



Study Game Plan. — Alexandra Mayzler

Homework, extracurricular activities, SAT prep, and volunteering galore. Sometimes it feels like there just aren't enough hours to get everything done. But there are only so many hours in a day, week, and school year. To succeed in school and enjoy the process, you must carefully manage your study time. Here are some helpful hints on how to tackle the long to-do list and prepare and for exams.

Tip #1: Start Early

Preparation for exams should begin EARLIER than the day before the test. You cannot cram an entire unit of information into an all-nighter. Get started at a week before the exam.

Tip #2: Organize

Begin by making yourself a calendar outlining a daily schedule of topics for review. You should cover a small amount of material for each class daily. Every time you complete a topic give yourself a check.

Tip #3: Outline

Once you have decided what you need to study and how much time you need to spend studying it is time to actually STUDY. One of the best ways to actually memorize the information and to make succinct outlines. As you read over your textbook and class notes write a brief summary for each topic. Highlight the areas in your outline that were most troublesome. When you have finished with all the material you will have a brief outline that you can review.

Tip #5: Flashcards

Similar to outlining making flashcards is a really helpful technique for studying. By writing down the information from your outline you are already doing half the studying. Once the flashcards are complete you will have a portable study packet to look over whenever you have some free time.

Tip #6: Get Help

If you are having trouble memorizing something or a particular concept is just not sinking in get help before it is too late. Ask your teacher to go over a glitch you might be having. Or if memorizing 200 vocabulary words seems like too much to do on your recruit your family members to quiz you on index cards.

Tip #7: Sleep

You need at least seven hours of sleep a night to function. Tests are designed to make you think. If you are sleep deprived, you won't be able to remember any of the information you worked so hard to cram into your brain.

Tip #8: Stay Calm

Do not panic at the exam! Even if at first glance, the test is overwhelming, remember to breathe. If a question seems too hard, answer all the questions you know, then return to the ones you left blank. Remind yourself that you are prepared.

Tip #9: Don't Rush

You have spent at least two weeks studying so what's another couple of minutes? Work through the exam slowly and read all the questions before answering them. If you are done before the exam is over spend the time looking over your answers.

Tip #10: Post-exam

Don't let panic overwhelm you. Even if you think you bombed the exam, worrying will not change your score; it may however, effect your mindset for your next final. Zone out the previous test and stay focused on the next one. Odds are you didn't do as badly as you think.

Alexandra Mayzler is the president and founder of **Thinking Caps Tutoring**, which offers one-to-one tutoring, test preparation, and skill building. For more information, visit www.thinkingcapstutoring.com.

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