

# Studying for Tests: Tips for Organizing Your Time

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## Set Sunday Planning Sessions

Schedule time every Sunday night to sit down and plan for the following week. If you have a test coming up, you can decide how and when to prepare each day. Your Sunday planning session may be the most valuable time you spend. You'll reap the benefits throughout the week and beyond. It's a great feeling to wake up on Monday morning feeling organized and ready to go!

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## Plan Enough Time

Begin studying a week or two before a major test. As you plan your test-study schedule, be realistic. Give yourself more time than you expect to need, not less. Make an estimate, and then add in a little extra time. Schedule the amount of time you expect the studying to take you. After all, you know yourself better than anyone else does.

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## Be Flexible

Remember that your calendar isn't carved in stone. You need to be flexible and ready for the unexpected. You might need to change your weekly schedule when you find out about a quiz the day before you have to take it. Or if you've scheduled test-study time with some friends, you might find yourself with unexpected "waiting time" when they're late. Don't panic when things don't go just the way you planned. And don't give up on your schedule! Just go with the flow and be flexible.

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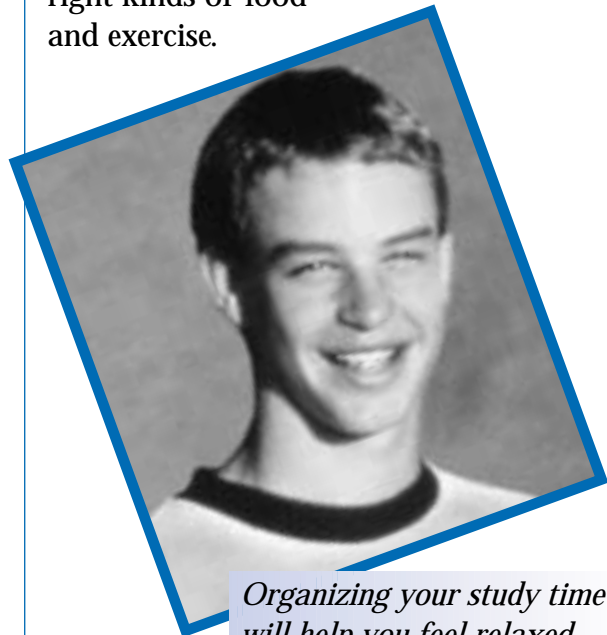
## Review, Review, Review

The more often you review, the less often you'll need to spend late nights studying. If you regularly review your class notes and write down and ask questions that arise from your review, you'll feel relaxed and organized when test-study time comes along. Set aside regular time to review class notes and materials—perhaps on Sunday afternoon or on a weeknight that's usually free. When you get in the habit of reviewing regularly—even before a test is announced—you'll find that you are better prepared when test time comes around.

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## Remember to Plan for Sleep

Schedule a good night's sleep for yourself the night before a test. Don't be tempted to stay up late to study. It's better to arrive at the test with a good night's sleep under your belt and feeling as relaxed as possible than to be tired and stressed from cramming. To perform your best, you need a good night's rest just as much as you need the right kinds of food and exercise.



*Organizing your study time will help you feel relaxed and confident on test day.*