

FOUR WEEKS TO FINALS

Once you've completed all the detailed planning of what you need to do, it's time to plan the "when." Translate your work list and time estimates into a calendar for the time remaining in the semester. Use the "Four Weeks to Finals" sheet on the next page, an example is provided below. Enter all tests & paper due dates, then plan to begin reviewing for each exam in advance. Short review periods each day for many 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 of exercise, and you still have 83 hours of possible study time each week. With planning and discipline, you can accomplish a great deal.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	13	14	15	16	17	18	19
NOV		Schedule Writing Center appt.	1 hr - Read ch.14 PSYC & summarize 1 hr - research, take notes for ENGL paper	1 hr - outline ENGL paper 1 hr - finish PSYC ch.14 & summarize	1/2 hr. WritingCenter appt. 2 hrs- BIOL	3 hrs - start draft of ENGL paper	3 hrs - ACCT problems Set 8
	20	21	22	23	24 - Thanksgiving	25	26
	1 hr - Make flash cards for PSYCH ch.14	1 hr - Read PSYC ch.15 & summarize 1 hr. ACCT. tutor	1 hr - finish PSYC ch.15 & summarize 2 hrs ACCT tutor	2 hrs - finish draft of ENGL paper 1 hr - make flash cards - PSYC ch.15		1 hr - Rvw PSYC ch.1	2 hr - revise & edit ENGL paper 1 hr - hard ACCT problems
	27	28	29	30	1	2	3
NOV & DEC	1 hr - Rvw PSYC ch.2 1 hr - Rvw PSYC ch.5 1 hr - revise & print ENGL paper	ENGL paper due 1 hr - Read BIOL ch.6 1 hr - Review PSYC ch.7	1 hr - Review PSYC ch.8 1 hr - Read ENGL	1 hr - Read ENGL 1 hr - ACCT tutor 1 hr - Review hard ACCT problems	ACCT project due 1hr - Review PSYC ch.10 2 hrs - Review PSYC ch.12	2 hrs - Review PSYC notes 2 hrs - ACCT problems	1hr - Read ENGL 2hrs - Review PSYC lecture notes
	4	5 - Last Class Day	6 - Reading Day	7 - Reading Day	8 - FINALS	9 - FINALS	10- FINALS
FINALS	1hr - Make ENGL outlines & charts 1hrs - LEC BIOL rvw session	3 hrs - Review PSYC flash cards 2 hrs - Make ENGL outlines & charts	2 hrs - Review ENGL charts & outlines 2 hr - Review BIOL text	2 hrs - Review ENGL charts & outlines 1 hr - ACCT probs	2 hrs - Review BIOL lecture notes 2 hr - Review PSYC Notes	2 hrs - rvw ACCT notes 2 hrs - ACCT probs	11:30-2:30 ACCT FNL 1 hr - ACCT problems 2 hrs - review BIOL notes
	11 - FINALS	12 - FINALS	13 - FINALS	14 - FINALS	15	16	17
	2 hrs - Review BIOL text	8-11 BIO FNL 2 hrs - Review PSYC lecture notes 2 hr - Review PSYC flash cards	11:30-2:30 PSYC FNL 2 hrs - Review PSYC flash cards 2 hrs- ENGL study	3-6 ENGL FNL 4 hrs- ENGL study	FOUR WEEKS TO FINALS EXAMPLE		

*Note- this example is from a previous semester!

FOUR WEEKS TO FINALS

Goal GPA: _____

Semester Fall
Year 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 16	Nov 17	Nov 18	Nov 19	Nov 20	Nov 21	Nov 22
Nov 23	Nov 24	Nov 25-last day to drop	Nov 26	Nov 27-Thanksgiving	Nov 28	Nov 29
Nov 30	December 1	Dec 2	Dec 3	Dec 4	Dec 5	Dec 6
Dec 7	Dec 8	Dec 9- Last Class Day	Dec 10- Reading Day	Dec 11- Finals	Dec 12- Finals	Dec 13- Finals
Dec 14	Dec 15- Finals	Dec 16- Finals	Dec 17- Finals	Dec 18	Dec 19	Dec 20
				Celebrate & Relax!		