

Table of Contents

Foreword	i
The Importance of Habits	ii
How to Use This Book	v
Part One: How to Improve Your Habits	
Chapter One: Test Yourself: How Good Are Your Habits?	1
Chapter Two: Where Do You Need to Improve?	5
Chapter Three: Setting Goals: The Path to Improvement	7
Chapter Four: Getting Help From Parents and Teachers	11
Chapter Five: A Plan of Action	15
Part Two: Good Habits for Good Students	
Chapter Six: Eleven Personal Habits	19
Practice Moral Courage	19
Be Honest and Reliable	21
Treat Everyone With Respect and Courtesy	22
Take Responsibility for Your Mistakes	23
Read Every Day	24
Arrive on Time	26
Have a Question? Ask Your Teacher!	27
Have a Problem? Tell Your Teacher!	28
Drink Lots of Water	29
Exercise Regularly	30
Eat Properly, Get Enough Sleep, and Stay Drug-Free	31
Chapter Seven: Nine Work Habits	33
Use a Homework Diary in Every Class, Every Day	33
Use Class Time Productively	35
Complete All Assignments	36
File Your Papers Where You Can Find Them	38
Do Homework as Soon as It's Assigned—Not the Day Before It's Due!	39

Hand in Work on Time	40
Come to Class Prepared	41
Keep a Copy of Major Assignments	42
Be Responsible About Making Up Work When You Have Been Absent	43
Chapter Eight: Seven Study Habits	45
Find a Place and Time for Studying That Works for You	45
Review Your Classes Every Day	46
Take Study Breaks to Help You Stay Awake and Alert	48
Use a Planning Calendar for Projects	49
Learn How to Behave During Formal Examinations	50
Practice Good Exam-Taking Strategies	51
Review Tests and Essays When You Get Them Back	53
Chapter Nine: Three Essential Study Skills	55
Learn How to Read a Textbook Efficiently	55
Take Notes in a Way That Works for You	56
Learn How to Prepare for Tests	57
Appendix A—Goal-Setting Aids	59
Set a Goal!	60
Form a Habit	61
Learning Log	62
Homework Tracker	63
Daily Check Sheet	64
Post-Report Evaluation	65
Appendix B—Sample Goals	67
Appendix C—A Note on Learning Disabilities	73
Appendix D—A Note to Parents and Teachers: How You Can Help	75
Index	77
For Further Information	79