

**How do I even begin
to study for exams?
There's so much to
do!**



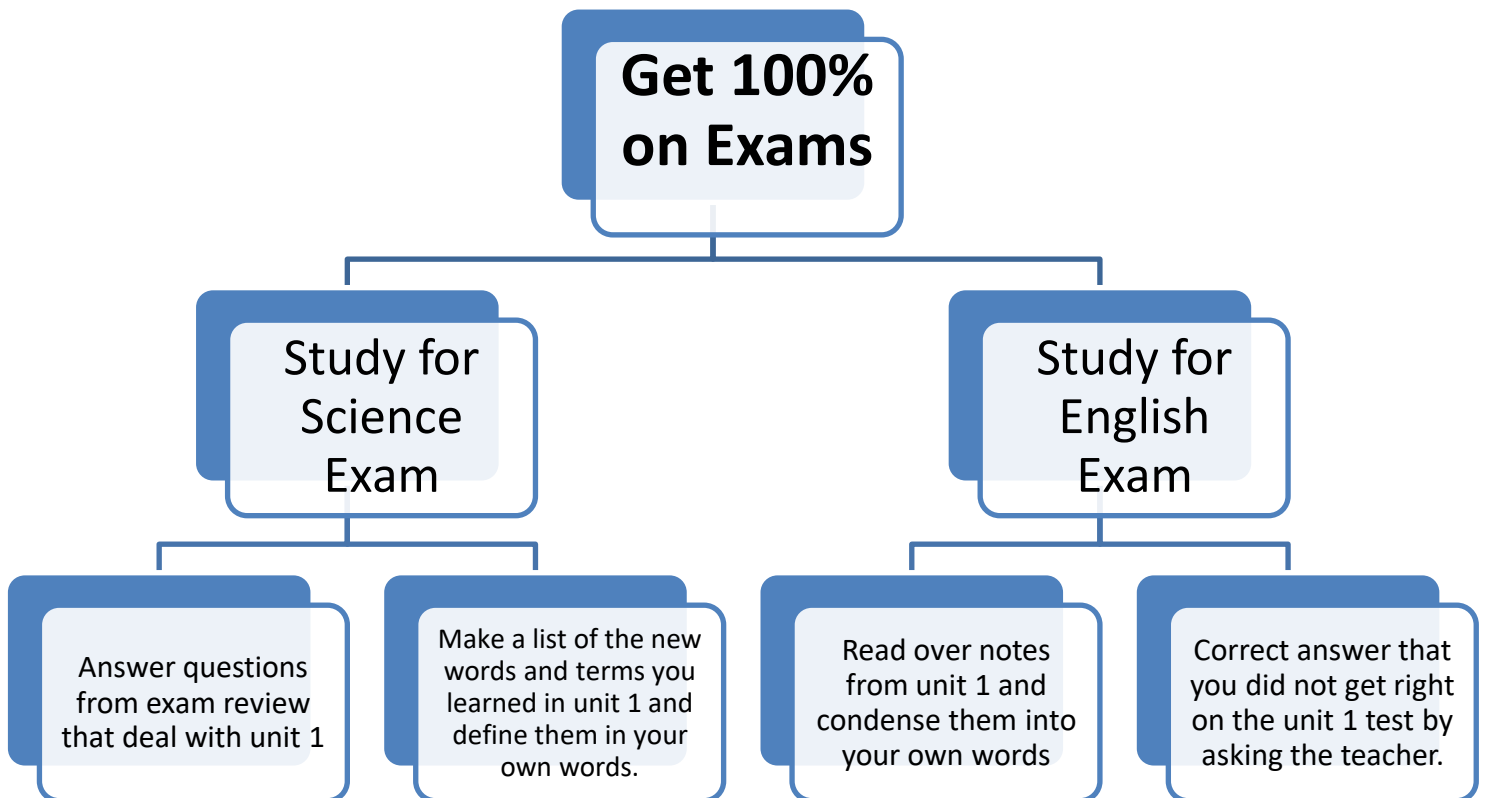
ACTION PLANNING

It is a process to help you focus
your ideas and to decide what
steps you need to take to
achieve goals.

