**Planning worksheet Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Use good strategies:**

**1) Spaced practice**

Spread your study time over the next four weeks. This will involve leaving considerable time between practice sessions. Spaced practice engages the long term memory producing greater retention of the learned concept.

**2) Reading**

You will need to engage in three different reading styles during this course. Here is a brief explanation of each.

- Skimming – this entails skimming headings and the first sentences of each paragraph or section to get an overview of the topics.

- In-depth reading – this is done after skimming and it is the most involved and essential. The purpose of this style is to understand the concepts that the text contains.

- Scanning – this style allows you to locate answers to specific questions.

**3) Retrieval practice**

Spend time studying the class notes followed by….. (this is the important part) …. followed by summarizing and recalling the material ***without*** referring to the notes. This is known as retrieval practice.

**4) Self- assessment**

Check the accuracy and completeness of your retrieval practice. (You can use the Calibration sheet template on Mrs. Bush’s Blackboard site.) Self-assessment is important because it allows you to objectively determine if you really know what you think you know.

**5) Write down questions**

Write a question mark next to a topic that is confusing and get clarification during or after the next class.

**Making a study plan:**

What outside commitments do you need to consider when formulating a plan?

What resources can you use if difficulties are encountered when carrying your plan?

**Putting your plan into action: (**Make additional copies of this sheet as needed)

**Week \_\_\_\_**

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**