

HOW TO BE SUCCESSFUL AT FRANCES KELSEY SECONDARY

1. Plan carefully.
2. Carry out plans.
3. Know that freedom requires much more responsibility than you think and that responsibility is evidenced by your parents and your Advisor when:
 - a) Your plans and your **actual** completed units tally.
 - b) You are progressing satisfactorily in **all** areas, not just one that you like.
 - c) You **can** work alone. You can move away from your friends and do what you know needs to be done.
 - d) You can ask for help when you need it.
 - e) You are averaging roughly 1 Learning Guide per week in each of your subjects.
(eg 4 subjects = 1 Learning Guide per subject per week = 4 Learning Guides per week. 2 subjects = 2 Learning Guides per subject per week = 4 Learning Guides per week.)

Here are some suggestions:

1. When you come to school, know what you are going to do that day.
 - a) What areas are you going to work in?
 - b) Do you have some seminars or small groups you must go to today? Where? When?
 - c) Is there anything that needs to be handed in today (deadlines)?
 - d) Is there anyone you need to see today? Your Advisor? A subject area teacher?
2. Go to an area **immediately** after check-in. Open your books and **get started**.
 - a) Decide what needs to be done in the learning guide.
 - b) Break it down, if necessary, into smaller reasonable goals and set a time limit for yourself on each of the smaller parts.
 - c) Be reasonable – don't spend all day doing one learning guide in one subject area.
3. Decide on about 4 blocks of time per day. (2 resource centres in the am; 2 resource centres in the pm) After getting going, you will find your best style; until then, the above is a good deadline.
4. Don't spend your time daydreaming or hanging around the hallways with your friends. Get started.
5. Ask for help when you need it, as often as you need it. But, concentrate and think. (Teachers' time schedule should be posted in each area).
6. Take three quarters of an hour for lunch. That's why you get out at 2:05 pm (earlier than any other school in the District)
7. When you have faithfully done all of the above and you have trouble, speak to your Advisor. Your Advisor can usually find answers for you.

Good Luck!