

Final Study Plan Worksheet

The Assessments

I have ____ (#) exams and ____ (#) projects and/or papers. My first assessment is _____ (date) and my last assessment is _____ (date).

Complete the "Assessment name" and "Date" columns in the table below. You should have one entry for each assessment (exam, project, or paper).

Priority	Assessment name	Date	Format

What formats do your assessments take? Are they tests, projects, or papers? Are they cumulative or only covering some units? Multiple choice, short answer, and/or essay questions? This information can help you determine how much time you'll need to study for and complete your assessments. Fill in the format for each test in the "Format" column in the table above.

Assigning priority

For each class complete the following work box. This will help when assigning study priority.

Class 1:	
My current grade:	My target grade:
To achieve my target grade, I will need a grade of ____ on my final assessment(s)	
I currently have _____ days until this/these assessment(s)	
Rate the difficulty of this class (1 easiest - 5 hardest) ☆☆☆☆☆	Rate the importance of this class to your goals (1 unimportant - 5 highly relevant) ☆☆☆☆☆

Class 2:	
My current grade: _____	My target grade: _____
To achieve my target grade, I will need a grade of _____ on my final assessment(s)	
I currently have _____ days until this/these assessment(s)	
Rate the difficulty of this class (1 easiest - 5 hardest)	Rate the importance of this class to your goals (1 unimportant - 5 highly relevant)
☆☆☆☆☆	☆☆☆☆☆

Class 3:	
My current grade: _____	My target grade: _____
To achieve my target grade, I will need a grade of _____ on my final assessment(s)	
I currently have _____ days until this/these assessment(s)	
Rate the difficulty of this class (1 easiest - 5 hardest)	Rate the importance of this class to your goals (1 unimportant - 5 highly relevant)
☆☆☆☆☆	☆☆☆☆☆

Class 4:	
My current grade: _____	My target grade: _____
To achieve my target grade, I will need a grade of _____ on my final assessment(s)	
I currently have _____ days until this/these assessment(s)	
Rate the difficulty of this class (1 easiest - 5 hardest)	Rate the importance of this class to your goals (1 unimportant - 5 highly relevant)
☆☆☆☆☆	☆☆☆☆☆

Class 5:	
My current grade: _____	My target grade: _____
To achieve my target grade, I will need a grade of _____ on my final assessment(s)	
I currently have _____ days until this/these assessment(s)	
Rate the difficulty of this class (1 easiest - 5 hardest)	Rate the importance of this class to your goals (1 unimportant - 5 highly relevant)
☆☆☆☆☆	☆☆☆☆☆

You can now use this information to inform your priority for studying. Not all your assessments will be priority #1; if you prioritize everything, you're not actually prioritizing anything. Here are some general guidelines for priorities.

- Assessments for courses in your major and those that are directly related to your future career goals should be higher priority than those that are not as directly applicable.
- Assessments for courses that are harder for you should be higher priority for studying than those that come more easily.
- Assessments that occur sooner should take slight priority over those that are further away.
- Assessments that require a relatively low grade to achieve your target course grade should be lower priority than assessments that require very high grades. (Do a reality check here, if you need 110 to get an A in the course, you may need to readjust your goals).

Using the information, you filled out about your courses and assessments **assign a priority to your assessments in the table on the first page**. Remember, you can't have two courses tied for priority.

Making a to-do list

For each class make a to-do list of things you need to complete and/or study. You can use the guidelines below to help you determine what to include in your to-do list.

Papers and essays

For paper and essay writing suggested to-do list tasks at listed below. You will likely need to edit them to make them specific to your assessment's guidelines.

- Outline
- Draft introduction
- Draft body paragraphs
- Draft conclusion
- Proofread
- Check citations
- Edit and finalize
- Submit

Cumulative final exams

For cumulative final exams you will need to study all the content for the course. It will help to break this down by chapters, units, or topics.

Non-cumulative final exams

For a non-cumulative final exam, identify what section(s) of course content will be covered on the exam. Break that content down into subcategories.

Memorization heavy exams

If your exam will be memorization heavy, you will want your tasks to focus on flashcards and other active recall techniques. Example, make and study flashcards for organelles in a cell.

Problem-solving heavy exams

If your exam will be problem-solving heavy, you will want your tasks to focus on practice problems. These can be from your textbook, homework, previous assessments, and provided practice exams. Pick questions where you can check your answers.

To-do List

Class 1:

Class 2:

Class 3:

Class 4:

Class 5:

Class 6:

Organizing and prioritizing tasks

For each task on your to-do list identify how long you think it will take you. Be as realistic as possible, and if in doubt, round up.

Categorize your tasks into three priority categories:

- **(1) Absolutely must get done** (e.g., papers, projects, and other deliverables)
- **(2) High yield studying** (e.g., content that will very likely be on the exam, content that you are less confident in)
- **(3) Low yield studying** (e.g., content that will possibly be on the exam, content you're already very confident with)

Making a schedule

Make your study schedule using the template below and by following these steps:

- Step 1. Write in all assessment dates
- Step 2. On each date on the calendar, assign how many hours you are going to commit to studying. Remember that class + study + work + sleep cannot add up to more than 24 hours per day.
- Step 3. For the assessment that is the highest priority, schedule when you will do each of the priority 1 and 2 tasks in your to do list. Make sure you're getting them done before the due date and scheduling them on days where you have time to complete the tasks. Some tasks may need to be split across days.
- Step 4. Repeat Step 3 for your other assessments - starting from highest priority and going to lowest priority.
- Step 5. Add up how many studying hours you still have remaining on each day.
 - If you're already over studying hours, consider how you can adjust your schedule to prioritize studying (without getting any less than 6 hours of sleep, and ideally 7-8 hours of sleep).
 - If you're not over your planned hours yet, start adding in your priority 3 tasks on days with space. Again, start with tasks for your highest priority assessments and work down.
- Step 6. Move this over to your planner or calendar and specify exactly when and where you will do each of your tasks on each day. For example: "I will study my chapter 3 flash cards for organic chemistry on Tuesday April 19 at 9:00 AM at my desk in my dorm."

Sticking to it

You did it! You made your finals study plan. It may be overwhelming right now, but you can and will get through it. That doesn't mean that it will be easy though. Effectively studying is challenging, especially in a busy finals season. But you can do hard things. Hold yourself accountable for your studying. Join a group of people who hold each other accountable for studying. Remember to be kind to yourself and take good care of your mind and your body. You've got this!