

Essentials Skills for Successful Teens: Study and Time Management

Carol Becker, HSLDA High School Consultant

Workshop Outline

- I. Study Skills
 - A. Organization
 - B. Outlines
 - C. Lecture Notes
 - D. Reviewing Tips
 - E. Functional Models
- II. Research Skills
 - A. Evaluate Online Sources
 - B. Teach How to Cite Sources
- III. Time Management Skills
 - A. Begin at the Beginning
 - B. Weekly Lesson Planning: English Example
 - C. Weekly Master Schedule
 - D. Monthly Calendar
 - E. Daily To-Do Lists
- IV. Traits of Independent Learners
- V. Parent's Leadership Role

Recommended Resources

General HSLDA Links

- Home School Legal Defense Association: www.hslda.org
- HSLDA's Homeschooling Thru High School webpages: www.hslda.org/highschool
- Watch these short informative high school videos to learn more about high school at home: <https://hslda.org/content/highschool/videos.asp>
- To sign up for free monthly *Homeschooling Thru High School* email newsletters: <https://hslda.org/content/highschool/newsletter.asp>
- For HSLDA members: contact Diane Kummer, Stacey Wolking, Joyce Blankenship, and Carol Becker—HSLDA High School Consultants—at highschool@hslda.org or phone 540-338-5600

E-books & Recordings

- *Develop a High School Plan* provides information to help you chart your way as you consider course options for your teen: <https://store.hslda.org/develop-a-high-school-plan-pdf-download-p831.aspx>
- *Simplify Recordkeeping and Transcripts* covers in-depth details on both recordkeeping and transcripts: <https://store.hslda.org/simplify-your-recordkeeping-and-transcript-pdf-download-p848.aspx>
- *High School at Home: Turning Possibilities into Reality* <https://store.hslda.org/11-7-2015-high-school-at-home-turning-possibilities-into-reality-symposium--recorded-event-p817.aspx>

Study Skills Links

- "Study Skills: Your Teen's Path to Future Success" <https://hslda.org/content/elert/archive/elertarchive.aspx?7474>
- Study Skill Resources (free online or for purchase): <https://hslda.org/content/highschool/resources.asp#study>
- PowerPoint: Getting Started with Outline Mode: <https://www.youtube.com/watch?v=ZV14bBf4BE8>
- How to Animate Text in PowerPoint Slides: <https://www.youtube.com/watch?v=We1JR4OYWFY>

Time Management:

- "Teaching Teens Time Management Skills" <https://hslda.org/content/highschool/Newsletters/2017/October-Teaching-Teens-Time-Management-Skills.asp>
- Time Management Resources: <https://hslda.org/content/highschool/resources.asp#time>
- Printable Daily To-Do Lists: www.goalsettingbasics.com/free-goal-setting-worksheets.html

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Technology

- *Before You Hit Send* by Emerson Eggerichs
- “The Culture Translator” (<https://axis.org/>): free weekly email resource provides insight into pop culture, technology, and media to help parents disciple their teens.
- Smart Phone Training for Parents
Video 1 <https://axis.org/phone-1>
Video 2 <https://axis.org/phone-2>
Video 3 <https://axis.org/phone-3>

Research Skills

- UMUC Evaluating Websites: http://sites.umuc.edu/library/libhow/websitreevaluation_tutorial.cfm
- Eight Steps to conduct a High School Research Course (detailed free resources):
www.bcps.org/offices/lis/researchcourse/index.html
- Purdue University Online Writing Lab: Quoting, Paraphrasing, and Summarizing:
<https://owl.english.purdue.edu/owl/resource/563/01/>
- *Basic Library Skills* by Carolyn Wolf
- *Basic College Research Skills* by Stephen Bookman & Christopher Warburton

Recommended YouTube Videos for MLA Format:

- MLA Style Essay Format – Word Tutorial: www.youtube.com/watch?v=22CPQoLE4U0
- MLA Works Cited page (Step-by-Step Guide): www.youtube.com/watch?v=4Vo8_Jw71JI
- MLA In-Text Citations (Step-by-Step Guide): www.youtube.com/watch?v=HTaUHS1mnvw
- MLA Style Works Cited List: How to Cite Websites: www.youtube.com/watch?v=MbboKTst55Y

Chicago Manual of Style (now mostly used for history, geography, and economics)

- General Guidelines: <https://owl.english.purdue.edu/owl/resource/717/01/>
- OWL Online Writing Lab at Purdue: www.chicagomanualofstyle.org/home.html
- YouTube Training Overview video: https://www.youtube.com/watch?v=_QJInluARdY
- Training Video with Footnotes: www.youtube.com/watch?v=Dn8Mbvd9uh0
- Training Video with Endnotes: www.youtube.com/watch?v=NBV9p9MmT8c

Recommended YouTube Videos for APA Format:

- APA Sample Paper: www.youtube.com/watch?v=Olzkk8jd7Rs
- APA Reference Page: www.youtube.com/watch?v=XNGHw6Gwt7Q
- Formatting in-text citations in APA Style: www.youtube.com/watch?v=T9dXKG74Xcs
- APA Format: In-Text Citations, Quotations, and Plagiarism: www.youtube.com/watch?v=1FrJeRrLYe0

Online Research Classes and Resources:

- Advanced Research Writing course: www.lukeion.org/college_research_writing.html
- High School Writing for Research Papers (8 week course): www.time4writing.com/high-school/writing-research-papers/
- Basic Research Skills: www.universalclass.com/i/course/basicresearch/syllabus.htm
- Research Paper Wizard (free resource): <http://libinfo.uark.edu/reference/wizard/>