

Time Management & Effective Exam Prep

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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

University of Texas at San Antonio Tomás Rivera Center for Student Success

Fall 2018 Semester Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday
Week One: Aug 20-26	20 Roadrunner Day	21 1st Day of Class	22	23	24	25 26
Week Two: Aug 27-Sep 2	27	28	29	30	31	1-Sep 2
Week Three: Sep 3-9	3 Labor Day No classes	4	5 Exam 1	6	7	8 9
Week Four: Sep 10-16	10 Paper 1	11	12	13 Test 1	14	15 16
Week Five: Sep 17-23	17	18	19	20	21 Exam 1	22 23
Week Six: Sep 24-30	24	25	26 Exam 2	27	28 Paper 2	29 30
Week Seven: Oct 1-7	1-Oct	2 Essay 1	3	4	5	6 7
Week Eight: Oct 8-14	8	9	10	11	12	13 14
Week Nine: Oct 15-21	15	16	17 Exam 3	18 Test 2	19 Presentation Exam 2	20 21
Week Ten: Oct 22-28	22	23	24 Paper 3	25	26	27 28
Week Eleven: Oct 29- Nov 4	29	30 Essay 2	31	1-Nov	2	3 4
Week Twelve: Nov 5-11	5	6	7 Project Due	8	9	10 11
Week Thirteen: Nov 12-18	12 Paper 4	13	14 Exam 4	15	16 Exam 3	17 18
Week Fourteen: Nov 19-25	19	20	21	22 Thanksgiving	23 Holiday	24 25
Week Fifteen: Nov 26-Dec 2	26 Group Project	27 Test 3	28	29	30	1-Dec 2
Week Sixteen: Dec 3-9	3	4	5 Portfolio	6 Study	7 Days	8 9
Week Seventeen: Dec 10-16	10 Psych Final	11 Finals	12 Week	13 Chem Final	14 Lit Final	15 16

2 Week Planner

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
Review literature notes Create literature study guide WRC research	Create literature flashcards Re-read <i>Frankenstein</i> intro material Attend Psych SI WRC research	Review literature flashcards Review Psychology notes Read psych ch. 2, pages 25-40	Review literature study guide and flashcards Fill out psychology review WRC outline	Review literature flashcards Continue psychology review Read psych ch. 2, pages 40-52	Due: Lit Exam 1 Create Psychology flashcards WRC drafting	
<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
Review Psychology notes and flashcards WRC drafting	Attend Psych SI Finish WRC draft	Psychology flashcards Revise WRC draft Check and edit references	Due: Psych Exam 2 Edit WRC draft	Final read-over WRC paper	Due: WRC Paper 2	

