

# The Middle School Student's Guide to Ruling the World!\*

*\*Through Work Management and Organizational Skills*

## The Study Bud



# STUDY BUDS RULE!

It's awesome to have a study bud in a homework emergency. Ask one classmate in each of your classes to be your study bud. Exchange information on this Study Bud 4-1-1 form. Keep it in a sheet protector in your binder. Here's a blank Study Bud 4-1-1 that you can copy and use for getting the 4-1-1 on your Study Bud. You can also go to [www.middleschoolguide.com](http://www.middleschoolguide.com) to download and print as many as you need!

## STUDY BUD 4-1-1

Class: \_\_\_\_\_

Study Bud: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

IM: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax No: \_\_\_\_\_

Phone call cut off time: \_\_\_\_\_

# GROUP PROJECT ORGANIZER

Class: \_\_\_\_\_ Project: \_\_\_\_\_ Group Leader: \_\_\_\_\_

Name	Phone #	Cell Phone #	Email Address

Project Tasks (Describe Fully)	Assigned To

Project Supplies	Due Date	Assigned To

Group Meeting Date	Time	Place	Goals

# Let's Practice Middle School Work Management and Organizational Skills!

## The Study Bud

- When you're on study bud time, it's \_\_\_\_\_ only!
  - business
  - games
  - gossip
  - fun
- Always respect your study bud's \_\_\_\_\_.
  - right to party
  - phone call cut-off time
  - hairstyle
  - all of the above
- Do your best to give your study bud \_\_\_\_\_ information.
  - false
  - top secret
  - reliable
  - useless
- When you study with a bud or a group of buds:
  - Know what you need to study.
  - Keep breaks short.
  - Share the load!
  - All of the above
- You're studying for a social studies test with a group of study buds. You've set aside an hour and a half (90 minutes) for the study session. You review chapter headings and your teacher's instructions about the test. There are ten items to be studied. At some point, your group wants to take a 10 minute break. You have about \_\_\_\_\_ minutes to study each item.
- Exchanging \_\_\_\_\_ makes communication easier among project group members.
  - home phone numbers
  - email addresses
  - cell phone numbers
  - all of the above
- Why is it important to have a goal for each group project meeting?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- A study bud can be a big help when:
  - you are absent from school and need someone to pick up handouts for you.
  - you forget to write down an assignment.
  - you left your workbook at school and need a copy of the page assigned for homework.
  - all of the above
- You have been picked to be the Group Leader for your group project. It is *your* responsibility to:
  - complete the Group Project Organizer at the first project meeting.
  - make sure that each group member gets a copy of the completed Group Project Organizer.
  - keep your group on task at project meetings.
  - all of the above
- Your science teacher has just assigned a group project. You are bummed because on the last group project, you ended up doing most of the work. How can this problem be avoided on the new project?
  - Beg your teacher to reassign you to a group of overachievers.
  - Ask for independent study instead.
  - Go to [www.middleschoolguide.com](http://www.middleschoolguide.com) to download a copy of the Group Project Organizer. Bring it to the first group meeting and use it to successfully organize your group project!
  - Do a good job on your part of the project and hope for the best.



How did you do? Check your answers on page 169.

# Notes:

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