



DIVISION OF
STUDENT AFFAIRS

COUNSELING CENTER

Save Your Semester

Workshop Objectives

In this workshop, you will learn skills for getting organized for finals.





Topics

- Warm Up Questions
- Analyzing your progress in each of your courses
- Creating a monthly plan for the rest of the semester
- Designing a weekly schedule and breaking tasks down into smaller steps
- Creating an action plan to increase your chance of success



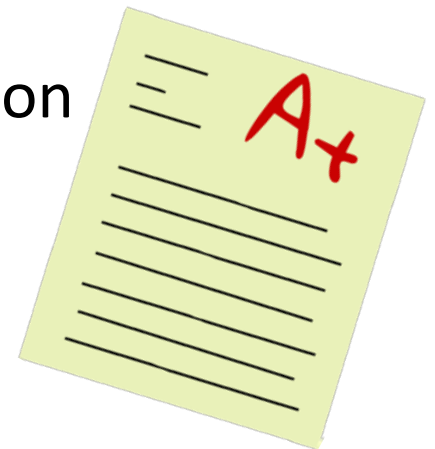
Warm Up Questions

- How do you feel about your academic situation right now?
 - Hopeless?
 - Ready to give up?
 - Don't believe it's possible to do everything that needs to be done?
 - Worried that there's no way you can pass a class?
 - Kicking yourself because you feel you've blown it?



You can save your semester!

- You can still earn points between now and the final exam.
- It may be possible to raise your grade between now and the end of the semester.
- You do this by:
 1. Analyzing your current academic situation
 2. Managing your time effectively
 3. Prioritizing activities





One way to warm up is to start with a list of all the tasks you need to complete to be ready for finals.

COURSE ANALYSIS : Analyze each of your courses. Include:

1. Meet with your instructors—find out what will be included on the final and find out where you stand in the class
2. Ask for extra help if you need it (tutors, Guided Study Sessions, T.A.s, etc.)
3. Check in with other students in the class
4. Create a study group
5. Review your old exams for each class



Analyze Your Current Academic Situation

- Handout activity

Course Analysis Sheet		
Course	Tasks	Actions
BSCI105	Need concepts explained for Chapter 3	See TA/organize study group



Time Estimate Sheet

- **What do you still need to complete in each class? Look at your course syllabi.**
 - Papers? Presentations? Exams?
- **Break those assignments into manageable chunks (we call this “Swiss cheese”).**
 - Think about group meeting times, meetings with TAs or professors, using campus resources, creating flash cards or study guides, completing practice tests, etc.
- **Estimate how much time you will need to complete each part for each class. Complete Time Estimate Sheet.**



Time Estimate Sheet

Time Estimate Sheet

Course	Assignments to Be Completed	Estimate of Time Needed to Complete	Totals	Actual Time to Complete
_____	_____ _____ _____	_____ _____ _____	_____	_____
_____	_____ _____ _____	_____ _____ _____	_____	_____
_____	_____ _____ _____	_____ _____ _____	_____	_____
_____	_____ _____ _____	_____ _____ _____	_____	_____

Managing Time Effectively

- Weekly Calendar
 - You have 168 hours during the week
 - Allocate time in your weekly schedule for 8 hours of nightly sleep and two hours daily for eating/socializing.
 - You can include 10 hours for a job and still have time to study.

Fill out the schedule with your responsibilities and commitments for the **next 2 weeks**. Include all classes, meetings, work, plans, etc.

