



## TABLE OF CONTENTS

How You Learn .....	3
How To Succeed In School Without Really Trying .....	4
How To Set Goals In The Six Areas Of Your Life .....	5
How To Motivate Yourself .....	10
How To Organize Your Time .....	11
How To Be Popular .....	13
How To Be A Leader .....	15
How To Save Money .....	16
How To Read .....	17
How To Write Cursive .....	20
How To Study .....	21
How To Remember .....	23
How To Take Tests .....	26
How To Answer Questions .....	28
How To Outline .....	29
How To Write A Summary .....	31
How To Take Notes .....	32
How To Read Graphs .....	34
How To Read Cartoons .....	35
How To Give An Oral Report .....	36
How To Use A Library .....	37
How To Write A Research Paper .....	41
How To Write A Short Report .....	45
How To Do A Project .....	46
How To Deal With Parents .....	48
How To Be Happy .....	50
How To Start A Conversation .....	52
Dealing With Computers .....	53
How To Think Metric .....	57
How To Choose A Career .....	61
How To Succeed In Life! .....	63