



ACE Your Study Schedule: Organizing Your Study Time During Midterms and Finals

1. Write the dates and times of all of your exams on a calendar.
2. Go through each course and make a "TO DO" list of study preparations.
 - a. Ask yourself:
 - ⇒ What will my exam cover? (cumulative v. specific chapters)
 - ⇒ What percent of my final grade is based on the midterm & final exam?
 - ⇒ What priority is this course, relative to other courses I am taking?
 - ⇒ How am I already doing in this course?
 - ⇒ Have I finished all of the reading and/or assignments?
 - ⇒ Do I have all of my lecture notes? Are they organized?
 - b. Start breaking up material, which will be covered on the exam, into smaller sections.
 - ⇒ Determine how much time it will take to review the material.
 - ⇒ If there is too much material to cover well, try to determine what will be the most important material and concentrate on these areas.
3. Plot study periods from now until the exam for each class.
 - a. To prevent burnout, optimal study periods include 50-60 minutes of study time with 10-minute breaks between where you can review and self-test.
 - b. Allow longer study periods for grasping larger concepts and forming relationships among facts and concepts.
 - c. Pick a place to study that is comfortable and has minimal distractions
 - d. Be aware of your biological clock to determine your optimal study times.
 - e. Take breaks after putting in study time.
 - f. Try not to disrupt your normal routines; allow time for usual activities (i.e. exercise, sleep, eating, social).