



4 weeks until
finals? I have
so much to do!

This is a good time to MAKE A STUDY PLAN.

A study plan will not only help you to **get organized**, but it will also help you **focus**, push you to **get motivated**, and it should **relieve some of the anxiety** associated with the academic demands of final exams.

1. **Start by printing the attached "study checklist."** You'll need one checklist for each class.
2. **Fill in the class dates from your syllabus that include material you need to review (or work that you still need to complete.)** Briefly jot down the relevant reading assignments, homework assignments and handouts for each entry. Leave the lecture column blank, as it is meant for review of your lecture notes.
3. **Note the areas in which you feel weakest.** In some areas you will need to spend time refreshing knowledge you already have, and in others you will have to apply yourself to mastering concepts that eluded you initially. Take a yellow highlighter and selectively mark the areas in which you feel weak. This should include assignments with which you had difficulty and/or received a disappointing grade.

With a regular pen, also note on your checklist any areas in which your lecture or book notes are vague, incomplete or misleading. Plan to compare notes with a friend in problem areas. If you work well in study groups, you

might also plan to cover specific material with them. Tutors can be of help to you as well.

4. **Note the areas that are most critical to the exam.** What key points, themes, formulae and concepts has your instructor emphasized in class? Did you spend several sessions on one important concept? What did your problem sets, quizzes and other assignments cover, and how were the questions weighted? Information that your instructor spent extra time teaching and correcting is of importance and will likely receive special attention on the exam. Mark the areas covering this material with a blue highlighter, deliberating marking over previous yellow highlights if necessary.

Here's a sample!

Date	Lecture	Reading	Assignment	Handouts/Other
10/22/08		Chapter 5		
11/03/08		Chapters 6-7 Gravitational force problems.	Problem set 8 (due 11/05)	
11/10/08	Compare notes with friend.			Take home quiz (due 11/17)
11/17/08	See prof. about particle theory.	Chapter 8 Problems using Hooke's Law.	Problem set 10 (due 11/19) Work with study group on this.	

5. The green areas (containing both yellow and blue) are those in which you should be most concerned. The yellow and blue areas are of secondary concern, and the white areas of least concern. Keep these priorities in mind as you begin to form your study plan.

With grateful acknowledgement to MIT