



PERSONAL STUDY PLAN[©]

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Library of Congress

Registration Number: TXu001985786

Request: 2666701649

ISBN: 978-1-48356-070-0

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Printed in the U.S.A.

Welcome to Your Personal Study Plan.

This is a step-by-step guide through the exercises in *The Simple Guide to Study Skills*. The more effort you put into these exercises, the more you will benefit from the book. These activities will show you how to take control of your education and learn more in less time.

How to Use the Personal Study Plan

As you read *The Simple Guide to Study Skills*, you will see images that look like the following:



When you see the image above, find the one with the matching number in your *Personal Study Plan*. Then complete the activity that corresponds to that number.



Similarly, when you see the image above, find the corresponding page in the Printable Resources file. Then print out the page and use the page as described in *The Simple Guide to Study Skills*.

We recommend printing the complete *Personal Study Plan* before reading *The Simple Guide to Study Skills*. In fact, now is a good time to do that. Next, hole-punch the pages and keep them in a binder or report cover.



This is the most efficient method. It will make sure the exercises are easy to complete as you read the book.

Keep your *Personal Study Plan* binder in an easily accessible place. These lessons are designed to help you improve your study habits. They will help you to understand and remember more information in less time. Finally, they will make learning easier and more enjoyable.

Note: It's not necessary to read the whole book in order from cover to cover. However, the **first three units are recommended for all students** before you skip around.

So let's get started!

Skimming for the Big Picture



Instructions: Take a few minutes to skim through the book. Look at the unit titles and subtitles, graphics, table of contents, and anything that catches your eye. Try to get a feel for what you will learn during this course and the sections that interest you the most.

Which two sections do you think will help you the most?

Create a KWL for Study Skills

Instructions: Complete this chart with short phrases about what you already know about study skills, want to know about them, and think you will learn from this course.

What I already know about study skills:	What I want to know about study skills:	What I think I will learn about study skills from this course:
• • • • • • •	• • • • • • •	• • • • • • •

Determining Your Destination



1. Imagine yourself 5 years from now. Where would you like to be? What would you like to have accomplished? Describe your life in terms of education, skills, and health.

Example:

- *Senior in High School*
- *Taking several AP or honors classes*
- *Playing varsity basketball*
- *Speaking fluent Spanish*
- *Maintaining a 3.5 GPA*

2. Now think about what steps you will need to accomplish in order for you to reach those goals. Write them below:

Example:

- *Graduate from junior high*
- *Make junior varsity team*
- *Take level 1 and 2 Spanish classes*
- *Maintain a 3.0 or higher GPA*

3. Visualize yourself **one year** from now. What would you like to have accomplished? What steps do you need to take to be on track for your five-year plan?

Example:

- *I will have maintained an A in Spanish 1.*
- *I will be playing on a basketball team.*
- *Raise my math grade to an B or higher*