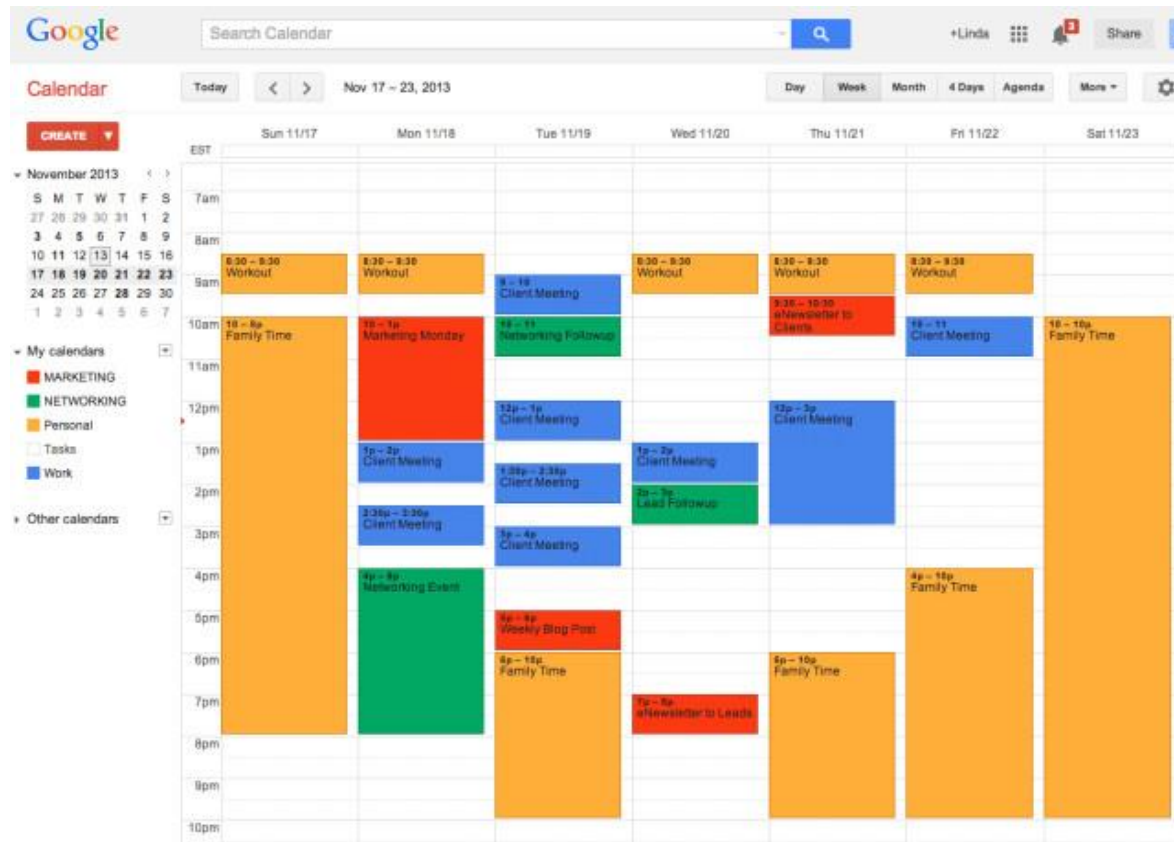
Follow Through On a
Daily Basis

- ✓ **Make a To-Do List**
- ✓ **Prioritize**
- ✓ **Revise**

What works for you?



What works for you?





Cold Turkey

Cold Turkey interface showing a schedule grid. The grid has columns for days of the week (SUN to SAT) and rows for hours (7AM to 4PM). Scheduled blocks include:

- MON: 09:00 am to 05:00 pm Social Media
- TUE: 09:00 am to 01:00 pm Adult Sites
- TUE: 12:00 pm to 02:45 pm Games List

Navigation menu on the left includes: Dashboard, Block Lists, Timers, Schedule, Advanced, and Settings.

Cold Turkey configuration window. The window title is "Cold Turkey".

1. Block What? *admitting it is the first step*

Categories: Sites, Games, Custom

- Facebook
- Twitter
- MySpace
- Youtube
- Hotmail / MSN
- AddictingGames
- CollegeHumor
- Ebay
- FailBlog
- Reddit
- StumbleUpon
- Wikipedia

2. Till When? *go big or go home, buddy*

Date: 20/06/2011

Time: 08 : 00 AM 24-hr format
(about 8 hours, 53 minutes)

3. Are you sure? *don't be a wuss, click the button*

Help me update my Facebook status before I start!

