

STUDY PLAN CHECKLIST

Complete this checklist for each exam to define your study goals, get organized, and stay on track. Make extra copies, and start filling them out as soon as exams are announced.¹

Course: _____

Instructor: _____

Date, time, and place of test: _____

Type of test (Is it a midterm or a minor quiz?) _____

Information from instructor (types of questions, test length, effect on final grade, etc.):

Topics to be covered, in order of importance:

1. _____

2. _____

3. _____

4. _____

5. _____

Study schedule, including study materials (texts, class notes, homework problems, and so on) and the dates and times you plan to complete each:

MATERIAL	STUDY DATE AND TIME
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Materials to bring to the test (textbook, sourcebook, calculator, computer):

Special study arrangements (study group meetings, instructor conference, tutoring), including scheduled times:

Study-routine adjustments to maximize your strongest intelligences (For example, interpersonal learners could study with others, musical learners could create learning tunes, bodily-kinesthetic learners could listen to lectures on an MP3 player while walking to class):

Life-management issues (such as rearranging work hours to study with a classmate):