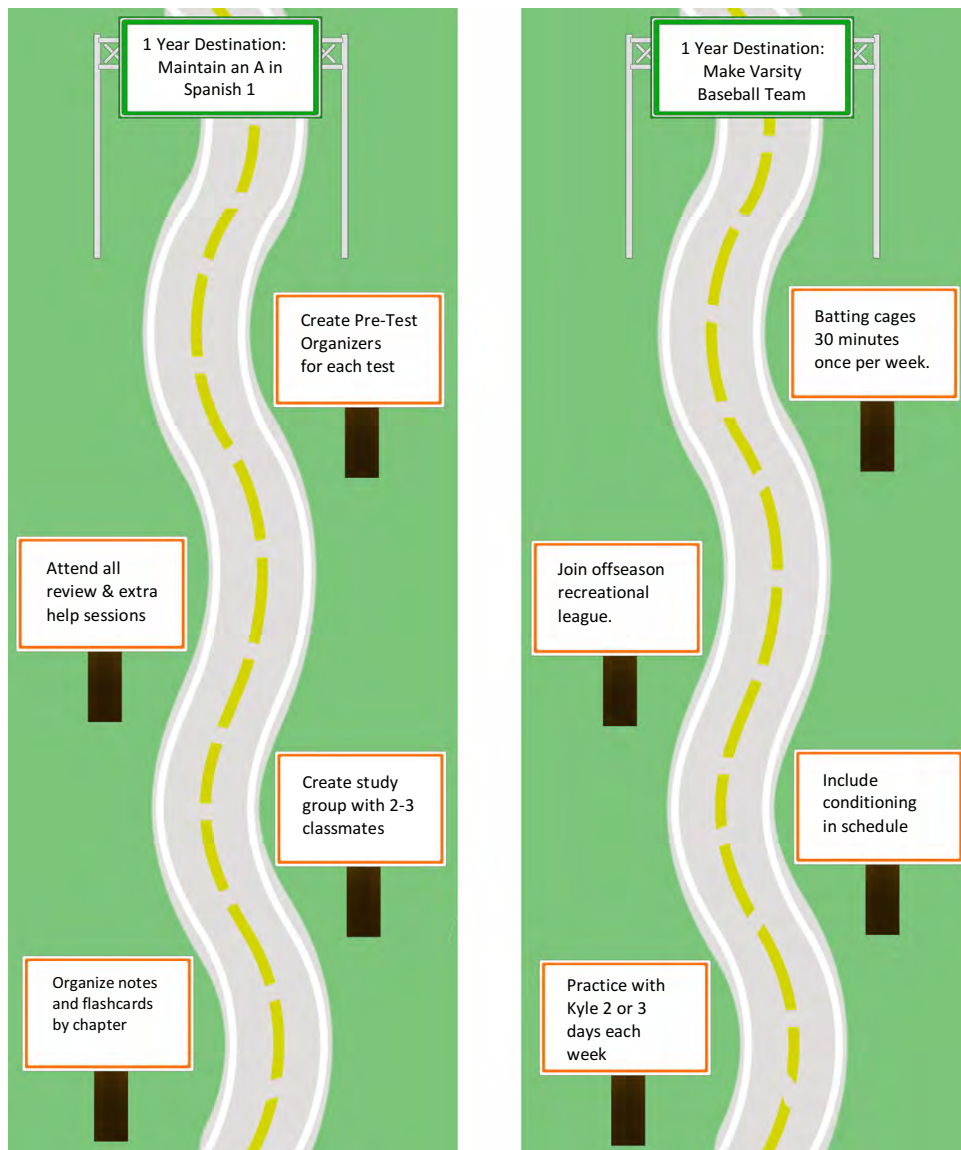
Creating an Action Plan Map



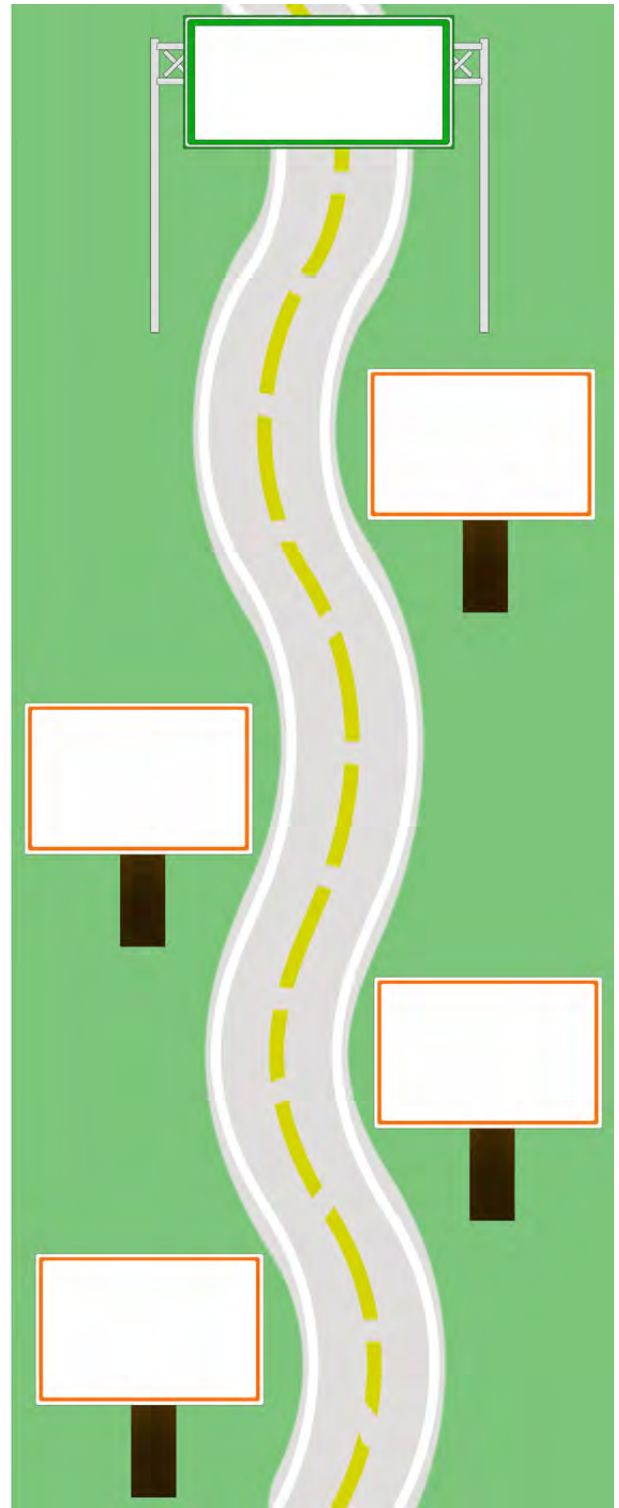
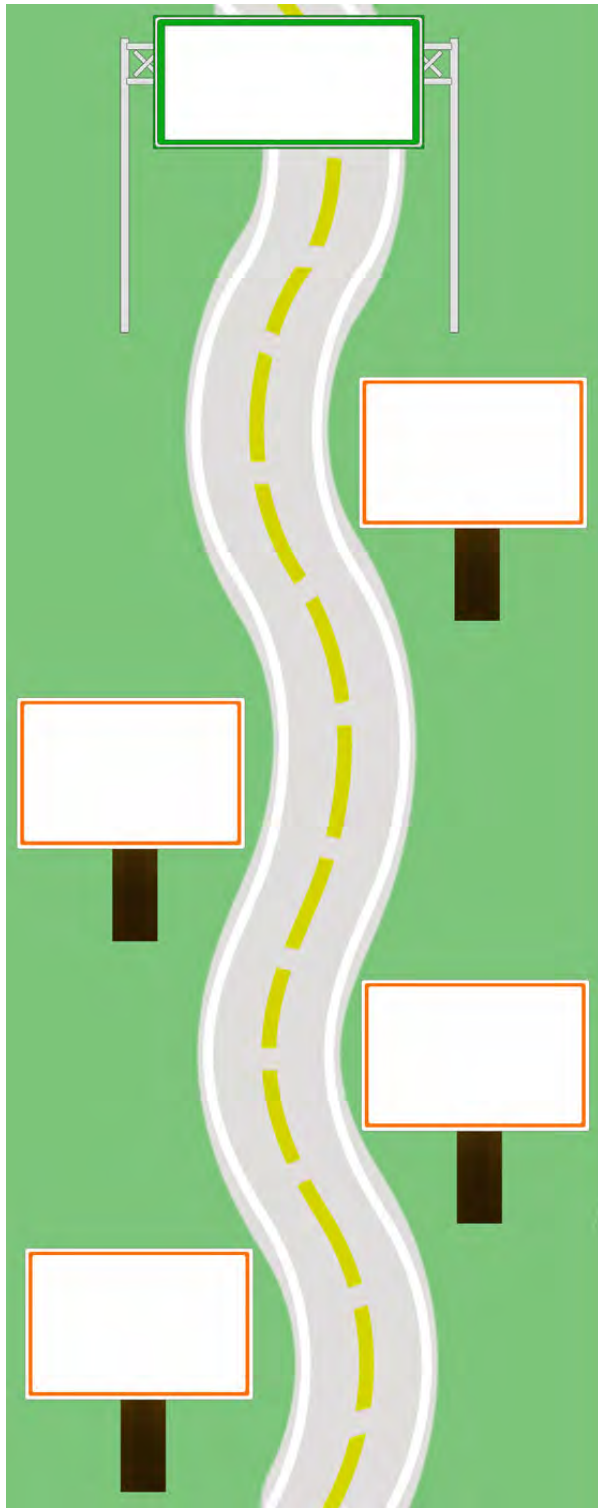
Instructions:

1. Print out the Action Plan Map on the next page.
2. Look back at the one year goals you set for yourself in Exercise 2.
3. Write one of the goals in each of the destination sections of the Action Map.
4. Think of specific actions that you can take to accomplish the goal you wrote in the destination section.
5. Write each action in one of the locations along the map. Be sure to start each action phrase with a verb. Be as specific as possible and include as many action steps as you can think of for each goal.

Example Action Plan Map



Printable Action Plan Map



Priorities Chart



Instructions: Think about each of the three categories of priorities we have discussed. In the chart below, list as many activities for each category as you are able.



Essential Priorities (things you must do):

_____	_____
_____	_____
_____	_____
_____	_____



Secondary Priorities (things you enjoy doing):

_____	_____
_____	_____
_____	_____
_____	_____



Luxury Activities (things you like to do, if you have extra time):

_____	_____
_____	_____
_____	_____
_____	_____

Study Materials Plan



The academic planner I will use will be:

- ☐ The Study and Succeed Printable Planner Pages
- ☐ Provided by my school
- ☐ Purchased at a store
- ☐ Electronic (for example, a tablet or smart phone)
- ☐ Other: _____

My weekly planning session will be:

Day of the Week: _____ Time: _____

To organize the papers for my subjects, I will use:

(Check all that apply)

- ☐ A single 3-ring binder with tabs for each subject
- ☐ A separate 3 ring binder for each subject
- ☐ Spiral notebooks
- ☐ A filing cabinet or drawer
- ☐ A plastic filing crate
- ☐ Digital filing (cloud, USB stick, etc.)
- ☐ Other: _____

My primary location for studying will be:

I will prevent distractions by:

(Check all that apply)

- ☐ Studying in a quiet location
- ☐ Turning off the T.V.
- ☐ Putting my phone away and on silent
- ☐ Turning off music (except for Baroque Classical)
- ☐ Doing my homework on the computer last
- ☐ Other: _____

