**Studying for Final Exams**

1. Finding the time
   1. Set up a study schedule which is reasonable and which you can stick to
   2. Find a good place for studying
   3. Find times to study during which you will be fresh and have some energy
   4. Keep top priority tasks on an “urgent” basis
   5. Don’t try to cram all of your studying into one session. A much more reasonable effective approach would be something like the following:
      * 4 or 5, 1 ½ to 2-hour review sessions
      * 2, 2-hour sessions with some study partners
      * 3 or 4 hours by yourself the day before the exam
   6. Get plenty of rest, eat well-balanced meals, get some exercise, and plan some time for recreation
2. How to review
   1. For the 4 or 5 review sessions:
      * Split the course into 4 or 5 parts and tackle each part in one session
      * Read over the following:
        + Course notes
        + Notes on text and readings
        + Tests from this part of the course
        + Homework problems and assignments
      * As you are reading, do the following:
        + Write key terms, concepts, definitions and formulas on index cards. Put the name of the term on the front and the definition on back.
        + Make an outline of your notes with headings and subheadings
      * After reading, noting key terms and outlining:
        + Predict exam questions that are likely to come from this part. (The course syllabus and old exams might be helpful).
      * At the end of each review session you should have:
        + Index cards with key terms, concepts, formulas
        + An outline of your notes
        + Predicted exam questions

Ask the professor if you are on the right track. After your 4 or 5 review sessions, it would be a good idea to ask the professor if the terms and questions you have identified as most important really are most important. Some professors might refuse your request, but most will be impressed by your seriousness and will be willing to help.

* 1. Group study sessions (2 sessions, about 2 hours long – the last 2 days before the exam
     + Handle one half of the course at each of the sessions
     + Compare key terms, note outlines and predict questions
     + Quiz and teach each other
     + Select study partners carefully
  2. The day before the exam (3 to 4 hours should be sufficient)
     + Review all the key terms, concepts, formulas. See how they relate to each other.
     + Review the outline from each section of the course. See how the sections relate to each other.
     + Practice answering the predicted exam questions, then review your answers.
     + Relax and get a good night’s sleep.
  3. The day of the exam
     + Be confident. Visualize yourself doing well on the exam.
     + Make sure you are rested.
     + Keep a relaxed pace. Allow yourself time for breakfast.
     + Spend the last 15 minutes before the exam relaxing and thinking good thoughts.