

PREPARING FOR FINAL EXAMS:
ORGANIZING YOUR STUDY SPACE
AND HABITS

Organizing Your Study Space

- Find a **quiet** place
- Make sure there are no **distractions**

Cell Phone	Loud Music	Television
Games	Talkative Friends	Disorganized

- What are some other things that could be distracting in your study space?

Organizing Your Study Space

- Make sure you have all the **supplies** you need to complete your assignments:

Pencils	Pens	Highlighters
Paper	RULE R	Dictionary
Calculator	Lighting	Thesaurus
Eraser	Assignment notebook	*Computer

- **What else is helpful to have in your study space?**

We Should have Noticed...

□ Distractions

- Too many things on their desk
- Toys on top of the computer
- Food EVERYWHERE (gross)
- Items were disorganized and not easy to find
- What to do first?
- An ipod and a telephone

How's My Study Space?

Now, take a look at this study space again, but look for **positive** – well organized things they have but... maybe they aren't using it correctly.



We Also Should have Noticed...

- Organization
 - ▣ Had a priority/urgent folder
 - ▣ Had all supplies needed
 - ▣ Had a quiet place

Organizing Your Study Space

Now think about your own study space. Is it disorganized or organized? What would you rate your study space:

- 1 – It needs some work
- 2 – I can manage it...
- 3 – Its ok, most people could ignore the mess
- 4 – Good, minus the smelly laundry...
- 5 – Perfection! I have everything I need, and everything organized 😊

Get Your Study On...

- **Create a study plan**
 - ▣ Decide well ahead what you will need to study and how much time you will take to get a good understanding of the material.
- **Space test reviews –**
 - ▣ Break exam preparation into manageable amounts of time to avoid boredom and loss of concentration.
 - ▣ Mix up activities (outlining, reviewing, etc.). Studying for six half-hour sessions is much more effective than studying for three straight hrs.
- **Take breaks –** Everyone needs to take breaks during a study session. Take time to get a snack or watch TV for 10-15 minutes every 30-45 min.

- **Attention and Concentration** - To keep attention, study in a space that doesn't have many distractions. If you're studying on the computer, there's a good chance you'll be on Facebook or other distractible screens a lot.
- To help concentration, choose a quiet environment with comfortable seats and use apps that you can set to block out distractions on your computer.

Preparing the Actual Material

□ **Reduce and organize information**

- It is very difficult remembering everything in your notes and books.
- Spend time reducing the information to major ideas, key words, and key phrases.

□ **Work from general to specific**

- Review the main ideas in general terms first. Be sure to understand how the major topics are related. Then focus on the details for each major idea.

□ **Recopying and reorganizing notes**

- It helps you identify main points and supporting details discussed in class. It gives you more chances for reviewing the test material.
- Use cue cards to rewrite notes and review the material daily.

Memorization Strategies

- **Paraphrase the information** - Restating the information from your notes into your own words. It is easier to remember your own words than someone else's.
- **Focus on key words** - When learning definitions of vocabulary terms or explanations of concepts, identify and memorize the key words only.

Memory Techniques (ARRM)

- **Association** Associate the new information with prior knowledge and experiences
- **Rehearsal** Go over the information repeatedly, reciting aloud or taking notes
- **Relevance** Consider how the information is related to personal beliefs and experiences or to other aspects of the course
- **Mnemonics** Use abbreviated words or phrases to remember lists of information

I Study, But I Get Really Nervous...

What is Test Anxiety?

- It's excessive worrying about upcoming exams and even fear of being evaluated.
- When thinking about the exam you might not know you're clenching your muscles.
- This tension can give you headaches, nausea and you might start feeling so overwhelmed during the exam that you can't concentrate.

Reducing Anxiety

- 1. Relax your body with muscle and breathing exercises**
- 2. Focus on YOURSELF and not other students**
- 3. Think POSITIVELY and reward yourself everyday**
- 4. Exercise or do something fun to burn off extra energy**
- 5. Get a good night's sleep. All-nighters don't help**



Just Remember, when in doubt...



**KEEP
CALM
AND
STUDY
ON**