



Finals...Have a Plan!

Today's Agenda

- Getting to know you & your needs
- Developing a study plan
- Creating a personal schedule
- Questions?
- Two goals:
 - Learn effective strategies & tips for studying, time management, and finals preparation.
 - Create a useful, personalized schedule.
- Expectations?



Getting to Know You

- Are you a first-year student?
- Do you have a job?
- Are you involved in extracurricular activities?
- Are you a student athlete?
- Do you use a paper planner, digital planner, or both?
- Do you know your basic weekly schedule?
- Do you know the specifics about your finals—when, where, how much time...?
- Have you been to the library?
- Are you excited to go home for semester break?



Developing a Study Plan for Final Exams: Tip #1

- **Study Tip #1 – Be informed about the exam.**
 - When and where will it be held? How much time will you have to complete the exam?
 - How much is the exam worth in the context of your overall grade for the class?
 - What will be covered, and is it cumulative?
 - How will the exam questions be formatted?
True/false, matching, multiple choice, short-answer, essay, problem solving?



Developing a Study Plan for Final Exams: Tip #2

- **Study Tip #2 – Make a plan: What do I need to study?**
 - Use your syllabus to determine the material that you will need to review.
 - Gather all of your notes, handouts, textbooks, assignments, quizzes, exams, etc., and sort them by subject. Organize your materials for easy reference.
 - Set priorities, and budget your time based on your priorities and your prior level of preparation.
 - Utilize study tools such as the *Final Exam Study Plan*, *Chapter/Topic Summaries*, and *Final Project Preparation*.



Developing a Study Plan for Final Exams: Tip #3

- **Study Tip #3 – Make a schedule: When and where will I study?**
 - After gathering and organizing all of the materials that you will need to review, make efforts to realistically estimate the amount of time that it will take you to complete a thorough review of the material.
 - Using a calendar, make a schedule of what you will study, when you will study, and where you will study. Be specific. Designate a specific time and location to review a certain chapter, problem set, lecture notes, etc.



Developing a Study Plan for Final Exams: Tip #3 (cont'd)

- **Study Tip #3 – Make a schedule: When and where will I study? (continued)**
 - Structure your time to maximize your learning. Your brain needs time and sleep to effectively process information into long-term memory. It is more beneficial to schedule shorter, more frequent study sessions.
 - Decide where you will study. Choose locations that give you the greatest control over environmental factors that can make it difficult to study efficiently.



Let's Make a Plan!

- **Before hitting the study tables, you need to organize and plan your personal schedule...SO LET'S DO IT!**
 - Take a few colored pencils (to color-code if you want).
 - Mark off your classes and respective final exams.
 - Continue to mark...
 - Any last-minute assignments needing to be completed
 - Jobs – on/off campus
 - Sporting/entertainment events (e.g., athletic events)
 - Exercise/fun time (which can relieve stress/anxiety!)
 - Other?
 - Now schedule your study times!
 - What is the optimal length of study sessions?
 - What is an “Intense Study Session”?



What is an Intense Study Session?

- **An intense study session is a process in which you dedicate approximately one hour, or more, of your time to *specific* and *focused* subject matter with limited distractions and a goal in mind.**



Intense Study Session Process

- **2-5 minutes:**
 - Set specific and realistic goals for the session.
- **30-40 minutes:**
 - Study with focus and action—*what do you actively do to understand the material?*
- **5 minutes:**
 - Review the material just studied.
- **10 minutes:**
 - Take a break to refresh your mind.
- **Make sure you are consistent with your studying to ensure the best understanding and preparation.**



Scheduling SMART Study Times

- **Plan your studying in chunks:**
 - For every hour, break for 5-10 minutes.
 - For every 3 hours of studying, take a significant break.
 - Go for a brisk walk or run.
 - Grab a snack with a friend.
 - Watch a funny TV show.
- **Identify what type of studying you will do:**
 - Review notes.
 - Make flash cards.
 - Meet with study group.
- **Planning smart study times can ease distractions and decrease stress!**



SMART Studying

- **Creating a Study Environment**

- Find a place to study and keep it for study only.
- Tool-up the environment with all your study needs.
- Control noise level and the visual environment to acceptable levels.
- Avoid relaxing while working; create a work atmosphere.
- **Where will YOU study for exams?**

- **When to Study**

- Best during the day and early evening – you'll remember better
- Best when there are the fewest competing activities/distractions in progress
- Best when adequate rest periods are provided
- Stop studying when fatigue or lack of attention occurs.
- **When is the best time for YOU to study for exams?**



Developing a Study Plan for Final Exams: Tip #4

- **Study Tip #4 – Study ACTIVELY.**
 - Spend a few minutes at the beginning of each study session developing your “mental set.” Clear a space physically, mentally, and emotionally.
 - Learning takes time and requires meaningful repetition. This is why active study techniques are so important.
 - Leave time during your study session for “output” (i.e., ways of processing and reproducing the information).
 - Test your knowledge early and often. Testing yourself early provides you with valuable feedback.



Developing a Study Plan for Final Exams: Tip #5

- **Study Tip #5 – Take care of yourself.**
 - Make a study plan, and begin preparing for final exams in a timely manner. This can ease distractions and decrease stress.
 - Make certain that you are able to maintain a regular schedule of healthy eating, sleeping, and exercising.
 - Study when you are most alert, and tackle the most difficult tasks first.
 - Build in moments of relaxation – schedule in study breaks effectively (e.g., taking a five- or ten-minute break every hour).
 - Recognize when you are feeling overwhelmed, and seek support from a friend, family member, advisor, counselor, or professor.



Think Positively & Study Like a Champion!

- How do YOU get in the right mindset for studying?



Questions?

If you have any questions or need further assistance,
please contact us in the
Center for Academic Success
& Exploration (CASE)
in Jordan Hall 144,
or email us at learning@butler.edu.