



# Habits of success

Successful students demonstrate a number of important habits inside and outside the classroom. Students who demonstrate these skills and behaviors are better positioned to be career- or college-ready and achieve their own goals for the future.

## Personal responsibility

- Make the commitment to attend every class.
- Demonstrate follow-through.
- Accept responsibility for agreements.
- Understand your rights & responsibilities.
- Be able to locate policies.

## School communication tools

- Check mail and e-mail regularly.
- Update contact information on the portal.
- Monitor your grades and overall progress in each course.
- Read teacher comments and take advice.

## Professional etiquette

- Demonstrate professional conduct electronically and in person.
- Arrive prepared and on time.
- Provide notice ahead of time when you'll be late or absent.
- Raise concerns respectfully.

## Academic planning

- Use academic planning tools.
- Understand your requirements (in class and at school) in terms of what's due and when.
- Track your progress with classes, clubs, and your four-year plan.

## School-life balance

- Choose classes and activities that fit into your schedule and responsibilities.
- Anticipate obstacles before they become problems (which could include the people you choose to spend time with).
- Develop contingency plans.
- Identify your sources of support: Who will help you achieve your dreams?

## Use of resources

- Be prepared with class materials at the start of the semester.
- Read your course descriptions and syllabi.
- Use academic resources to improve (teachers, tutors, coaches, etc.).
- Know how your teachers and advisors can help and contact them as needed.

## Mindset

- Recognize that success requires hard work.
- Expect reasonable stress, but know you can work through it. Learn how and when to change your course when it's too stressful; seek guidance.
- Find and create learning strategies that work for you.
- Ask questions when things don't make sense.

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## GEAR UP

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