FINALS PREP PLAN WORKSHEET

**Step 1:** List your finals, the scheduled day/time, and location of the exam in the first three columns of the table below.

**Step 2:** Think about what final grade you would like in the course, then figure out the approximate score that you need on the final in order to get that grade. This online calculator will help: <http://rogerhub.com/final-grade-calculator/>. Complete the fifth column.

**Step 3:** Determine the approximate number of hours that you will need to study to achieve your goals (HINT: 10 - 12 hours per final is the average) and fill in the fourth column

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXAM | DAY & TIME | LOCATION | PREP TIME NEEDED | NEEDED FINAL SCORE |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Step 4:** List anything else that you need to accomplish during the next 8 days in the second table below.

|  |  |  |
| --- | --- | --- |
| Task | Due By | Completed |
|  |  |  |
|  |  |  |
|  |  |  |

**Step 5:** Note your final exams in the appropriate day/time block on the other side of this paper, then fill in the blocks of time that you plan to study in relation to the approximate prep time needed. Make sure that your times are adequate and realistic.

**Step 6**: Consult your schedule regularly and DOMINATE your finals!

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon.  May  12 | Tues.  May  13 | Wed.  May  14 | Thurs.  May  15 | Fri.  May  16 | Sat.  May  17 | Sun.  May  18 | Mon.  May  19 |
| 8am |  |  |  |  |  |  |  |  |
| 9am |  |  |  |  |  |  |  |  |
| 10am |  |  |  |  |  |  |  |  |
| 11am |  |  |  |  |  |  |  |  |
| 12pm |  |  |  |  |  |  |  |  |
| 1pm |  |  |  |  |  |  |  |  |
| 2pm |  |  |  |  |  |  |  |  |
| 3 pm |  |  |  |  |  |  |  |  |
| 4pm |  |  |  |  |  |  |  |  |
| 5pm |  |  |  |  |  |  |  |  |
| 6pm |  |  |  |  |  |  |  |  |
| 7pm |  |  |  |  |  |  |  |  |
| 8pm |  |  |  |  |  |  |  |  |
| 9pm |  |  |  |  |  |  |  |  |
| 10 pm |  |  |  |  |  |  |  |  |
| 11 pm |  |  |  |  |  |  |  |  |
| 12am |  |  |  |  |  |  |  |  |
| 1am |  |  |  |  |  |  |  |  |
| 2am |  |  |  |  |  |  |  |  |