



Study Skills Checklist

Follow this checklist when preparing for exams to maximize your results.

- Organize your course notes.
- Photocopy any notes you are missing from your binder.
- Ask your teacher for the exam outline and ask questions if you are unsure of something.
- Organize and tidy your study area.
- Fill out your exam study planner.
- Prepare a list of all topics/concepts that will likely be on the test.
- Organize the topics/concepts in order of importance.
- Review topics/concepts and highlight what areas are weak that you might need extra time for.
- Determine how long your study segments and breaks will be. It is suggested that you work in 20-30 minute intervals with a ten minute break in between.
- Be active in your studying: rewrite the material in your own words, recite the information out loud, form a study group, create concept maps, self test, etc.
- Try to make personal connections to make what you are studying more meaningful to you.
- Review study material daily at least five days before your exam.
- Don't cram new information in 12-24 hours before your exam.
- Get a good nights sleep every night during exams.
- Eat well and regularly to maintain your energy and focus.
- Have a positive attitude about writing the exam. Think about how well you will do!
- Have a shower and leave extra time to get ready the morning of your exam.
- Relax before your exam and look over your notes quickly if you feel it's necessary.
- Be early for your exam.
- Bring extra pens and pencils for writing your exam.

If you have followed this checklist, be confident going into your exams. You should be well prepared and ready to get the results you want!