STUDY TIPS FOR FINALS

Study Skills

+Make a plan:
  • know when your test dates and due dates are
  • give yourself at minimum a week for preparation
  • allow more time for difficult classes or projects
  • start with what’s most difficult

Set goals:
  • write down your goals and post them in a place you see them multiple times a day
  • tell people about your goals
  • make specific goals: what grade will you get on your paper? what cumulative GPA will you achieve this semester? what day will you finish your paper?
  • have in mind rewards to give yourself for when you achieve your goals

Prioritize your actions:
  • use an ABC To-Do List to designate what items are most urgent and important
  • break major studying and assignments down into smaller portions that you can check off (consider – it’s not helpful to put on a to-do list “write paper” … it is helpful to put “research sources,” “draft an outline,” “write introduction,” “write 1st draft,” “take 1st draft to a Writing Tutor,” “write 2nd draft,” etc)
  • Review past performance – correct any patterns of error and duplicate any patterns of success

Stay healthy:
  • take breaks from studying or working – for every hour at work, take 5 minutes away
  • positivity and anxiety are both contagious – surround yourself with people who promote success
  • communicate with your roommate(s) about sleep, noise, relaxation, etc
  • find the best work environment for you by eliminating distractions
  • SLEEP! Eat (healthily)! Control caffeine intake!

How to Prepare for In-Class Exams:
  • Use study tools:
    o Flash cards – portable, easy to test and mix ideas
    o Mind maps – shows relationships
    o Summary Sheets – include the most important and most difficult concepts
    o Essay Questions
    o Old Exams
  • Understand the difference between understanding something and reciting it in your own words – get to the point of recitation – you know material when you could teach it to someone else
  • Don’t cram until the last possible second – give yourself at least 10 minutes before starting the exam to breathe and relax
  • Try a “brain dump” at the beginning of the exam – on a piece of scratch paper, write down everything you can remember

How to Prepare Take Home Essays and Exams:
  • Understand the assignment in great detail – recite it back to yourself in your own words
  • Set yourself time limits and achievement goals – “I will finish my first draft of 4 pages in 3 hours” – then reward yourself
  • Prepare ahead of time – read your sources, take notes, have conversations
  • Make an outline or mind map to organize your ideas
  • Use multiple drafts
  • Use Writing Tutors