Go 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



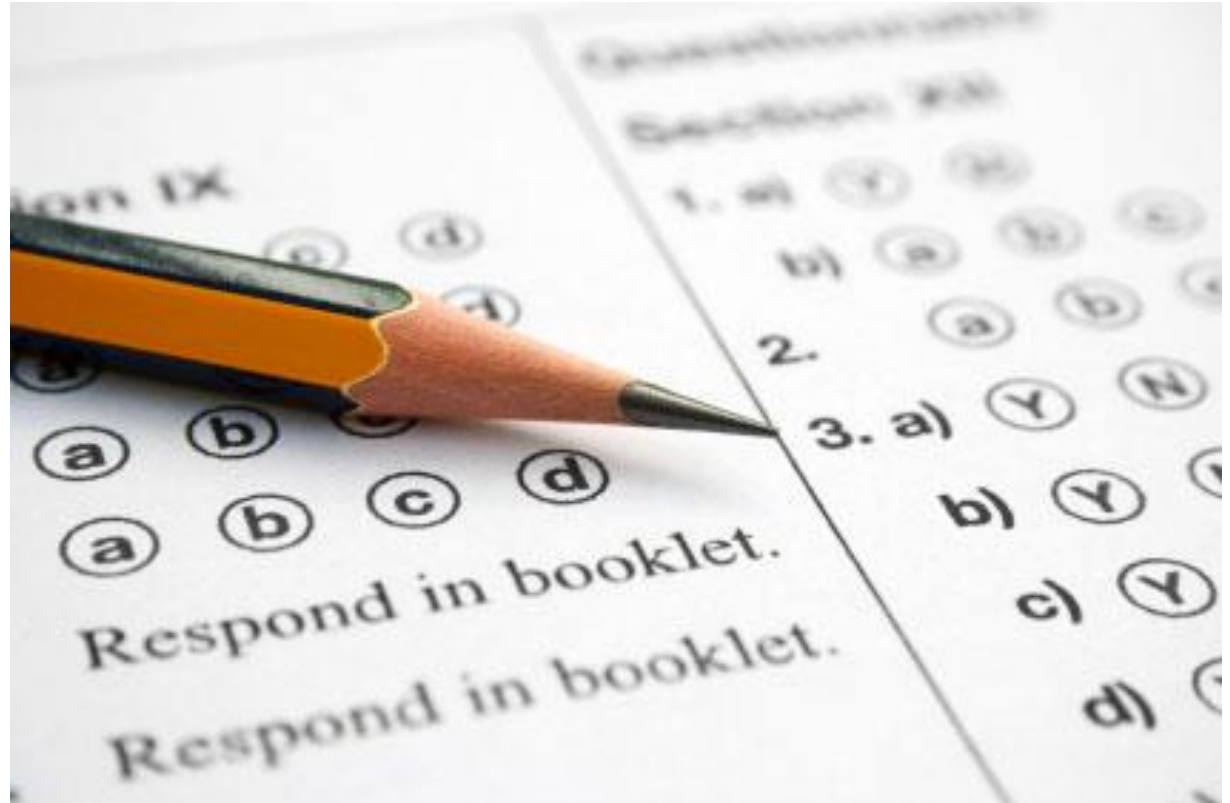
6. Get good sleep

Study Strategies for the Exam



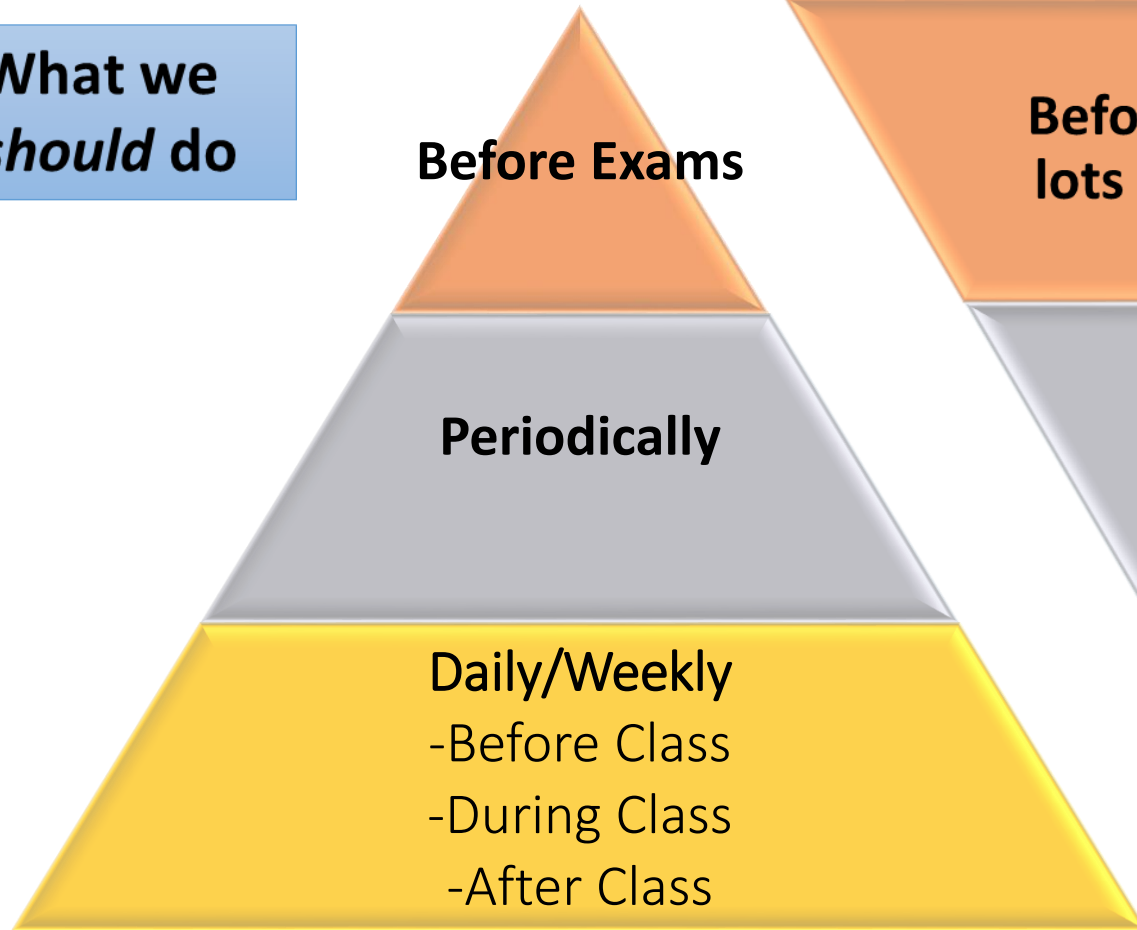
Find out as much as you can about the exam