Major Assignment Chunking Sheet[©]



Assignment: _____

Class: _____

Date Assigned: _____

Due Date: _____

	List each smaller task (in order)	Date task will be finished	 When completed
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			
9 th			
10 th			

EXAMPLE

Know Your Opponent Test Preparation Guide



Class: Biology

Test Date & Time: September 19th, 10:30

Location: Classroom

Type of Test:

- ☒ In-class
- ☐ Take-home
- ☐ Open Book

Materials Needed for Test:

- ☒ Pencils
- ☐ Pens
- ☐ Calculator
- ☐ Notes
- ☐ Textbook/Workbook
- ☒ Other: 3 x 5 notecard with formulas allowed

Study Materials Needed:

- ☒ Textbook
- ☒ Workbook
- ☒ Class Notes
- ☒ Handouts
- ☐ Previous Tests
- ☐ Other: _____
- ☐ Flashcards

Test Question Format

(If possible, write number of questions for each section.)

10-15 Multiple Choice

____ True/False

10 Matching

5 Fill-in-the-blank (will there be a word bank? ____)

2 Short Answer

1 Essay

____ Other

Material to Be Covered

Study Topics:

What material will most likely be on the test?

Photosynthesis, parts of a plant cell, parts of an animal cell, respiration,
roll of chlorophyll, compare / contrast light independent & dependent reactions in
cell (essay question)

Study Plan – How Will I Study for the Test:

- | | |
|---|--|
| ☒ Create and take a practice test | ☐ Study group |
| ☒ Attend extra help or review sessions | ☐ Write practice essays |
| ☐ Flashcards | ☒ Use 1, 3, 7, study hack with notes |
| ☒ Online study tool (Quizlet, Kahoot, etc.) | ☐ Other: _____ |

Study Schedule:

When will I prepare / practice for the test?

(Remember that spacing out several short sessions is better than single long session.)

<u>Saturday afternoon (30 min)</u>	<u>Wednesday evening (15 min)</u>
<u>Sunday evening (30 min)</u>	<u>Thursday evening (15 min)</u>
<u>Monday evening (15 min)</u>	_____

Post-Test Review

Grade I expected: A / A- Grade I received: B+

What study technique helped me the most?

Creating a practice test and flash cards for parts of a cell

What else could I have done?

Written out a practice answer to the essay ahead of time

Where did most of the material on this test come from?

Examples: textbook (which part?), class notes, previous quizzes, etc.

Class notes and the textbook (lots of diagrams)

Other comments?

Lost the most points on the essay so focus on this section more for next test

Know Your Opponent Test Preparation Guide

Class: _____

Test Date & Time: _____

Location: _____

Type of Test:

- ☐ In-class
- ☐ Take-home
- ☐ Open Book

Materials Needed for Test:

- | | |
|-------------------------------------|--|
| ☐ Pencils | ☐ Notes |
| ☐ Pens | ☐ Textbook/Workbook |
| ☐ Calculator | ☐ Other: _____ |

Study Materials Needed:

- | | |
|--------------------------------------|---|
| ☐ Textbook | ☐ Previous Tests |
| ☐ Workbook | ☐ Other: _____ |
| ☐ Class Notes | ☐ Flashcards |
| ☐ Handouts | |

Test Question Format

(If possible, write number of questions for each section.)

- _____ Multiple Choice
- _____ True/False
- _____ Matching
- _____ Fill-in-the-blank (will there be a word bank? _____)
- _____ Short Answer
- _____ Essay
- _____ Other

Material to Be Covered

Study Topics:

What material will most likely be on the test?

Study Plan – How Will I Study for the Test:

- | | |
|--|---|
| ☐ Create and take a practice test | ☐ Study group |
| ☐ Attend extra help or review sessions | ☐ Write practice essays |
| ☐ Flashcards | ☐ Use 1, 3, 7, study hack with notes |
| ☐ Online study tool (Quizlet, Kahoot, etc.) | ☐ Other: _____ |

Study Schedule:

When will I prepare / practice for the test?

(Remember that spacing out several short sessions is better than single long session.)

_____	_____
_____	_____
_____	_____

Post-Test Review

Grade I expected: _____ Grade I received: _____

What study technique helped me the most?

What else could I have done to prepare?

Where did most of the material on this test come from?

Examples: textbook (which part?), class notes, previous quizzes, etc.

Other comments?



