Success Coaching

● 1:1 30-minute virtual coaching sessions
● Focus on a wide variety of study skills, time management skills, goal-setting strategies, and more!
● Students of all backgrounds, majors, and academic levels

Make a phone or Zoom appointment on our website at: http://academicsupport.uw.edu/academic-success-coach/
Session Overview

- Studying for online tests
- Online exam preparation
- Getting ready for online final exams
- Managing test anxiety
Studying

• How do you study?
• How does the week before finals look for you?
• How might preparing for online finals be different for you this quarter?

*unmute or type in chat!
Studying for Tests

- Studying should happen throughout the quarter
- Methods:
  - Analyze Your Time
  - Establish a Routine
  - Set Goals
  - Review before and after each class
  - Take good notes
  - Plan and organize your study sessions

A lot of us feel like this right now
Ebbinghaus & Memory Decay

Our brains need time to process what we’ve studied

> Cramming doesn’t work!

> Repetition: the more you revise what you’ve learned, the flatter your forgetting curve gets

> Spacing out your studying is important!
Analyze Your Time

- How do you currently spend your time on schoolwork?
  - In zoom classes
  - Studying independently
  - Reviewing the material
  - Note-taking?
  - Reading Comprehension/finding main ideas?
  - Test-taking?
  - Managing your time?
- Study groups
- Online tutoring centers
- Online office hours

Decide how you want to use your time. What do you want to improve on?

- Study groups
- Online tutoring centers
- Online office hours
Establish a Routine

- Set a specific **study time, place, and location** for each course.
  - Do you need **silence** or **background noise**?
  - What type of environment is **distracting** and which is **productive**?
- If possible, study in the same place you will be taking your exam.
- Study at times when you are most alert and free from other distractions.
- Set study times in your planner to plan your week better and hold yourself accountable.
Set Goals

- You can use a worksheet to start **identifying your goals** for the academic quarter and year.
  - Write them down somewhere you will see them such as:
    - your planner
    - in your room
    - phone background
- Make the goals for your study sessions
- **Reward yourself** with a fun activity
  - Take a walk/ exercise
  - Catching up with a friend
  - TV/movie time/video games
Review Before and After Each Class

- Look over your instructor's notes or Powerpoints prior to lecture
- Read the textbook and any articles before lecture
  - Read the subheadings in the textbook and any discussion questions at the end of each chapter.
- Take good notes! Don’t feel pressured to write down everything, write down the most important parts.
- Review professor guides, textbook and notes from class no more than 24 hours after the class
- Meet virtually with professor, TA, tutors or classmates to go over what you missed or do not understand
Take Good Notes

- Write down specific questions that come up as you are in class to ask later
- Write practice test questions
  - Remember questions the instructor asked during class, and draft up responses on your own or with other classmates
- If you cannot focus on writing notes and paying attention, use a recorder
- If slides are posted, make sure to write down what is not on the slides
- Try color coding your notes or folders/binders/etc to help trigger your brain during a test/exam

Note Examples!
Open Notes/ Open Book Exams

- **Have easy access to materials** - Make sure to have your textbook and other materials next to you to save time on the exam. Have separate tabs open for easy access to any materials you may need.

- **Know the material well** - Ensure that you know the material well enough to not always look at your notes so that you are not spending extensive time looking through your notes during the exam.

- **Know how to navigate your notes** - Organize notes accordingly, and utilize them. Notes may feel different when working digitally. Make sure that they are easy to navigate for you.
Create a “Cheat Sheet”

● Important **Definitions and Formulas**
  ○ Quadratic formula, Psychology terms, Geographical landmarks

● **Examples** from Homework and Lectures

● **Diagrams and Visuals**
  ○ Lobes of the Brain, Plant Cell Structure

● This is especially helpful for STEM classes!
Plan and Organize Your Study Sessions

- Create a schedule of one to three hours of study for each hour in class
  - 45/15 rule, you work non-stop for 45 minutes, take a break for 15

- Work on your most difficult subjects, or what you do not know, first

- Schedule tasks based on due dates
  - This can make it easier to identify potentially conflicting deadlines and create a plan to tackle them all in a timely manner

- Visualize large projects as a series of small steps, and make smaller due dates along the way

- Alternate activities (reading, writing, brainstorming) to keep it engaging and give your brain a break
Exam Study Timeline

2 Weeks Before Exam
- Take good notes
  - Create practice problems
  - Ask questions
  - Make a study schedule

Week of Exam
- Study hard!
  - Review lecture slides and notes
  - Go over practice exams
  - Get help with difficult concepts
  - Test yourself

Day Before Exam
- Go over practice exam and questions
  - Make sure you have paper, pens/pencils, stable internet, charged electronic devices
  - You should be able to take the test tonight!

Day of Exam
- Mentally recite what you know. Take a quick glance at your notes
  - Eat a nutritious breakfast
  - Take deep breaths - you got this!

When Class Begins
- Use syllabus to write down exam dates in planner
  - Note virtual office hours, CLUE sessions, & resources
  - Establish routine

1 Week Before Exam
- Take note of concepts you don’t understand
  - Go to virtual office hours or meet with a TA in Zoom
  - Continue taking good notes
  - Try a virtual study group

Day Before Exam
- Go over practice exam and questions
  - Make sure you have paper, pens/pencils, stable internet, charged electronic devices
  - You should be able to take the test tonight!

- Go to bed early!
Consider making a class-specific study map leading up to your exam.

- Mark down different study strategies
- Space out studying!
You can also use an online calendar!

- Color code studying for different classes
- Helps with time management!
## Example Finals Week Prep

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review over Psych concepts and draw any diagrams</td>
<td>Review over Econ formulas</td>
<td>Econ 200 Final Use quizlets to practice Psych terms</td>
<td>Psych 101 Final Get dinner with roommate Past Math Exams</td>
<td>Finish last Math assignment Do some practice math problems</td>
<td>Go to Math office hours and write down formulas Start reviewing Psych quizlets</td>
<td>Look over past Econ homeworks and summarize concepts Turn in Psych final project</td>
</tr>
</tbody>
</table>

- Make sure to give yourself breaks!
- Study every day rather than cramming the night before -> repetition is key!
- Get enough sleep and eat well
General Study Tips

- Do example practice problems
- Review and summarize the textbook and notes
- Rewatch recordings
- Re-do homework
- Use flash cards
- Online study groups such as through Zoom
- Attend online office hours/tutoring
- Figure out what type of learner you are and cater your studying
- Have study group discussions and teach material to other people
- Participate in class
Get Ready for Online Final Exams

Test Taking Tips

● Do not cram!
● What types of finals do you have?
● Know what you need on the test to get an ideal grade in the class
● Know time limits and test restrictions
● Use the same materials, snacks, smells as you did studying on the test
● Read all directions, and ask for clarification
● Start with things you are comfortable with/easier questions
● Eat a snack beforehand
● Get enough sleep!!
Test Anxiety

- How do you deal with stress and test anxiety?

*unmute or type in chat!
Test Anxiety

Combating test anxiety

- Be prepared
- **Visualize**
- Avoid distractions during the test.
- Avoid negative thoughts
- **S L O W D O W N**
- **Use scratch paper to write out key points**
- Use your time wisely to answer questions with higher point value.
- Keep moving
  - If your mind goes blank, skip it
- **Use relaxation strategies such as deep breathing and mental "time out" techniques as needed.**
- When in doubt, *guess*
Activity: Short-Term Test Anxiety Strategy

5-4-3-2-1 Method

Acknowledge **5** things you see around you. Anything in your surroundings!

Acknowledge **4** things you can touch around you. Your hair? Chair? Coffee cup?

Acknowledge **3** things you hear. This could be any external sound. If you can hear your belly rumbling that counts! Focus on things you can hear outside of your body.

Acknowledge **2** things you can smell. Candle? Pencil?

Acknowledge **1** thing you can taste. What does the inside of your mouth taste like—gum, coffee, or the sandwich from lunch?
Quarantine-Specific Stress Tips (take some, leave some!)

**CREATE/LEARN**
If you have time, consider picking up a new hobby. Whatever you’ve always been curious about, but haven’t had the time!

**MOVE**
It is so important to move your body! Exercise will boost motivation, focus, and help elevate mood.

**BE KIND TO YOURSELF**
Take a few moments each day and pause to relax ourselves and our nervous system.

**BREATHE**

**EAT, SLEEP, HYDRATE**
Try to eat healthy, hydrate throughout the day and getting adequate sleep each night.

**CREATE ROUTINE**
Getting up at the same time every day and adding activities in your day will help provide structure.
YOU GOT THIS!

Questions? Email us!
aspcoach@uw.edu