1. Review the Study Cycle to understand each part to studying and to get started early.
2. The Note Summary tool helps you review your notes after class and keep track of questions to get answered.
3. Use the 7-Day Study Plan to make a specific plan leading up to an exam.

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**Notes Summary**

Directions: Use this template after each class period to help process what you learned in class. Compiling these after each class can provide a framework for you to start your studying!

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Material I Understand</th>
<th>Material I Need to Work On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

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**Seven Day Study Plan**

Directions: Identify course content you know and incorporate concepts you don’t know into your plans, ask questions, and gain clarification. Use the example below to model your own study plan on the second page.

<table>
<thead>
<tr>
<th>General Study Tips</th>
<th>Curve of Forgetting</th>
<th>Exam Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Organizer**

- Make sure you have all your notes (class and textbook) in one place.
- What topics are covered?
- Chronological order:
- Studying all material.
- Use highlighting techniques under topics.

**PROCESSING Day 1**

- General review over the concepts.
- Divide up what you will study on days 1 to 3.
- Half the material.
- Concepts that make sense together?

**PROCESSING Day 2**

- General review over the concepts.
- Divide up what you will study on days 1 to 3.
- Half the material.
- Concepts that make sense together?

**Review Ideas: Green**

- Flashcards
- Study guide
- Quiz yourself

**Review Ideas: Yellow**

- Flashcards with a friend
- Turn notes into sample test questions
- Create a chart or diagram for the idea

**Review Ideas: Red**

- Go back to the book to fill in details from notes
- Pondering @ hourly rate, Carwell, SAS, etc.
- Office hours (pre-plan, send an email in advance)
- Google the topic with “gif” for other examples

**PRO TIP!**

Preparing early is key to studying better. Going over material several times over a longer period of time will help you remember more.