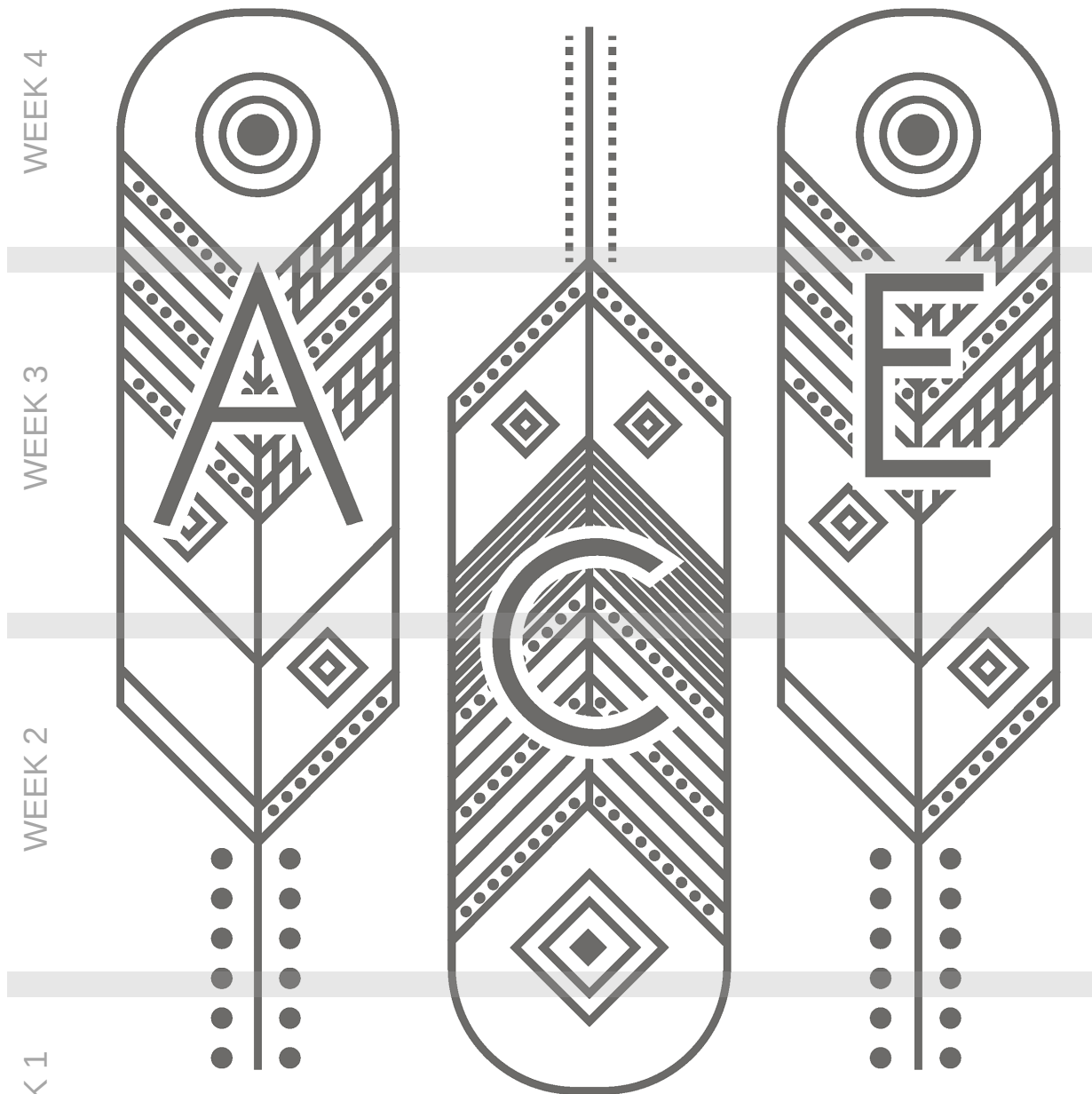


Four Weeks to Success

APRIL 2019 BULLET JOURNAL



ACADEMIC CENTER
FOR EXCELLENCE

FLORIDA STATE UNIVERSITY®

SNAP A PHOTO OF YOUR PROGRESS AND SHARE IT WITH US!
#4WEEKSTOSUCCESS @ACELEARNINGSTUDIO

Check In With Yourself

Check your habits and attitudes about studying, organization, and time management. Use this inventory to guide self-improvements or to identify where you need help. Get support from one of the departments listed below.

Concentration

- ☐ I study in a location on or off campus that has little distraction for me to be able to study effectively
- ☐ I prefer to study with music or the TV on
- ☐ I will put my airplane mode on in order to not get distracted
- ☐ I will set a timer to be sure I do not look at my phone or social media while I study

Listening and Notetaking

- ☐ I will review my notes after each class
- ☐ I will make sure to organize my notes so that I know which dates I took certain notes to learn certain concepts before the final
- ☐ I will use my notes to study for my final test/exam
- ☐ I will re-write my notes using graphic organizers to be sure I understand certain difficult content

Reading

- ☐ I will be sure I read the learning objectives and the summary of each chapter to be sure I am focused on the key points
- ☐ I will read a page and re-summarize what I read while making a chapter outline
- ☐ I will use a highlighter to locate all important bolded key terms, charts, and graphs
- ☐ I will create a 5-day study plan to be sure I read each day (for 5 days) before my final test/exam
- ☐ When I read a chapter, I will turn the headings into questions and formulate questions from each section

Writing

- ☐ I will contact a Research Guide in Strozier to be sure I collect the best resources for my final paper
- ☐ I will make an appointment with the Reading Writing Center tutor
- ☐ I will create an outline before I begin writing my final paper

Organization

- ☐ I will be sure I take a 10 minute break after studying for every 30-45 minutes
- ☐ I will create a final list of all important assignments using this packet
- ☐ I will create a weekly study schedule using this packet

Time Management

- ☐ I will arrive to the exam 15 minutes before to be sure I am not anxious or stressed
- ☐ I will use short study periods of 30-45 minutes and then take a 10 minute break each day
- ☐ I will create a 5-day study plan for my most difficult course
- ☐ I will use short periods (between classes, riding the bus, before meals, etc.) to do simple academic tasks like reviewing notes or reading my textbook.

Exams

- ☐ I will bring an extra pencil or pen with me to take my final
- ☐ I will be sure I visit my instructor/TA in his/her office hours a week before the final exam to ask what the format will be for the final exam
- ☐ I will answer the easy questions first
- ☐ I will work on the part of the exam that counts for the most points first
- ☐ If I don't understand something on my exam, I will ask my professor

Barriers to Learning (Get support from one of the departments here▼)

- ☐ Class attendance
- ☐ Job commitments
- ☐ Social or extracurricular activities
- ☐ Study skills or habits
- ☐ Time management

Want help?
We're here!

**ACE COURSE &
STUDY SKILLS TUTORING**
my.fsu.edu > 

STROZIER TUTORING
lib.fsu.edu/tutoring

CARE TUTORING LAB
care.fsu.edu

UNDERGRADUATE STUDIES
undergrad.fsu.edu

**RENEW / UNIVERSITY
COUNSELING CENTER**
counseling.fsu.edu

CHAW - HEALTH & WELLNESS
chaw.fsu.edu

CAMPUS RECREATION
campusrec.fsu.edu/

DEAN OF STUDENTS
dos.fsu.edu

Stop Cramming, Start Planning

The ACE **5-Day Study Plan** is designed to help you plan ahead, study efficiently, and spread your study time across multiple days, rather than cramming it into one day. Use the following technique to study for your tests:

Day 1: Plan and Organize

- Split test material into three categories:
(A) Most difficult,
(B) Moderately difficult,
(C) Least difficult
- Write in this planner how you will study for each of the following days
- Begin gathering necessary supplies (your notes, class notes, textbooks/handouts, flash cards, graphic organizers, etc.).
- Schedule any necessary office hours or tutoring appointments

Day 2:

- Study (A) Most difficult material using active learning techniques

Day 3:

- Self-test (A) Most difficult material from Day 2
- Study (B) Moderately difficult material using active learning techniques

Day 4:

- Self-test (A) and (B)
- Study (C) Least difficult material using active learning techniques

Day 5:

- Self-test (A), (B), and (C)
- Tie up loose ends and get last minute questions answered
- Rest and use positive self-talk!

Study Techniques to Try

Need help? Schedule an appointment with an ACE study skills tutor on my.fsu.edu >



_____ Create study sheets containing definitions, formulas, dates etc.

- outlines
- charts
- diagrams

_____ Prepare materials for a tutoring session or study group

_____ Mark parts of text or notes that you do not understand

_____ Find math problems that you are having difficulty solving

_____ List topics or concepts that you need to learn

_____ Create questions for the tutor

Make Study Groups Work!

_____ Set a schedule, goals, a leader, and keep attendance

_____ Make everyone responsible for predicting test questions and share them

_____ Re-teach each other the material

_____ Help one another with graphic organizers

Anticipate Test Questions

_____ Write questions in the margins of your notes or text where the answers are found

_____ Create a test that includes the kind of questions that will be on the exam (T/F, multiple choice etc.)

_____ Google "Bloom's Taxonomy question stems" to help you develop more complex questions

Work with your notes (Don't just read them!)

_____ Find gaps in understanding / questions you want to ask

_____ Rewrite notes in your own words

_____ Take boring notes and draw them into a graphic organizer

_____ Reduce notes to the most important points

_____ Create flashcards right after class to save time. Use flashcards for remembering formulas, terms, vocabulary/definitions.

Self-Testing

_____ Solve math problems without looking at the answer

_____ Cover and uncover parts of your notes or graphic organizers to see if you remember what you wrote

_____ Work with a partner to develop mock quizzes

_____ Hand write flashcards instead of using online engines

_____ Recreate the testing environment

_____ Use similar time limits as you'll have on the test day

_____ SQ3R Reading System

Survey

What are you about to read?

Question

What info will you need to know?

Read

Take notes, identify main points

Reflect

Are you finding answers? New q's?

Review

Write a summary, answer questions.

Just four weeks to go...

Assignments / Exams / Papers / Events	Class	Due Date
---------------------------------------	-------	----------

APRIL / MAY 2019

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Keeping Track of Your Hours

Hours in Class: _____ Hours at Work: _____ Hours of Study: _____

Time	04/07 Sunday	04/08 Monday	04/09 Tuesday	04/10 Wednesday	04/11 Thursday	04/12 Friday	04/13 Saturday
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-Noon							
Noon-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							
10-11 pm							
11-Midnight							

This Week In A Few Words

Events	Milestones
Accomplishments	Obstacles
Personal Struggles	How I've Overcome
Things I Want to Remember	Goals for Next Week

Habit Tracker

[illegible]

Keeping Track of Your Hours

Hours in Class: _____ Hours at Work: _____ Hours of Study: _____

Time	04/14 Sunday	04/15 Monday	04/16 Tuesday	04/17 Wednesday	04/18 Thursday	04/19 Friday	04/20 Saturday
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-Noon							
Noon-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							
10-11 pm							
11-Midnight							

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Habit Tracker

[illegible]

Keeping Track of Your Hours

Hours in Class: _____ Hours at Work: _____ Hours of Study: _____

Time	04/21 Sunday	04/22 Monday	04/23 Tuesday	04/24 Wednesday	04/25 Thursday	04/26 Friday	04/27 Saturday
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-Noon							
Noon-1 pm							
1-2 pm							
2-3 pm							
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9-10 pm							
10-11 pm							
11-Midnight							

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Personal Struggles	How I've Overcome
Things I Want to Remember	Goals for Next Week

Habit Tracker

[illegible]

Keeping Track of Your Hours

Hours in Class: _____ Hours at Work: _____ Hours of Study: _____

Time	04/28 Sunday	04/29 Monday	04/30 Tuesday	05/01 Wednesday	05/02 Thursday	05/03 Friday	05/04 Saturday
7-8 am							
8-9 am							
9-10 am							
10-11 am							
11-Noon							
Noon-1 pm							
1-2 pm							
2-3 pm							
3-4 pm							
4-5 pm							
5-6 pm							
6-7 pm							
7-8 pm							
8-9 pm							
9-10 pm							
10-11 pm							
11-Midnight							

This Week In A Few Words

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Things I Want to Remember	Goals for Next Week

Habit Tracker

[illegible]

GRAPHIC ORGANIZERS

What are they? Graphic organizers are illustrations that you develop based on your lecture notes or understanding of the material you are trying to learn. Graphic organizers show the order and completeness of a student's thought process - strengths and weaknesses of understanding become clearly evident.

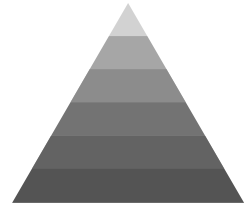
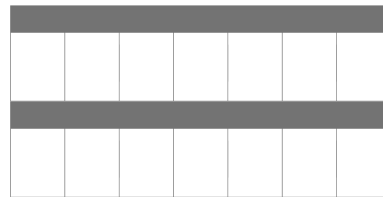
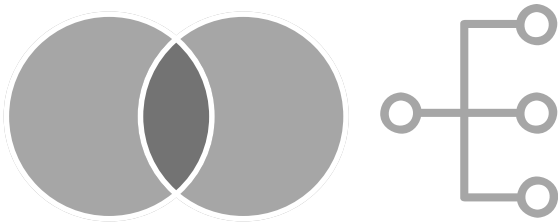
What's the benefit? Graphic organizers help...

- Check your understanding
- Make learning more active
- Recalling information
- Provides a tool for self-testing
- Brainstorm information on a given topic
- Organize information
- Ability to explain to others
- Critical thinking

How can I use graphic organizers?

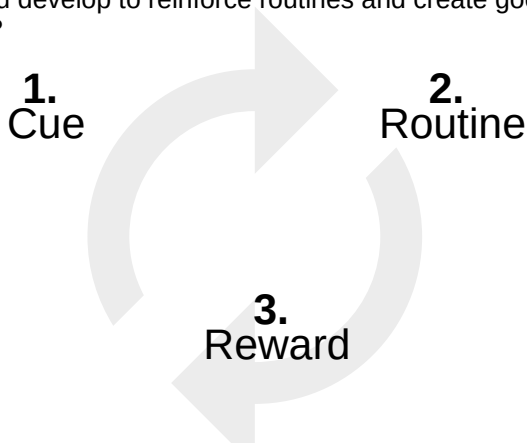
- Show them to your instructor, TA, a tutor, or a trusted peer to check your understanding
- Cover / uncover parts of the graphic organizer to self-test
- Create a blank copy and try to fill it in to self-test
- Work with a partner to develop and share graphic organizers

What do graphic organizers look like? Examples are below. More are available at ace.fsu.edu > Study Tools and Tips > Graphic Organizers by Subject Area



GOOD HABITS

According to Charles Duhigg, **habit formation** requires a cue (i.e., an alarm clock), a routine (i.e., making coffee), and a reward (i.e. drinking the coffee). What cues and rewards can you develop to reinforce routines and create good habits?



Learn more at charlesduhigg.com/how-habits-work/

ACCOUNTABILITY

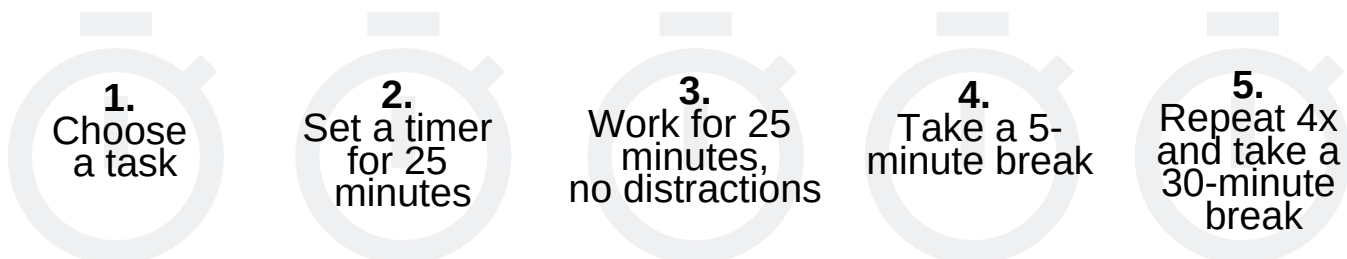
Who keeps you accountable and on top of your stuff?

Identify an accountability buddy and check in with one another throughout the semester.

My accountability buddy is:

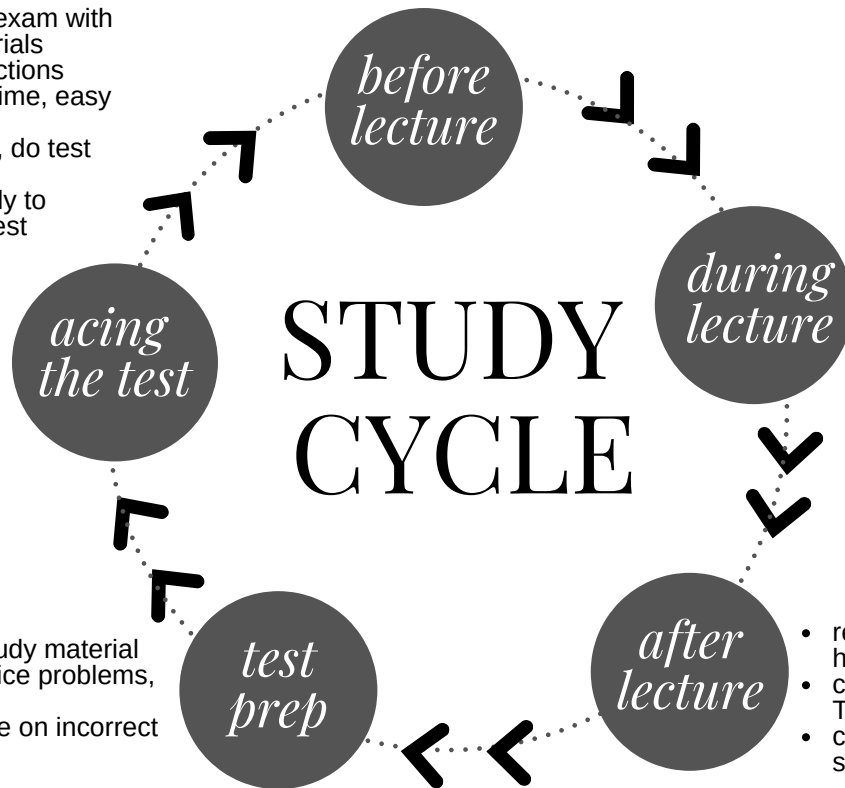
Challenge teams use money to motivate one another. Pay into a challenge team (perhaps \$10 a person) and commit to completing a task. Those who complete the task keep their \$\$\$. Those who don't donate their buy-in to a good cause, such as FSU's Food for Thought food pantry in the Dean of Students department.

POMODORO TECHNIQUE



- read the syllabus for relevant topics
- read the upcoming material and take notes
- look for objectives, summaries, and diagrams
- prepare questions to ask in class

- arrive early to the exam with all necessary materials
- navigate- read directions carefully, manage time, easy problems first
- analyze your score, do test corrections
- schedule realistically to study for the next test



- paraphrase your lecture notes
- record key concepts that match the readings
- note the harder topics to review after class

- gather organized study material
- practice tests, practice problems, create study guides
- focus remaining time on incorrect answers/concepts

- reinforce key info within 24 hours
- clarify unclear concepts with TA, prof, or classmates
- create charts & diagrams to show relationships

IMPLEMENTING THE STUDY CYCLE

What can I add to my routine NOW?

How can I add these items to my routine NOW?

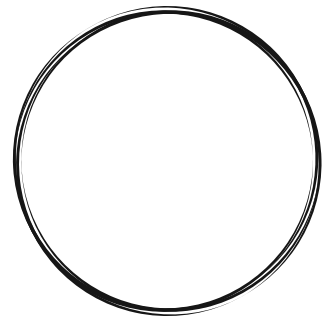
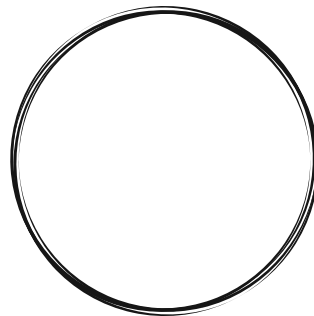
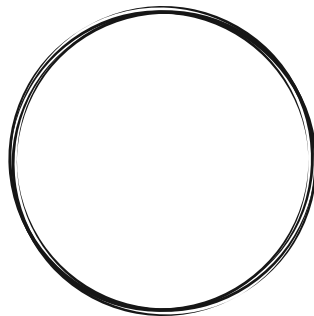
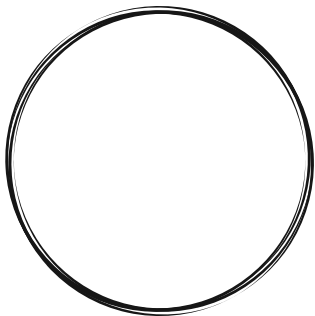
What can I add to my routine NEXT SEMESTER?

How can I add these items to my routine NEXT SEMESTER?

MY STRENGTHS & MOTIVATIONS



MY KEY VALUES



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extended hours during the last two weeks of the semester:
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