

# Make a Study Plan

Below you can find a template for setting up your study plan that will help you with preparing for your exams.

You can also download the plan as a PDF file and print it out here.



## Checklist

- Determine how much time there is before your exam**
  - How much time do you have before the date of the exam?
  - How many weeks? How many working days?
- Determine the exam requirements**
  - Be sure to do your research thoroughly.
  - Use all of the important sources of information.
- Determine a realistic scope of work**
  - Stick to the essentials in terms of content.
- Figure out your current level knowledge**
  - Determine how much knowledge you already have.
  - Try to make a concrete estimate
- Determine the overall workload**
  - Draw up an overview of the instructional materials you need to work on.
- Estimate how much work is needed**

There are two steps to this:

  - Formulate your objectives and the steps you plan to take in your work as concretely as possible
  - Then calculate the number of hours you will have to work to get there.
- Assess your own work capacity**
  - How much work do you realistically think you can do?
  - Identify the conditions under which you work most productively.
- Plan the entire timeframe**
  - Does your workload fit in the available timeframe?
  - Set intermediate goals.
  - Schedule additional time as a buffer
- Fit in your other goals and leisure activities**
  - Be sure to set aside enough time to relax and pursue your personal interests
- Review your decision about the exam**
  - Are your plans realistic?
  - Will you actually be able to accomplish them?
  - Draw conclusions.