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Registration Number: TXu001985786

Request: 2666701649

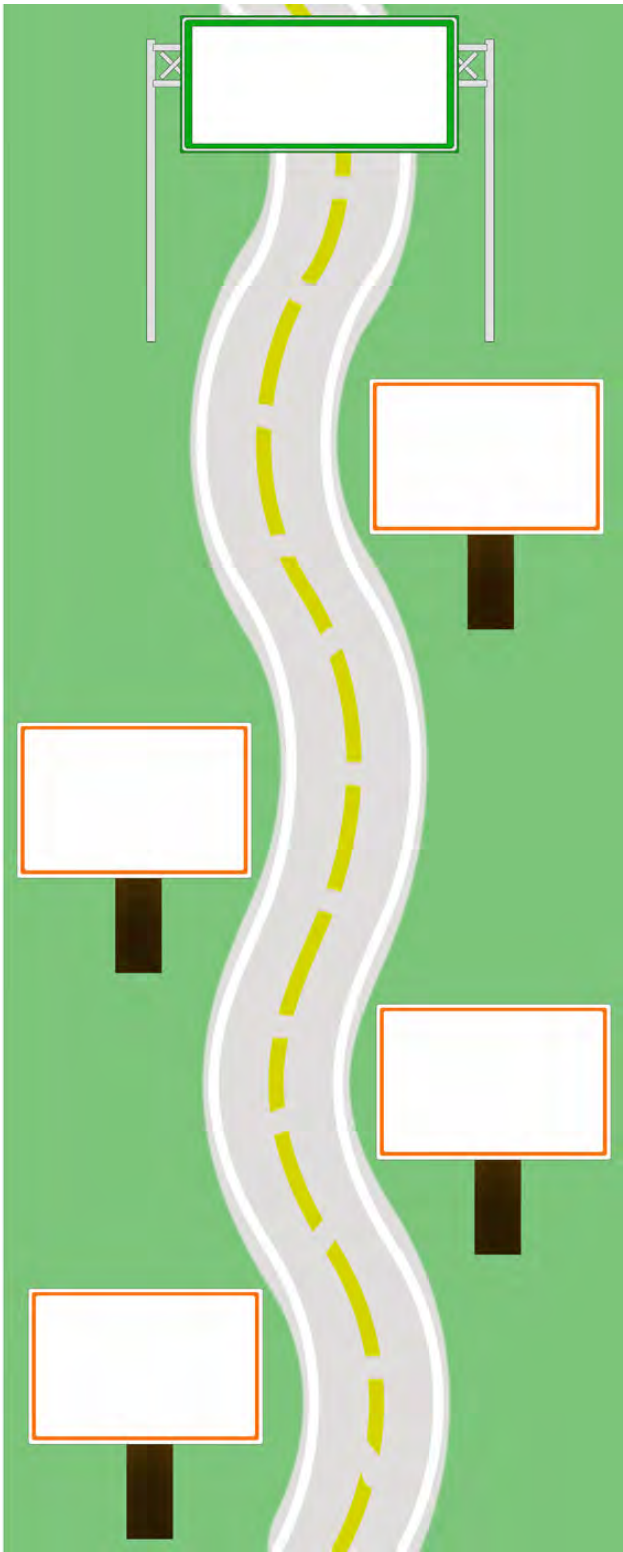
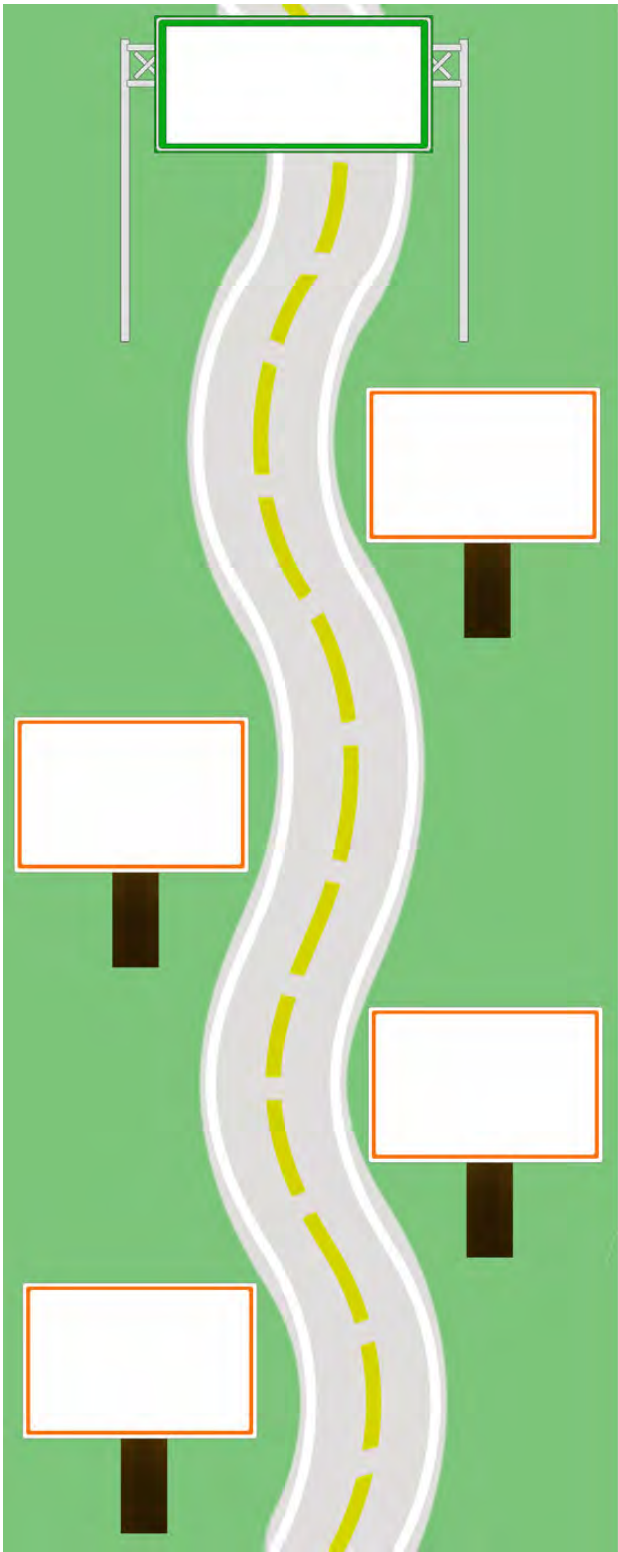
ISBN: 978-1-48356-070-0