GOALS



- Set clearly defined goals that are realistic and achievable.
- Break down large tasks into steps.
- Don't worry about the order of the steps at this stage.
- Arrange the steps in a logical order
- Focus on one step at a time.





KEEP A TO DO LIST and PRIORITIZE IT!

- These mini-tasks will help you to organize what needs to be done.
- Update it every day (nothing feels better than crossing off a task on your to-do list!)
- Do urgent and important tasks first not the easy ones!
- In short: the tasks that are worth the most and due the soonest should be your #1 priority!
- Here's a two-by-two matrix used to help remind you to plan things out before you take action.

	Urgent	Not Urgent
Important	Crying baby Kitchen fire Some calls 1	Exercise Vocation Planning 2
Not Important	Interruptions Distractions Other calls 3	Trivia Busy work Time wasters 4

Let's think of each quadrant:

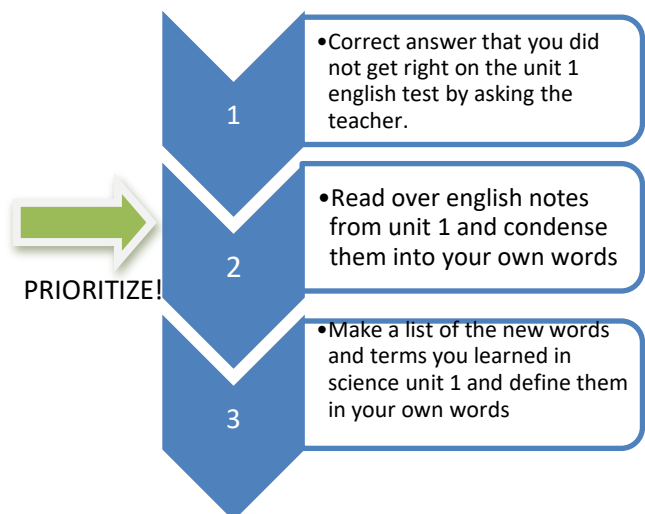
Quadrant 1: Urgent-Important. These are the most pressing of tasks we'll likely get to this week. These are the crises that erupt. The most pressing meetings or deadlines fall into this category.

Quadrant 2: Not Urgent – Important. These are the things that matter in the long-term but will yield no tangible benefits this week or even this year. They are things we know we need to get to but probably will push off. Like accomplishing your 40 hours of community service.

Quadrant 3: Urgent – Not Important. These tasks are the biggest reason we're not more successful in the long-term. They clog up our time today but, when we look back at these things at the end of the week, we'll have to admit they were a waste of time. These are interruptions that happen, such as phone calls.

Quadrant 4: Not Urgent – Not Important. These things we do because we feel like we're tired and need a break. It's watching a mindless TV show at the end of the day. It's checking and rechecking Facebook and Twitter during the day, because we think we might miss something. It might be mindlessly eating potato chips, even though we're not hungry.

	Urgent	Not-Urgent
Important	-Correct unit 1 English test -Talk to English teacher -Condense English notes -Define science terms	Think about what courses you are going to take next semester
Not Important	Return friends phone call about plans this weekend	Update personal facebook page



WRITE DOWN YOUR PLAN



- Write down your tasks by committing to a certain date and time.
- You tend to follow through with what you've written down as written commitments reinforce your intentions
- Insert small breaks into your plan so that you do not become frustrated and overwhelmed

January 12, 2017

Hour	:00	:15	:30	:45
3	See English teacher about unit 1 test			
4	Travel home and have a snack before dinner			
5	Read over English notes from first half of unit 1 and condense them into your own words			
6	Dinner and wash dishes			
7	Read over English notes from second half of unit 1 and condense them into your own notes			
8	Break by listening to some music		Finish reading over English notes from second half of unit 1 and condense them into own notes	

REWARDS



- Give yourself a small treat for completing a task: the bigger the task the bigger the reward
- List benefits you'll gain by reaching your goal
- After a week of following a study schedule, make an honest assessment of how well you did at the end of the week. If you didn't stick to it, revise it then try sticking to it for the rest of the year.

