**Access and Success**

**Study Tips for Finals**

# 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
* Use Writing Tutors