Know what to study, how you will be tested



Study in Regular Intervals

**What we
should do**



**Before Exams (Spending
lots of time cramming!)**

Periodically

Daily/Weekly

**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.



matankids.org

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 ZZZzzzzzs

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”



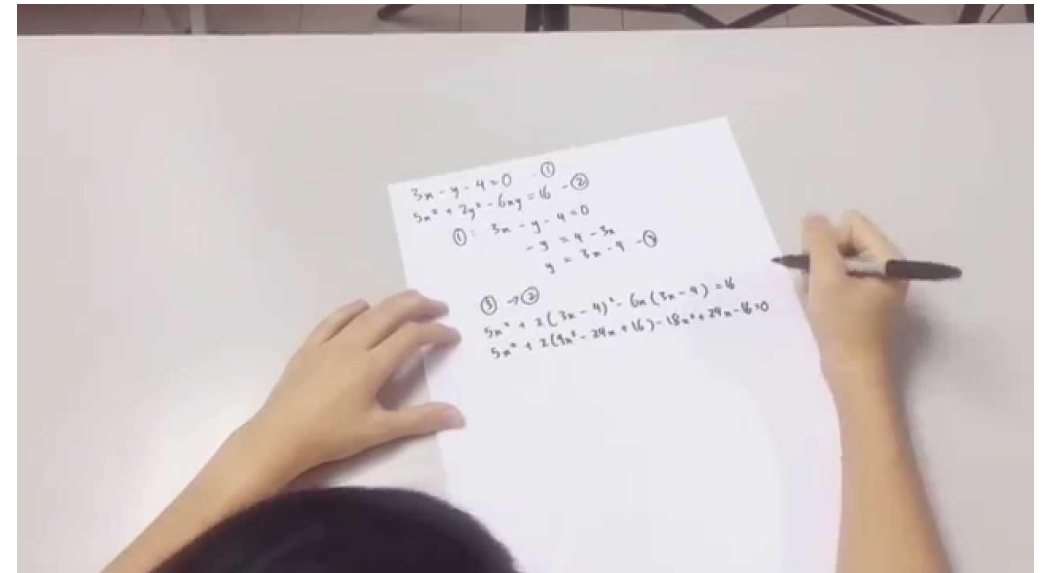
Problem Solving

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

bro tip #2957
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.
bro tips . com

Your turn!





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Evaluations

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Topic: Time Management and Effective Exam Prep

Presenter: Victoria Miller

Thank you!