TODAY’S AGENDA

- Getting to know you & your needs
- Developing a study plan
- Creating a personal schedule
- Questions?

- Two goals:
  1. Learn effective strategies & tips for studying, time management, and finals preparation.
  2. Create a useful, personalized schedule.

- Expectations?
GETTING TO KNOW YOU – RAISE YOUR HAND IF YOU . . .

- Are a freshman
- Have a job
- Are involved in extracurricular activities
- Are a student athlete
- Use a planner or electronic calendar
- Know your basic weekly schedule
- Know the specifics about your finals – when, where, how much time . . .?
- Have never been to the library
- Are excited to go home for the holidays
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?
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
(CONTINUED)

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.
- 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!

1. Take a few colored pencils (to color-code if you want).
2. Mark off your classes and respective final exams.
3. Continue to mark . . .
   - Any last 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?
4. 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.
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 or Cup of Joe 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?
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 (CONTINUED)

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.
We are in control, whether we believe it or not. We can be positive or negative, enthusiastic or dull, active or passive.

Attitudes are one major difference between people. For some, learning is enjoyable and exciting. For others, learning is a drudgery or something required on the road to a job.

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

If you have unanswered questions or need further assistance, please contact us at the Learning Resource Center, Jordan Hall – Room 136!