



# FINALS . . . HAVE A PLAN!

Presented by the Learning Resource Center

# 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



# DEVELOPING A STUDY PLAN FOR FINAL EXAMS

## **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

(CONTINUED)

## 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

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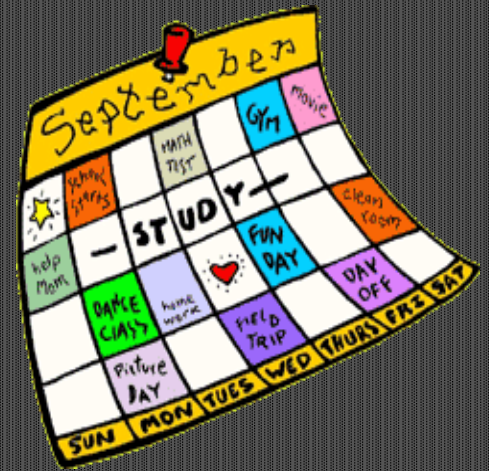
## **Study Tip #3 – Make a schedule: When and where will I study?**

- ❑ 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*

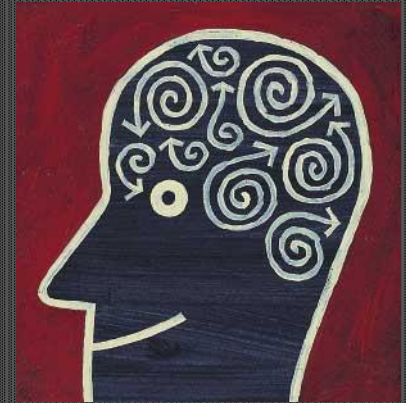


- **2-5 minutes:**  
Set specific and realistic goals for the session.
- **30-40 minutes:**  
Study with focus and action – *what do you actively do to understand the material?*
- **5 minutes:**  
Review the material just studied.
- **10 minutes:**  
Take a break to refresh your mind.

Make sure you are consistent with your studying to ensure the best understanding and preparation.



# 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 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?**



# DEVELOPING A STUDY PLAN FOR FINAL EXAMS

(CONTINUED)

## 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.



# THINK POSITIVELY & STUDY LIKE A CHAMPION!

- 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!**