Time Management & Effective Exam Prep

VICTORIA MILLER, M.A.
TOMÁS RIVERA CENTER ACADEMIC SUCCESS COACHING PROGRAM
Agenda

Self-Assessment

Time Management

Exam Prep
   1) Tips for Effective Exam Prep
   2) Study Strategies
   3) Strategies for taking the exam
Time Management
The *goal* of time management is to find a *balance* among the things you *need to do* and the things you *want to do*. 
### Planning Study Time

- **Big Picture**
- **Break it down**
- **Follow through**

#### Example Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 20-26</td>
<td>Monday: Ch. 1 Review, Tuesday: Exam 1</td>
</tr>
<tr>
<td>2</td>
<td>Aug 27-Sep 3</td>
<td>Monday: Ch. 2 Study, Tuesday: Exam 2</td>
</tr>
<tr>
<td>3</td>
<td>Sep 3-9</td>
<td>Monday: Ch. 3 Review, Tuesday: Exam 3</td>
</tr>
<tr>
<td>4</td>
<td>Sep 10-16</td>
<td>Monday: Ch. 4 Study, Tuesday: Exam 4</td>
</tr>
<tr>
<td>5</td>
<td>Sep 17-23</td>
<td>Monday: Ch. 5 Review, Tuesday: Exam 5</td>
</tr>
<tr>
<td>6</td>
<td>Sep 24-30</td>
<td>Monday: Ch. 6 Study, Tuesday: Exam 6</td>
</tr>
</tbody>
</table>

#### Example Assignments

- **Chem Final:**
- **Lit Final:**
- **Portfolio Due:**
- **Group Project Due:**
- **Test 3:**
- **Presentation:**
- **Essay 2:**
- **Essay 1:**
- **Paper 2:**
- **Exam 2:**
- **Exam 1:**
- **Exam 4:**
- **Exam 3:**
- **Test 1:**
- **Test 2:**
- **Exam 5:**
- **Exam 6:**
- **Exam 7:**
- **Exam 8:**

---

*Note: The above schedule is for illustration purposes only and may not reflect actual academic terms.*
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review literature notes</td>
<td>Create literature flashcards</td>
<td>Review literature notes</td>
<td>Review literature study guide and flashcards</td>
<td>Review literature flashcards</td>
<td>Due: Lit Exam 1</td>
<td>WRC research</td>
</tr>
<tr>
<td>Create literature study guide</td>
<td>Re-read Frankenstein intro material</td>
<td>Read psych ch. 2, pages 25-40</td>
<td>Fill out psychology review</td>
<td>Continue psychology review</td>
<td>Create Psychology flashcards</td>
<td>WRC drafting</td>
</tr>
<tr>
<td>WRC research</td>
<td>Attend Psych SI</td>
<td>WRC outline</td>
<td>WRC outline</td>
<td>Read psych ch. 2, pages 40-52</td>
<td>Read psych ch. 2, pages 40-52</td>
<td>WRC drafting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Psychology notes and flashcards</td>
<td>Attend Psych SI</td>
<td>Psychology flashcards</td>
<td>Due: Psych Exam 2</td>
<td>Final read-over WRC paper</td>
<td>Due: WRC Paper 2</td>
<td>WRC research</td>
</tr>
<tr>
<td>WRC drafting</td>
<td>Finish WRC draft</td>
<td>Revise WRC draft</td>
<td>Edit WRC draft</td>
<td></td>
<td></td>
<td>WRC drafting</td>
</tr>
</tbody>
</table>
Follow Through On a Daily Basis

✓ Make a To-Do List
✓ Prioritize
✓ Revise
What works for you?
What works for you?
Cold Turkey
What’s your GO-TO approach to studying for an exam?
6 Tips for Effective Exam Prep
1. Remember that studying is different than homework

2. Create a plan for your study time

3. Take effective notes & review them within 24 hours
4. Don’t just read the book

5. Use different strategies for taking tests

6. Get good sleep
Study Strategies for the Exam
Find out as much as you can about the exam

Know what to study, how you will be tested
Study in Regular Intervals

Before Exams
- Periodically
- Daily/Weekly
  - Before Class
  - During Class
  - After Class

Before Exams (Spending lots of time cramming!)
- Periodically
- Daily/Weekly

What we should do

What many students tend to do
Power Hour

10 Minutes - Preview
40 Minutes - Study
5 Minutes - Break
5 Minutes - Review
Engage *all* of your senses

Students benefit from an approach to education that engages all of their senses.

What is one way you could study using each sense?
Get a Study Buddy

Study with a friend or group

Tips:

- Think Small
- Choose wisely
- Meet regularly
- Define your objectives
Catch plenty of **ZZZzzzzzz**

Adults 18 years & older need **7.5 – 9** hours of sleep each night*

63% report not getting enough sleep

Lack of sleep =

Memory problems
Health issues

*Learning problems*

*National Institutes of Health
Your Brain on sleep

- Networks are created to clear pathways for new information
- Memories are consolidated according to importance
- Memories move from the Hippocampus (STM) to the Neocortex (LTM)
Strategies for Taking the Exam
Strategies for Taking the Exam

• Arrive early and prepared
• Scan & Plan
• Read the directions
• Look over the test to familiarize yourself with the sections
• Plan how much time you will spend on each section
• Breathe!
• Plan a Reward
Multiple Choice/True-False

• Read the instructions carefully
• Try to answer the question *before* reading the answer options
• Look for cue words like
  • Never
  • Always
  • Every
  • None
• Pay attention to the word “not”
Problem Solving

1. Read the problem through twice
   ◦ Ask questions about the problem
     ◦ What’s the problem about? What facts do I have available? What operations/formulas will I use?

2. Work the problem

3. Check your work
Essay

- Plan your answer before you write
- Sketch a quick outline of your answer
- Get to the point
- Be sure to answer *all* parts of the question
- Review your answer to check spelling & grammar
Open Book

• *Study* for this test
• Highlight key information
• Use Post-Its to make notes
• Flag pages for easy retrieval

---

even if the test is open-book, study. It takes a while to find the answer in a 900-page textbook you've never read.

brotips.com
Your turn!
Where Students Come First!

Main Campus: MS 1.02.02 (210) 458-4694
Downtown Campus: DB 2.114 (210) 458-2838

www.utsa.edu/trcss

UTSALearnAssist
Evaluations

Please enter the following URL to complete the evaluation:

https://goo.gl/7uQSRL

Topic: Time Management and Effective Exam Prep
Presenter: Victoria Miller

Thank you!