**How to Create a Study Schedule to Prepare for Final Exams**

1. **Locate a calendar.**
2. **Mark the days your exams take place.**
3. **For each subject, make a list of the chapters that you've covered in the course**. Consider how difficult each chapter was for you, and next to each chapter, write down it's difficulty. This helps you determine how much time you should spend on each chapter.
4. **Find out roughly how much time you can spend on one topic.** Divide the number of study days you have by the number of topics. (ex. 4 days/9 units = 3 units/day + 1 free day)
5. **If needed, adjust the number of days devoted to each topic depending on its difficulty.** (ex. if vocabulary from English class is harder for you, spend more time on that than something that is easier for you such as reviewing story plots).
6. **Now it is time to put things in order.** You know how much time is devoted to which topic, but what do you study first? Last? It is better to study the hard things first because you have more time between that and your exam to discover any problems or issues that you can still address. If anything comes between you and your studying (ex. family emergency or illness), or you discover you need more time to truly understand a difficult subject, you still have time.
7. **Think of times.** What time of day are you more focused? That would be the best time for you to study.
8. **With each new study day, briefly review the previous material.** Scan/skim over it to remind yourself what it's about. The repetition will help you remember everything for the exam.
9. **Use your phone.** But only for the timer/alarms. Set alarms for when you have carved out time to study, and use the timer for breaks. Taking a 5-10 minute break every 45 minutes will keep you productive and focused but not allow the break to turn into the entire evening.