

## Make Your Plan - Finals Planning Sheet

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Step 1: Take an honest look at your courses, your grades going into finals, and their relative importance to you. On the Finals Plan form, RANK YOUR COURSES in order of priority or difficulty, decide on the GRADE you can aim to achieve in each, determine the TYPE OF TEST in each course, and plan STUDY METHODS for each.

Step 2: Next, use the Finals Plan form to LIST THE WORK remaining in each course and to ESTIMATE THE TIME NEEDED for each task. You may feel that you could spend months on each course, but time is limited and YOU MUST MAKE CHOICES to spend your time effectively. If one grade will stay a C no matter what you score on the final, but another grade could go from B to A, put more time into the course you can influence. Any course which you are in danger of failing should go at the top.

Step 3: Now translate your WORK LIST and TIME ESTIMATES into a CALENDAR for the time remaining. Enter all tests and paper due dates, then plan to begin review for each exam well in advance. Brief review periods each day for several days produce better memory and less stress. You have more time left than you realize: a week contains 168 hours. From that, subtract 56 hours for 8 hours of sleep daily, 15 hours for classes, 11 hours for 3 half-hour meals daily, 3 hours for exercise, and you still have 83 HOURS OF POSSIBLE STUDY TIME EACH WEEK! With planning & discipline, you can accomplish a great deal.

Step 4: Then use the attached weekly schedule to plan a FINALS WEEK SCHEDULE. Enter the times of your finals, then fit in the tasks on your Finals Plan. To be at your best during exams, plan time for adequate SLEEP, FOOD, and EXERCISE during this critical period. You'll do better on an exam after a good night's sleep (at least 4 hours but preferably 8), and a protein meal to fuel both brain and body. 20-30 minutes of any aerobic exercise daily can help to reduce stress and improve concentration.

# FINALS PLANNING

Course	Goal	Expected Test	Study Strategies	Work to be Done	Time
PSYC	A or B+	Multiple choice Very detailed Literal and Applied Questions  Cumulative Worth 15%	Make summary sheets for text and lecture notes  Make flash cards for important terms and facts  Recite out loud to memorize	Read chap. 14 (22 pp.) & make summary sheets Read chap. 15 (18 pp.) and make summary sheets Make flash cards for chaps. 14 & 15 Review chaps. 1,2,5,7,8,10,12 with recitation Review lecture notes with recitation Review all flash cards	2 hrs. 2 hrs. 2 hrs. 7 hrs. 6 hrs. 4 hrs.  23 hrs.
ACCT	B	Problem solving  Cumulative Worth 25%	Work all problems missed on tests, quizzes, homework  Work hard problems in text that were not assigned	Do last homework assignments (problem set 8) Rework key problems (especially hard ones from tests and textbook) Work with Acct. tutors to clarify anything confusing	3 hrs. 6 hrs.  4 hrs.  13 hrs.
BIOL	B or B-	Multiple Choice  General concepts & terms  Cumulative Worth 20%	Highlight rest of book, mak- ing marginal notes  Review with some recitation (not as much as for Psyc)	Read and highlight Chapter 6 Review highlighted parts of previous chapters, with some recitation Review lecture notes with recitation Attend A-LEC review session	1 1/2 hrs. 4 hrs.  4 hrs. 2 hrs.  11 1/2 hrs.
ENGL	B+	Essays  Memory of plots, characters Critical Evaluations  Cumulative Worth 40%	Make charts to condense char, settings, plot or each novel, story, etc.  Try to predict likely essay questions  Outline key points  Review charts and out- lines	Read last 3 short stories 5 page paper: research and take notes outline & draft revise Writing Center Make charts, predict ?s, and outline answers Review charts and outlines to memorize	3 hrs.  1 hr. 2 hrs. 4 hrs. 1/2 hr. 3 hrs. 4 hrs.  17 1/2 hrs.

# FINALS PLANNING

*front &  
back!*

Semester \_\_\_\_\_  
Year \_\_\_\_\_

Be sure to plan for completing all remaining work, too! Even if your class doesn't have a final exam or assessment, list out everything else left you still need to complete for the course.

Goal GPA: \_\_\_\_\_

Course & Goal Grade	Details About Expected Assessment	Study Strategies & Tools	Work to be Done	Time Needed

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