

“Exam Planner”

(Nov. 29th)

Study Tips

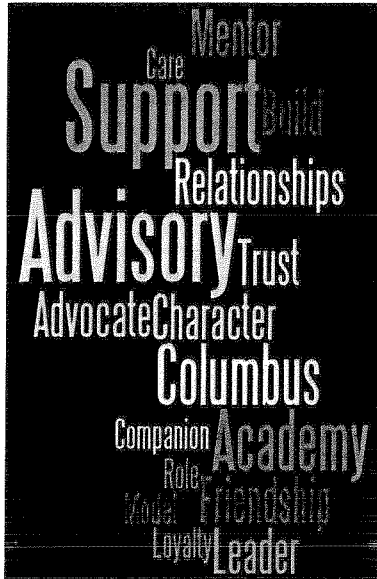
1. Set clear breaks and stick to them. For example, study no more than 1 ½ hours at a time, then take a half hour break. Have a snack or watch TV.
2. Rotate subjects. It is better to spend one hour per subject for three hours than spend three hours on one subject.
3. Identify your weak areas in each subject. Spend more time on weak areas, less on things that you know well.
4. Write **specific** questions to ask teachers. Then, make sure to ask them!
5. Stay away from the computer and cell phone while studying. Leave an away message letting everyone know that you are studying.

Study Schedule The Week of Exams

	Sunday Dec 11	Monday Dec 12	Tuesday Dec 13	Wednesday Dec 14	Thursday Dec 15	Friday Dec 16
Hour 1						
Hour 2						
Hour 3						

Exam Tips

1. During exam week, eat and sleep well, get some exercise if possible.
2. Bring the right supplies to the test. Don't forget your calculator, pens, pencils, tissues, and water bottle.
3. Glance through the test to see format and length.
4. Read the directions carefully.
5. Answer easy questions first. Answer all questions. It is better to guess than to leave a question blank.
6. Underline key words to understand the question better.
7. Do not spend too much time on any one question. Pace yourself so that you are able to finish the entire test.
8. If you finish early, take time to review your answers. Only change an answer if you are certain. The answer that comes to mind first is often correct.



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Name _____

Prioritize

1. Ask yourself the following questions: What was your hardest class and/or test during the 1st semester? In which class do you have the lowest grade?
2. Use the answers to these questions to help you decide how much you need to study for each exam.
3. Decide which exam, if any, you want to spend extra time preparing for.
4. Decide the order in which you want to study for each exam.

Organize

1. Gather all materials for each class. These include old tests/quizzes, class notes, review guides, homework assignments, and textbook. You may want to spend more time on some of these than others. That is a good question for your teacher.
2. Use the calendar below to plan your study schedule. Be aware of any extracurricular or family activities that you will have to work around. Will you have class time to study as well?

	Sunday Dec 4	Monday Dec 5	Tuesday Dec 6	Wednesday Dec 7	Thursday Dec 8	Friday Dec 9	Saturday Dec 10
Hour 1							
Hour 2							
Hour 3							

Monday, December 12 (cont'd.)

10-12 Lunch and study break (study foreign language 1 hour)
11-12:30 Lunch and study break for extended time (study foreign language 1 hour)
12-2 **foreign language exam**
12:30-3:30 **foreign language exam for extended time**
3:30-5:30 break
5:30-7 English
7-8 Break
8-9:30 English

Tuesday, December 13

9-10 review English notes
10-12 **English exam**
10-1 **English exam for extended time**
12-3 or 1-3 break
3-5 science
5-6:30 break
6:30-8 science
8-9 break
9-9:30 science

Wednesday, December 14

9-10 science review
10-12 **science exam**
10-1 **science exam for extended time**
after exam until 3 break
3-5 math
5-6:30 break
6:30-8 math
8-9 break
9-9:30 math

Thursday, December 15

9-10 math review
10-12 **math exam**
10-1 **math exam for extended time**

This schedule allows this much time for studying each subject:

History 8 ½ hours
Foreign Language 9 hours
English 7 hours
Science 7 hours
Math 7 ½ hours

No one schedule works for everyone. Use this as a guideline and adjust it to your needs.

EXAM STUDY SCHEDULE

Saturday, December 3

- 10-12 Organize and review history and foreign language
- 1-2 Organize and review notes for English
- 2-3 Organize and review notes for math and science

Sunday, December 4

- 10-11 history
- 11-12 break
- 12-1 foreign language
- 1-2 English
- 2-3 Science
- 3-8 Break
- 8-9 math

During the week of December 5-9, once you have completed your homework, review your class notes, make and organize flashcards, and write down questions that you can ask in class.

Friday, December 9

- 6-8 history
- 8-9 break
- 9-10 foreign language

Saturday, December 10

- 10-12 foreign language
- 12-1 English
- 2-3 science
- 3-4 break
- 4-5 math
- 5-6 history

Sunday, December 11

- 10-12 history
- 12-1 break
- 1-3 foreign language
- 3-5 break
- 5-6:30 foreign language
- 6:30-8 break
- 8-9:30 history

Monday, December 12

- 7:30-8 review history notes
- 8-10 **history exam**
- 8-11 **history exam for extended time**

role model...leader...trust...build relationships...companion...loyalty...support...

The Columbus Academy Advisory Program Stress Reduction Techniques

Stress Reduction Techniques

- Set priorities
- Set realistic expectations and goals
- Allow enough time for each activity
- Ask for help when needed – friends, parents, faculty
- Say “no” when necessary – and don’t feel guilty

Organizational Skills

- Start early and prepare
- Collect all notes and related materials for each class
- See exam planner for guide

Relaxation Techniques

- Deep breathing
- Imagery – visualizing a soothing image, etc
- Progressive muscle relaxation – muscle groups are tightened and relaxed in succession
- Listen to music
- Yoga

Proper Nutrition, Exercise, and Rest

- Eat plenty of vegetables – increase one’s serotonin levels which promote healthy sleep
- Choose sugars that are the complex carbohydrates – found in cereals, rice, pasta, and bread
- Keep blood sugar levels at a constant, avoiding the high’s and low’s by eating small frequent meals instead of fewer, larger meals
- Avoid cravings or binges – usually occurs with foods high in sugar and caffeine

Maintain a Sense of Humor

Avoid Equating Pace with Stress

Use Support Systems

- Spend time with friends and loved ones
- Get outside help when the stress is too much - faculty, counselor

Talk, talk and talk some more! Getting it out and 'off one's chest' is very helpful!

community...leader...trust...build relationships...companion...loyalty...support