Highlight some acceptable and non-distracting rewards that will still encourage you to return your task:

✓	Eat a healthy snack
✓	Doodle, sketch, color
✓	Exercise
✓	Listen to 3 of your favorite songs

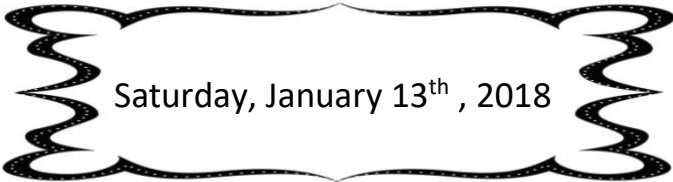
✗	Go on facebook, Instagram, twitter
✗	Talk to your friends using any kind of social media
✗	Play your favorite video game
✗	Watch TV or Netflix



Make Long Range Plans by using a Monthly Calendar



- Important to be able to look ahead by at least 4 weeks
- As soon as you are informed of deadlines for assignments, test dates etc. put them on the calendar so you can ensure that you're able to do some long-range planning
- A very important step in preventing last minute cramming or rushed assignments.

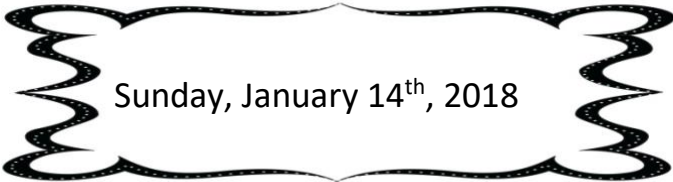


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	Urgent	Not-Urgent
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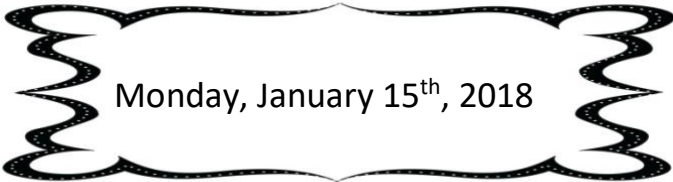


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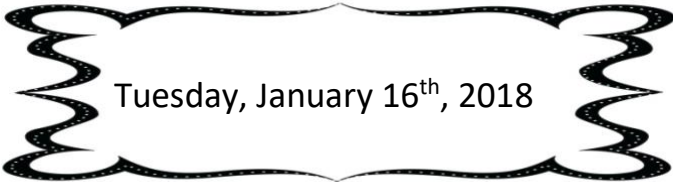
Monday, January 15th, 2018

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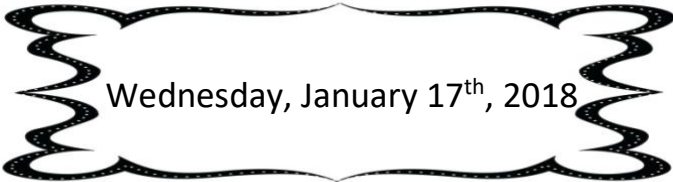
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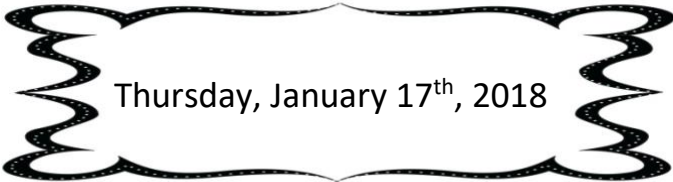


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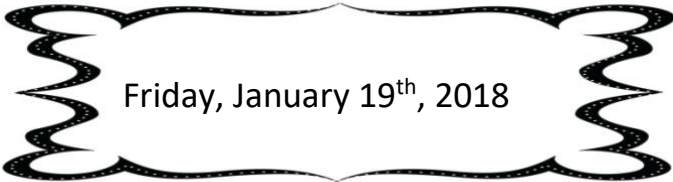
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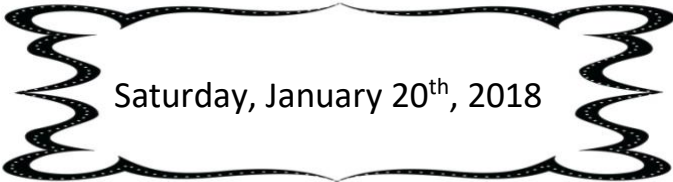


