

4 Steps to Create an Effective Study Plan

1. Use a weekly schedule to block out your current activities.
2. Develop a study schedule that works with your current schedule.
3. Determine your study goals for each study segment to know what to accomplish as the test approaches.
4. Stick to your plan!

How to Make a Study Plan

The day the test is announced:
<ul style="list-style-type: none"> • Find out which material will be covered in class. • Use a monthly calendar or planner to count the days between today and the test; note other major commitments during that time.
Within 2 days of the test being announced:
<ul style="list-style-type: none"> • Make a list of all of the things you need to do to be prepared for the test, including make-up reading, getting missed notes, homework problems, seeing professor or tutor for help, and review of material. • Use your calendar to assign the above tasks to days – ex. “Monday: read chapter 3 and make flashcards for chapters 4 and 5”.
2-3 days before the test:
<ul style="list-style-type: none"> • Begin to quiz yourself with the book and your notes closed. • Use old tests, textbook website, and a study group to learn material better. • Make up practice test questions. • Study at odd times during the day to test memory retention.
Night before the test:
<ul style="list-style-type: none"> • Set aside several short study sessions, instead of one marathon all-nighter. • Get a good night of sleep and set alarm clock!
The day of the test:
<ul style="list-style-type: none"> • Eat something. • Get to class early and get organized. • When you get the test, skim directions, assign times to sections in order of level of difficulty. • ‘Mind dump’ information you may need (formulas, verb endings). • Save time by: checking grammar on essays and returning to skipped questions.

A Working Study Plan

Use this list to be sure you are prepared for each test!

Exam or Task: _____

Exam Date and Time: _____

Type of exam: ___ Multiple Choice ___ True/False ___ Matching
 ___ Completion ___ Identification ___ Essay
 ___ Lab work ___ Problems ___ Other _____

Help needed (tutor, study group, faculty): _____

Are there any study sessions the teacher will lead before or after class?

___ No ___ Yes If "yes," when? _____

What do I need to study (notes, group, research): _____

Who is in your group:

Name: _____ Contact info: _____

Name: _____ Contact info: _____

Name: _____ Contact info: _____

Place (study environment): _____

Questions About Details for Exam: _____

ANTI-PROCRASTINATION STRATEGIES: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Make a schedule to study/do tasks for the week. Stick to it!

MY REWARD when I am done: _____