Internet: studyandsucceed.com

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Printed in the U.S.A.

Printable Action Map



STUDY & SUCCEED.™

[illegible]

Major Assignment Chunking Sheet[®]



Assignment: _____

Class: _____

Date Assigned: _____

Due Date: _____

	List each smaller task (in order)	Date task will be finished	 When completed
1 st			
2 nd			
3 rd			
4 th			
5 th			
6 th			
7 th			
8 th			
9 th			
10 th			

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		Thursday		Friday		Weekly Goals
						Saturday
						Sunday
						Notes

Instructions: Print a copy of this page for any material you are required to read for a class. Complete steps 1 and 2 before you begin your reading assignment. Once you have completed this page, continue reading your assignment using the active reading steps you learned in Unit 4.

Step 1) Determine your purpose:

Check all boxes that describe the reasons for reading this text at this time.

- ☐ Preparing for a class discussion
- ☐ Studying for an exam
- ☐ Gaining an overview of general ideas
- ☐ Researching information to write a report
- ☐ Understanding difficult or complex concepts
- ☐ Answering specific questions related to the material
- ☐ Other:

Step 2) Activating Prior Knowledge:

Complete this chart using short phrases about what you already know about the topic, want to know about it, and think you will learn from the reading.

[illegible]



Know Your Opponent Test Preparation Guide



Class: _____

Test Date & Time: _____

Location: _____

Type of Test:

- ☐ In-class
- ☐ Take-home
- ☐ Open Book

Materials Needed for Test:

- | | |
|-------------------------------------|--|
| ☐ Pencils | ☐ Notes |
| ☐ Pens | ☐ Textbook/Workbook |
| ☐ Calculator | ☐ Other: _____ |

Study Materials Needed:

- | | |
|--------------------------------------|---|
| ☐ Textbook | ☐ Previous Tests |
| ☐ Workbook | ☐ Other: _____ |
| ☐ Class Notes | ☐ Flashcards |
| ☐ Handouts | |

Test Question Format

(If possible, write number of questions for each section)

- _____ Multiple Choice
- _____ True/False
- _____ Matching
- _____ Fill-in-the-blank (will there be a word bank? _____)
- _____ Short Answer
- _____ Essay
- _____ Other

Material to Be Covered

Study Topics:

What material will most likely be on the test?

Study Plan – How Will I Study for the Test:

- | | |
|--|---|
| ☐ Create and take a practice test | ☐ Study group |
| ☐ Attend extra help or review sessions | ☐ Write practice essays |
| ☐ Flashcards | ☐ Use 1, 3, 7, study hack with notes |
| ☐ Online study tool (Quizlet, Kahoot, etc.) | ☐ Other: _____ |

Study Schedule:

When will I prepare / practice for the test?

(Remember that spacing out several short sessions is better than single long session.)

_____	_____
_____	_____
_____	_____

Post-Test Review

Grade I expected: _____ Grade I received: _____

What study technique helped me the most?

What else could I have done to prepare?

