

The chart below may be used to organize the due dates of assignments in each course. The "finals organizer" is adapted from Mengel (1992) and LSU Academic Success Center.

Put a copy of the finals organizer in the front of one's three-ring notebook or folder for each class. Post copies on the bulletin board of one's room. Check the chart daily for reminders. Cross off tasks as they are completed.

Course: _____

Exam Time and Date: _____

Overall class grade goal: _____ What do I need to get on the this exam to make this goal (factoring in other class grades): _____

Final Exam Preparations		
Due Date	Description (type of test, # of questions, etc)	Specific Tasks

Example:

Course: **Public Policy**

Exam Time and Date: **Tuesday, Dec 13th 9 AM-12:00 in room 116 COB (note time and room change!) 1st hour review, 2 hours for test**

Overall class grade goal: **B (85% or better)** What do I need to get on the this exam to make this goal (factoring in other class grades): **A- (90% or better) Not including 2 papers yet to be graded**

Final Exam Preparations		
Due Date	Description (type of test, # of questions, etc)	Specific Tasks
Dec 10th 30 min per night	50 questions, comprehensive, short answer,	Read unfinished reading assignments (300 pages 30 pgs x 10 nights)
Dec 3	Approx 50% of semester grade	Review past exam
Dec 4 (Dec 3,4 x 1 hr)		Develop outline to use for exam
Dec 4		Show outline to prof.
Dec 6		Share outline with study group
Dec 7		Make concept cards for key concepts
Dec 8,9 (30 min each night)		Review by writing test questions and writing answers
Dec 2	2 unfinished papers due Dec 4th and 6th	Ask prof. if I can turn in early to get feedback