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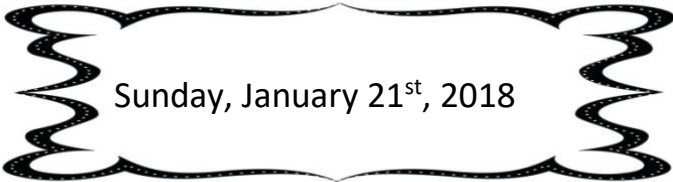


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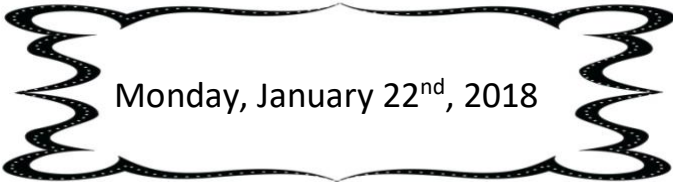


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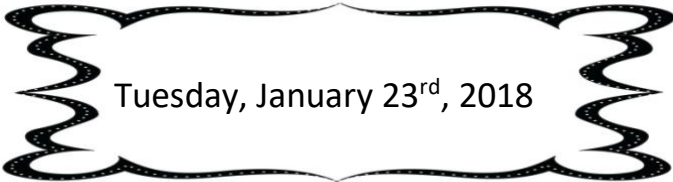


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Tuesday, January 23rd, 2018

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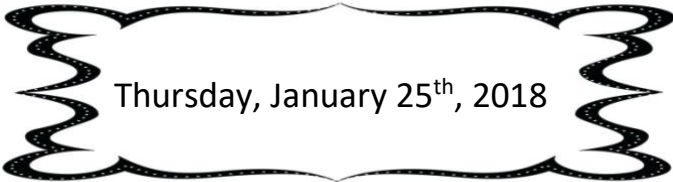
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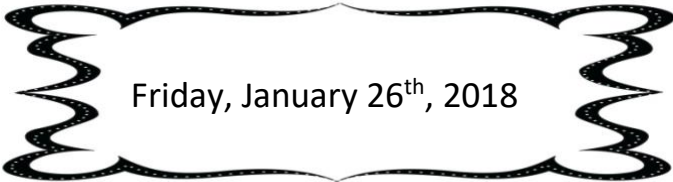
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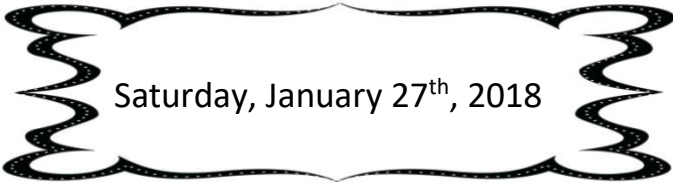


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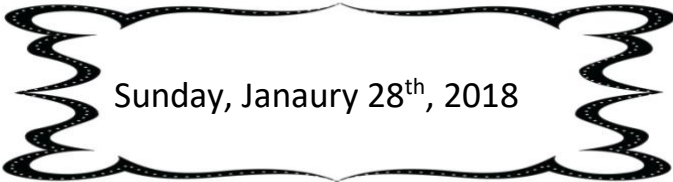


