



Step #1: Plan Early: Start by understanding the exam information needed to be prepared.

COURSE NAME:	
EXAM DATE:	
EXAM TIME:	
EXAM LOCATION:	
MATERIAL COVERED ON EXAM	

Step #2: Divide Course Content into Manageable Study Portions: Chunk course material needed for the exam into four equal portions to make it easier to study. The first portion should be the oldest material that the exam will cover, and the last portion should be the most recently covered material.

**Example: If your exam covers Chapter 1-8 of your Textbook, you can divide them as follows: A=Chapters 1-2, B=Chapters 3-4, C=Chapters 5-6, and D=Chapters 7-8. **

PART A:	
PART B:	
PART C:	
PART D:	

Step #3: Pick a Preparation and Review Strategy

Preparation Strategies: Identify, organize, and consolidate material	Review Strategies: Self-test and evaluate your learning
<ul style="list-style-type: none"> • Make flashcards • Take notes from your course material • Develop study sheets or study guides • Outline and/or summarize material • Organize & summarize class notes • Predict exam questions and their answers • Drawing diagrams or creating concept maps • List practice problems and/or formulas • Compile questions at the end of each chapter 	<ul style="list-style-type: none"> • Practice using the flashcards • Explain or teach concepts to others • Without your notes – recite key points • Utilize practice problems • Quiz yourself on the expected test questions • Work problems you missed on quizzes, HW, or at the end of the chapter • Outline answers to questions from memory



Day 1	Day 2	Day 3	Day 4	Day 5
<i>Prepare Part A: 2 hrs.</i>	<i>Prepare Part B: 2 hrs. Review Part A: 30 min</i>	<i>Prepare Part C: 1.5 hrs Review Part B: 30 min Review Part A: 15 min</i>	<i>Prepare Part D: 1 hr. Review Part C: 30 min Review Part B: 15 min Review Part A: 15 min</i>	<i>Review Part D: 25 min Review Part C: 15 min Review Part B: 10 min Review Part A: 10 min Self-test on A,B,C,D: 1 hr</i>
TOTAL: 2 hrs	TOTAL: 2.5 hrs	TOTAL: 2 hrs, 15 min	TOTAL: 2 hrs	TOTAL: 2 hrs
Prepare Strategies:	Prepare Strategies:	Prepare Strategies:	Prepare Strategies:	Prepare Strategies:
Review Strategies:	Review Strategies:	Review Strategies:	Review Strategies:	Review Strategies: