

EXAM PREPARATION PLANNER

Strong exam performance starts with a plan. Use this worksheet before an exam to identify priorities, choose effective study strategies, and prepare with confidence.

Step 1: Identify the Topics

List the chapters, units, concepts, or skills that will be covered on the exam.

Step 2: Prioritize Your Studying

What topics do you know well?

What topics need the most review or are still unclear?

Step 3: Make a Study Plan

Break your studying into several shorter sessions. Decide in advance what topic you will focus on and the study strategies you'll use. Add it to your planner or calendar.

Step 4: Match Your Study Strategy to the Exam

Select the strategies that best fit your exam:

- ☐ Practice problems (Quantitative, Calculations)
- ☐ Self-quizzing or flashcards (Multiple Choice, Short Answer)
- ☐ Explain concepts aloud (Essay, Short Answer)
- ☐ Create a concept map or outline (Essay, Cumulative Exams)
- ☐ Write practice essay responses (Essay)
- ☐ Solve problems without notes (Quantitative, Calculations)
- ☐ Teach the material to someone else (Any Exam Type)
- ☐ Meet with a peer tutor, instructor, or study group (Any Exam Type)

Step 5: Prepare for Success

Decide on one step you will take this week to improve your preparation. Plan a strategy to avoid common obstacles like procrastination, perfectionism, cramming, or social media distractions.



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