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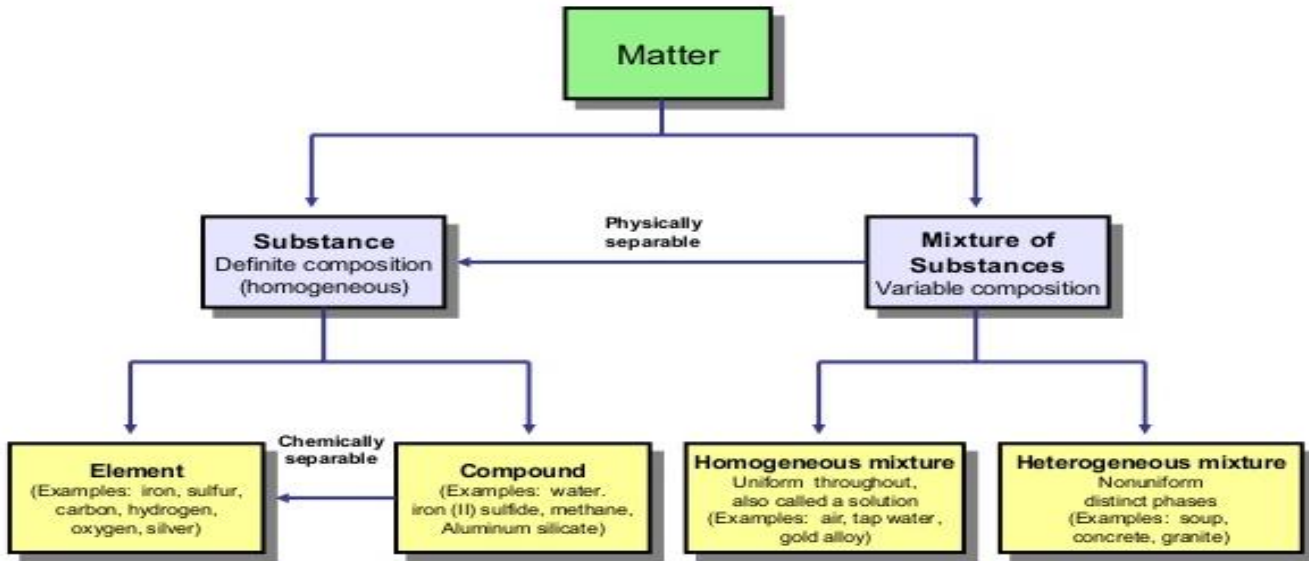
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MEMORY TRICKS

ASSOCIATION

Connect test information to your own knowledge.

It's easier to remember something new if you attach it to something you already know.




PARAphrase It!

Put the text in your own words.

Avoid copying the text.

Rearrange similar text.

Ask yourself if you included all the important points.



Paraphrase It! Poster Created by Rachel Lynette copyright © 2014 all rights reserved. <http://www.rachel-lynette.com>

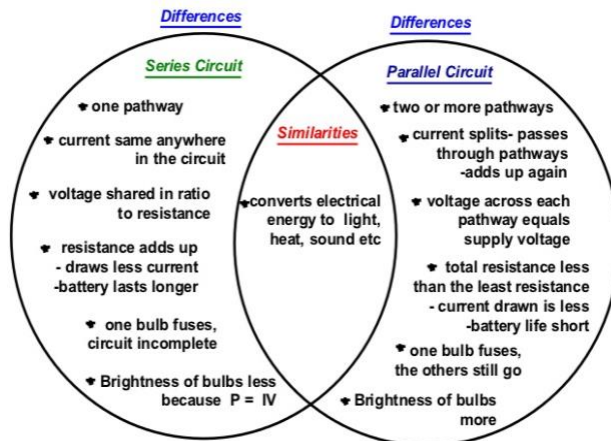
REVIEW AND REPEAT

Make a recording of something you need to remember in your own words. When you are travelling to school put your headphones on and listen to yourself!



VISUALIZE

Use color, graphic organizers, pictures, and charts to organize your information, your brain will remember it better that way!



APPLY LEARNING TO YOUR LIFE

If you have to memorize the symbols of the first 20 elements, try to connect the symbol to the names of your friends or favorite TV shows or songs...etc.

- H How to get away with murder
- He Here comes Honey BooBoo
- Li Life with Derek
- B Big Bang Theory
- C Criminal Minds

Transform information that you have to memorize into a poem or song that is catchy!

USE ACROSTICS

An **acrostic** is an invented sentence or poem with a first letter cue: The first letter of each word is a cue to an idea you need to remember.

- **My Very Educated Mother Just Served Us Nuts**
(order of planets!)

**Middle
Element
Displayed
In
A set of
Numbers**

27, 28, 28, 28, 28, 29, 29, 31, 32, 35, 35

Mnemonic Acrostic Poem

Please	Parenthesis
Excuse	Exponents
My	Multiply
Dear	Divide
Aunt	Add
Sally	Subtract

These acrostic helps to remember the order of operations in math.

METHOD OF LOCI

Select any location that you have spent a lot of time in and know well. Good for kinesthetic learners! Pick a room in your house (or your entire house!) that you know to have all of these compounds located in it. Place stick it notes with the chemical compound in that location. Visualize this location with the stick it notes while writing a test.

Common Compounds:

- H₂O (kitchen faucet)
- CO₂ (bedroom)
- NaCl (Spices and salt cupboard)
- O₂ (bedroom)
- CH₄ methane (bathroom)
- NH₃ ammonia (kitchen cupboard where you keep windex)

Directives for essays, reports, tests..... "Directives" ask you to answer, or present information, in a particular way. Review these, and most of all note that there are different ways of answering a question or writing a paper!

Compare: Examine qualities, or characteristics, to discover resemblances. "Compare" is usually stated as "compare with": you are to emphasize similarities, although differences may be mentioned.

Contrast: Stress dissimilarities, differences, or unlikeness of things, qualities, events, or problems.

Criticize: Express your judgment or correctness or merit. Discuss the limitations and good points or contributions of the plan or work in question.

Define: Definitions call for concise, clear, authoritative meanings. Details are not required but limitations of the definition should be briefly cited. You must keep in mind the class to which a thing belongs and whatever differentiates the particular object from all others in the class.

Describe: In a descriptive answer you should recount, characterize, sketch or relate in narrative form.

Diagram: For a question which specifies a diagram you should present a drawing, chart, plan, or graphic representation in your answer. Generally you are expected to label the diagram and in some cases add a brief explanation or description.

Discuss: The term discuss, which appears often in essay questions, directs you to examine, analyze carefully, and present considerations pro and con regarding the problems or items involved. This type of question calls for a complete and entailed answer.

Evaluate: In an evaluation question you are expected to present a careful appraisal of the problem stressing both advantages and limitations. Evaluation implies authoritative and, to a lesser degree, personal appraisal of both contributions and limitations.

Explain: In explanatory answers it is imperative that you clarify and interpret the material you present. In such an answer it is best to state the "how or why," reconcile any differences in opinion or experimental results, and, where possible, state causes. The aim is to make plain the conditions which give rise to whatever you are examining.

Illustrate: A question which asks you to illustrate usually requires you to explain or clarify your answer to the problem by presenting a figure, picture, diagram, or concrete example.

Interpret: An interpretation question is similar to one requiring explanation. You are expected to translate, exemplify, solve, or comment upon the subject and usually to give your judgment or reaction to the problem.

Justify: When you are instructed to justify your answer you must prove or show grounds for decisions. In such an answer, evidence should be presented in convincing form.

List: Listing is similar to enumeration. You are expected in such questions to present an itemized series or tabulation. Such answers should always be given in concise form.

Outline: An outline answer is organized description. You should give main points and essential supplementary materials, omitting minor details, and present the information in a systematic arrangement or classification.

Prove: A question which requires proof is one which demands confirmation or verification. In such discussions you should establish something with certainty by evaluating and citing experimental evidence or by logical reasoning.

Relate: In a question which asks you to show the relationship or to relate, your answer should emphasize connections and associations in descriptive form.

Review: A review specifies a critical examination. You should analyze and comment briefly in organized sequence upon the major points of the problem.

State: In questions which direct you to specify, give, state, or present, you are called upon to express the high points in brief, clear narrative form. Details, and usually illustrations or examples, may be omitted.

Summarize: When you are asked to summarize or present a summarization, you should give in condensed form the main points or facts. All details, illustrations and elaboration are to be omitted.