You will not have to remind yourself to study, nor will you waste large amounts of time and energy trying to avoid studying; you will simply do it. Another value of regular study time is that you will be better able to stay up to date on work in your courses. Finally, as mentioned before, regular study takes advantage of the proven fact that regular study sessions are more effective for learning material.

· **Plan at least one-hour blocks of study time per class period**. If you schedule less than one hour, your study period may be over just when you are fully warmed up and working hard.

· **Reward yourself for using study time effectively**. Positively reinforcing a certain behavior will likely lead to an increase in the probability of its occurrence. In other words, if after a period of efficient study, you allow yourself to watch an hour of television or to telephone a friend (positive reinforcement); you will be more likely to use your study time effectively in the future. Remember that your reward system won't work if you cheat!

· **Work on your most difficult subjects when you are most alert**. Save routine work for times you are most likely to be tired. You might, for example, study a new and difficult Math chapter at 8:30 a.m. if you are naturally alert then, and review vocabulary words for Language Arts class at 11 a.m., when you may be a little tired.

· **Balance your activities**. Allow free time for family, friends, sports, computer, and so on in your schedule.

· **Keep your schedule flexible**. When unexpected events occur, trade times on your weekly schedule. Do not simply do away with study hours. If you find that your schedule requires constant adjustments, revise it.

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A Daily or Weekly "To Do" List

Many successful people make the "to do" list a habit, considering it an essential step in making the most efficient use of their time each day. A "to do" list, made up weekly, may be one of the most important single study habits you will ever acquire. A weekly list should be prepared on a Friday before you leave school.Have the list with you throughout the day. Decide priorities. Making the best use of your time means focusing on top-priority items rather than spending hours completing low-priority activities. Place an asterisk (*) or an "A" in front of the high-priority items on the list. Cross out items as you finish them. Doing this will give you a sense of accomplishment, as well as help you see easily what you still have left to do.