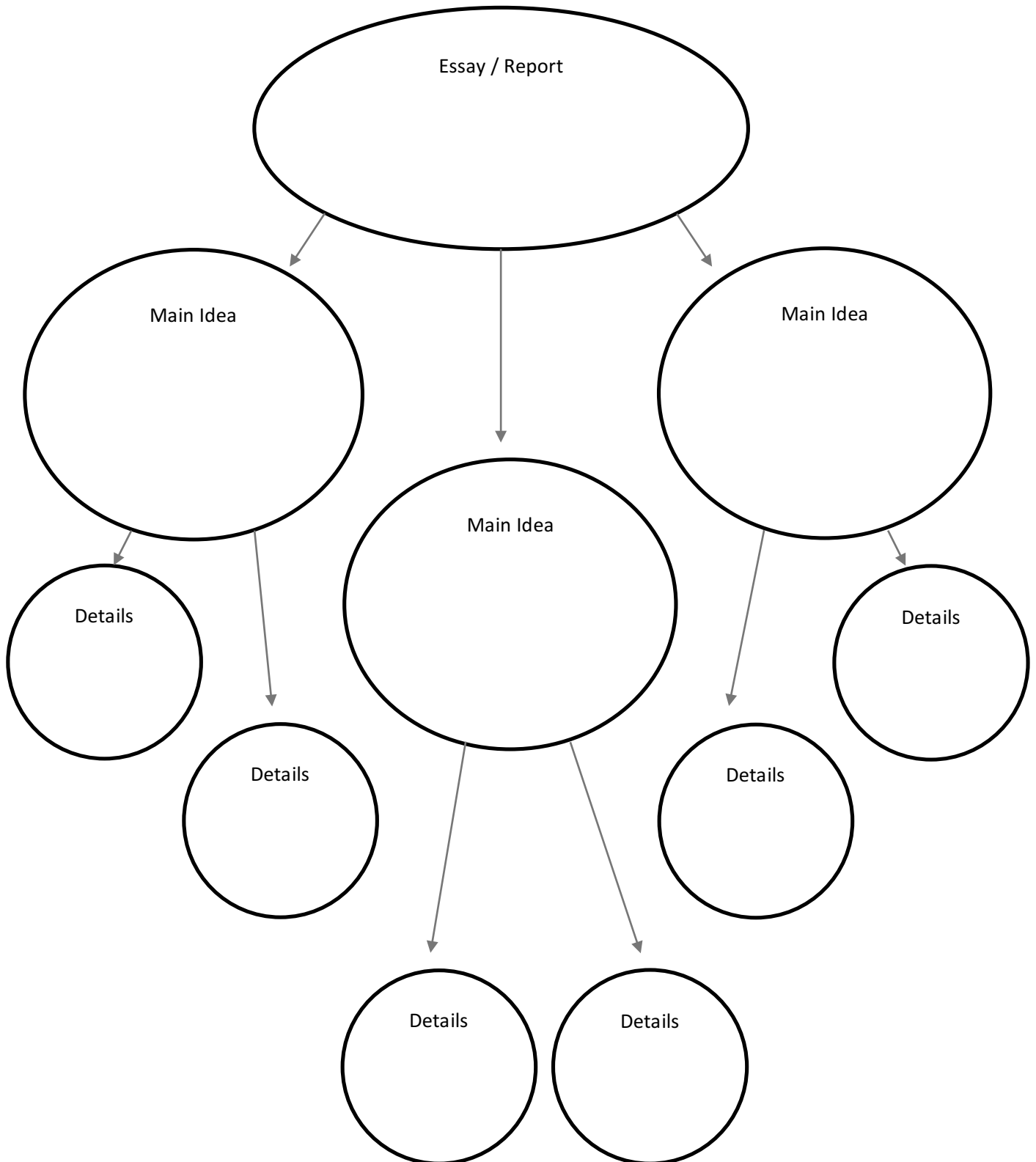
Where did most of the material on this test come from?

Examples: textbook (which part?), class notes, previous quizzes, etc.

Other comments?

Academic Writing Brainstorming Web

Instructions: When you are assigned academic writing, this web can be used for step 3 of Unit 7 (Academic Writing). Print and use this web whenever you need to brainstorm key ideas and details. This step is further described in Unit 7.



Study and Succeed Report Outline



Instructions: When you have a writing assignment, this outline can be used for step 5 of unit 7 (Academic Writing). This step is further described in Unit 7.

Topic: _____

I) Introduction: _____

- Hook: _____

- Introduce topic/thesis: _____

- Preview key points: _____

II) Key Point 1: _____

- Support: _____

- Support: _____

- Support: _____

III) Key Point 2: _____

- Support: _____

- Support: _____

- Support: _____

IV) Key Point 3: _____

- Support: _____

- Support: _____

- Support: _____

V) Conclusion: _____

- Restate topic / thesis: _____

- Review main ideas: _____

- Provide a concise and motivating statement: _____

Study and Succeed Grade Keeper



Instructions: Use this spreadsheet to track your grades in each class. You will need to use a separate tab in the Grade Keeper Spreadsheet for each class. You can copy and add as many as you will need. The total percent for your grade is calculated for you at the bottom of the spreadsheet. For more detailed instructions and examples, see Unit 11.

Study and Succeed Grade Keeper				
Name:				
Course / Class:				
Year:				
Marking Period:				
Date	Assignment Name	Category	Points Earned	Total Possible Points
			F1	G1
			F18	G18
Total			=SUM(F1:F18)	=SUM(G1:G18)
Total Percent:				=F18/G18

Editing and Proofreading Checklist

☐ Does the writing make sense?

