

## Suggestions for Helping Your Child with Time Management, Organization and Study Strategies for Finals

1. **Listen** to your child's concerns about final exams.
2. **List** and prioritize the concerns from the most overwhelming to the least.
3. **Engage** your child to begin problem solving the concerns himself, suggesting solutions **ONLY** if he gets "stuck". Consider all of your child's solutions as workable, even if you do not think they are.
4. **Write** down the problems and solutions.
5. **Make a Plan** together, attacking each concern in a systematic way:
  - ◆ Break the study task into manageable segments, scheduling them on a day-by-day basis.
  - ◆ Suggest using a large desk calendar for breaking down tasks and over viewing **Balance** so that your child is not committing to Herculean efforts each day.
  - ◆ Use daily check lists to record study tasks to be completed each day.
  - ◆ Have your child find missing materials, notes, etc. **BEFORE** beginning any exam prep.
  - ◆ Explain that the word "STUDY" is an action verb meaning that it involves doing something active such as writing, reciting, making memory tricks, etc. Here are some ideas about **ACTIVE REVIEW**:
    - Explain that it is important to *read* class and text notes, and *make* margin notes in writing regarding main concepts, conclusions, connections, significances and themes. This is "recoding" notes.
    - Help your child **Predict Exam Essays** (if they are not given in advance) and then suggest to him to *brainstorm* an answer for each question they *pose* or are given. He can *write* his response in an outline form or in a less formal structure.
    - Explain that "Looking over" material is **PASSIVE**; *reciting*, *writing*, *making memory tricks*, "recoding" notes and *predicting* possible test questions are all active reviewing strategies.

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