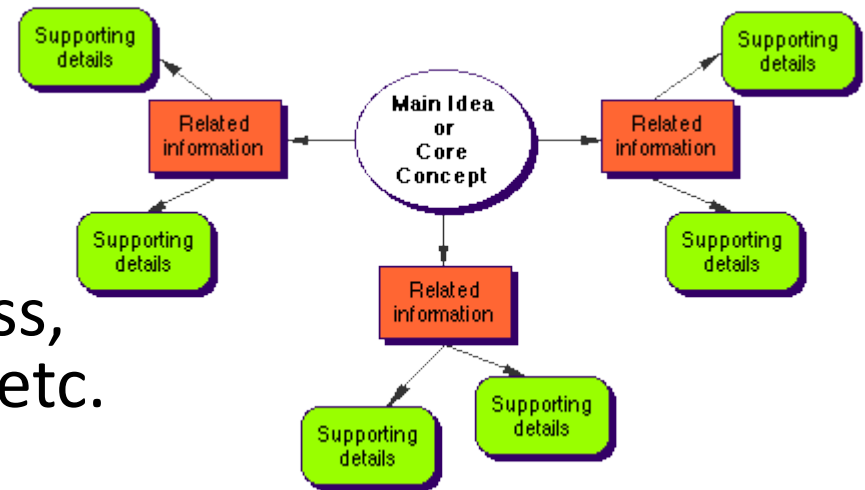
Use Effective Study Strategies

- Flashcards
 - Active way of memorizing definitions, concepts, etc.
- Rehearsal strategies
 - Webs, charts, outlines, questions/answers
- Study groups
 - If you can teach it to someone, you know it!
- Analyze old exams
 - Do this with your professor; understand your errors to fix for next time



Self Test

- **Interact with material** – Organize, develop concept maps, charts, tables, or diagrams, summarize, process, re-read, fill in notes, reflect, etc.
- **Rehearse** – Do practice problems without looking at the steps in your text or notes, boost memory with repetition, use mnemonic devices, or flash cards.



Self Test Continued

- **Elaborate** — Explain ideas aloud (to self or others), write and answer practice test questions.
 - **Apply** — Challenge yourself to apply the knowledge to problem-solving, or real-world situations.
- Retrieval** — Put material away and practice retrieval by recalling as much information as possible.





Study Groups

- An effective group has 3-4 members and meets at least once a week. Get classmates' numbers or email addresses at the start of the semester.
- Have a group leader that keeps the group on track and on task.
 - Decide as a group what material will be covered that week





Study Group Session

- **Structure of the group:**
 - In the first $\frac{1}{2}$ hour review and discuss the prior week's concepts. Bring up any confusion or share knowledge.
 - The rest of the time work on problems or questions.
 - The last 10 minutes do a quick review/summary of the session and assign any tasks or responsibilities for the next session.



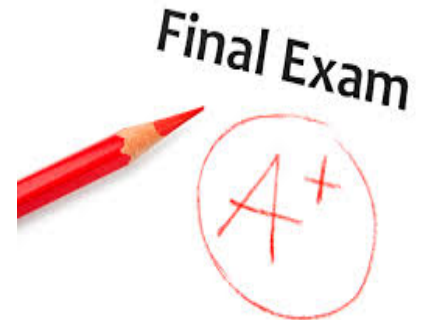
Staying on track

- Avoid time wasters
 - Phone calls, Facebook, video games, friends who aren't focused
- Enlist the help of your friends
 - Tell them you aren't able to do anything until after finals and stick to it!
- Avoid negative thinking
 - You CAN do this! Believe in yourself!
- Take care of yourself
 - Get enough sleep and exercise so you don't get sick
- Reward yourself when exams are over
 - Believe that you are making a temporary sacrifice that will pay off



Test Time

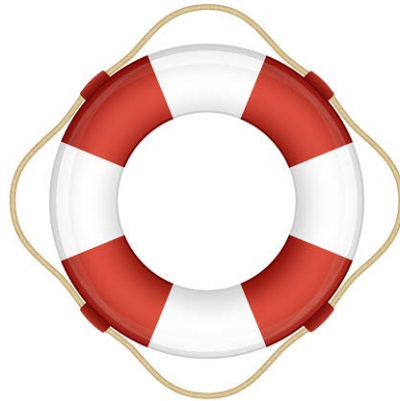
- **Before:**
- Arrive early to minimize anxiety
- Get an overview before you begin
 - Read directions carefully
 - Keep track of your time
- Practice relaxation & positive self-talk



- **After:**
- Analyze returned tests and learn from the results. What worked well and what didn't?
- Make sure you review concepts you got wrong, you'll see it again on the final!



Surviving Finals



Expect a certain amount of tension

Stay positive – this too shall pass!

Reframe the meaning of finals

Take time to relax

Don't neglect your sleep and exercise

Moderate stimulants (caffeine, tea, energy drinks)



Questions?