Notes: _____

☐ Are your thesis and key ideas clear?

Notes: _____

☐ Do the sentences flow well?

Notes: _____

☐ Did you provide strong support for your key ideas?

Notes: _____

☐ Did you stay focused on your thesis?

Notes: _____

☐ Did you use transitions to connect your details and examples?

Notes: _____

☐ Do you have a strong conclusion?

Notes: _____

Clues That Signal 20% Information In Lectures

1. Anything your teacher writes on the board.
2. Ideas or terms that your professor emphasizes with gestures (For example: if your teacher holds up three fingers to emphasize the three types of rocks)
3. Words or phrases that are repeated frequently.
4. If your instructor begins the lesson with questions, write them down and listen for the answers to jot down if you can.
5. Phrases similar to the following:
 - "The basic idea is..."
 - "Don't forget..."
 - "What I am saying here is..."
 - "This is an example of..."
6. Any clues your professor gives about how the lecture is organized.
7. Anything he or she directly states is important (e.g. "A key point is..." or "It is important to remember...")

STEP 4



Make It Personal

1. Use Color.
2. Write related question on the left 1/3 of the page.
3. Add pictures.

STEP 5

Earth/Space Science	Our Solar System (Ch. 4)	10/09/15
What are the 4 inner planets?	Inner Planets (IP) (Lesson 4.2)	
	- Mercury My	
	- Venus Very	
	- Earth Educated	
	- Mars Mother	
What do the IP have in common?	All are small & dense, w/ rocky surface. **	
	AKA terrestrial planets	
	- terra = latin for Earth	
What are the characteristics of Mercury?	Mercury	
	- smallest IP	
	- closest P to sun	
	- v. little atmosphere b/c weak gravity	

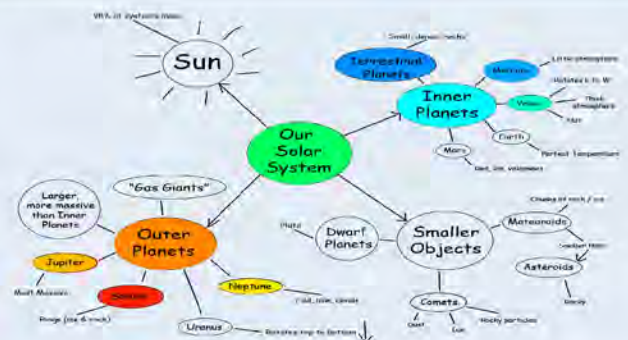
Review Your Notes & Create A Summary Sheet. (1,3,7 Study Hack)

Ebbinghaus Memory Curve & 1, 3, 7 Study Hack



Concept Web

1. Start with the topic or main idea written in the center of the page.
2. Create a web by connecting related concepts to the center.
3. Use arrows and lines to show links between concepts.
4. Combine written text and pictures around each idea when possible.
5. Use color and graphics.



STEP 6

Determine The Most Important Information

1. Anything written in a special font (bold, italics, highlighting, or colorful print).
2. Material included in a summary.
3. Beginning and ending paragraphs.
4. Information in charts, tables, timelines, diagrams, and graphs.
5. Definitions and examples.
6. Answers to questions at the end of the chapter.
7. Transition words (first, another, as a result, for example, etc.).
8. Patterns in the organization of the text (cause/effect, problem/solution, steps in a process, etc.).

STEP
1

Prepare Your Paper

○	Class	Topic and/or Chapter	Name Date
	Write important info on left 2/3		
○	Use short phrases		
	What should you include in your notes?	Include important details - dates - people - places - formulas - examples	
?	Jot a "?" on left side if you have a question about something		
	Add more to left 1/3 of paper later		

Fold Here

STEP
2

Keep It Simple

STEP
3

Write Short Phrases

7 Tips On Writing Notes

1. Write information in your own words.
2. Keep it short (no complete sentences).
3. Read the whole paragraph before taking notes.
4. Write your notes by hand.
5. Double-check facts and equations for accuracy.
6. Write in print, not script.
7. Use symbols and abbreviations.



Common Abbreviations

Abbreviation / Replaces

e.g.	for example
i.e.	in other words
w/	with
w/o	without
v.	very
etc.	and so on
K	thousand (2K = 2000)
m	million
vs.	versus, or against
a.k.a.	also known as
b/c	because

Common Symbols

Symbol / Replaces

#	number	=	equal to, is the same as
?	questionable, uncertain	≠	not equal to, not the same as, different
∴	therefore, thus	>	more than, greater than
↑	increase, growth	»	much greater than
↑↑	large or rapid increase	<	less than, smaller than
↓	decrease	«	much less than
↓↓	large or rapid decrease	@	at
×	no, not correct	≈	approximate, approximately
××	definitely not	→	causes, leads to, going, produces
✓	yes, correct, important	←	comes from, effects
✓✓	certain, proven, very important	∞	continues, infinity