**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:
	+ Flash cards – portable, easy to test and mix ideas
	+ Mind maps – shows relationships
	+ Summary Sheets – include the most important and most difficult concepts
	+ Essay Questions
	+ 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

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