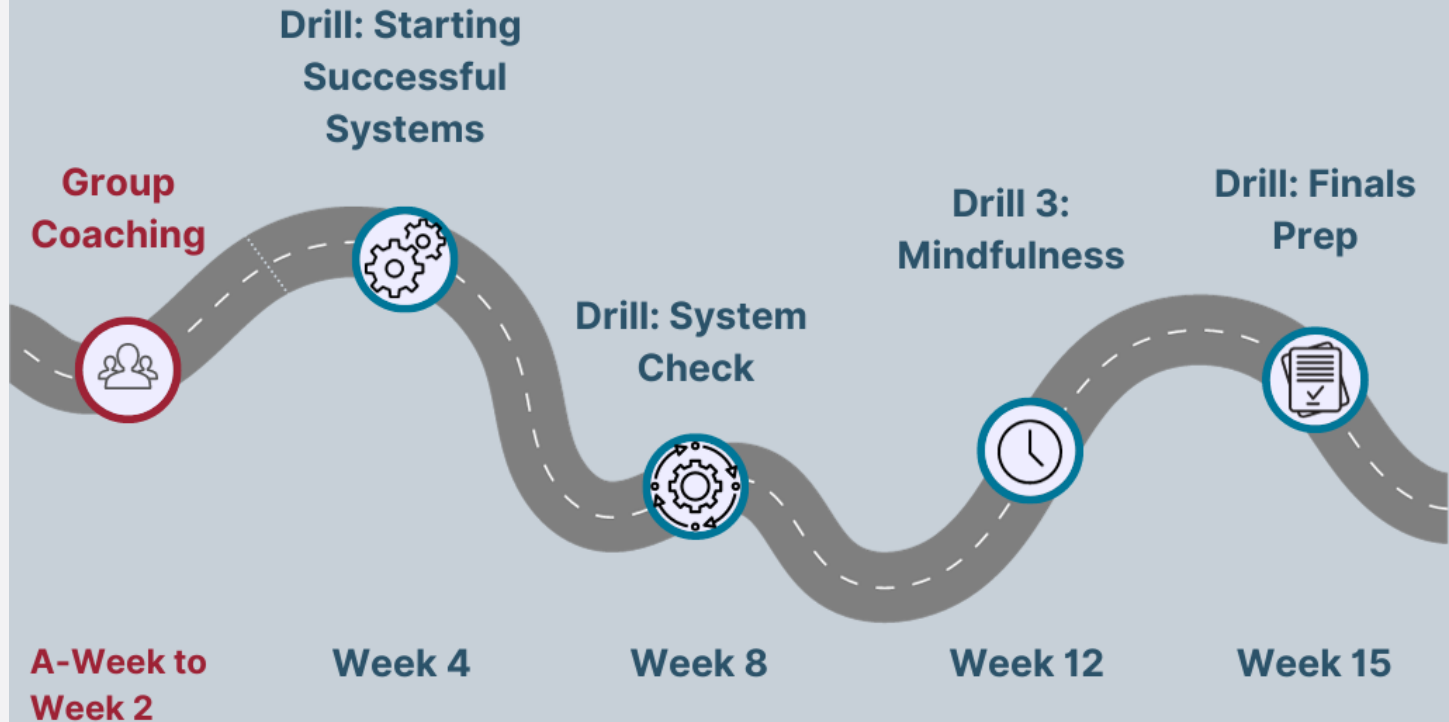

Finals Prep

— ENGR Academic Coaching —

GNEG Academic Coaching Roadmap



What to Expect

- ★ What Is In Your Control?
- ★ Time Management Matrix
- ★ Prioritizing Overlapping Finals
- ★ Study Strategies & Resources

The Control Donut:

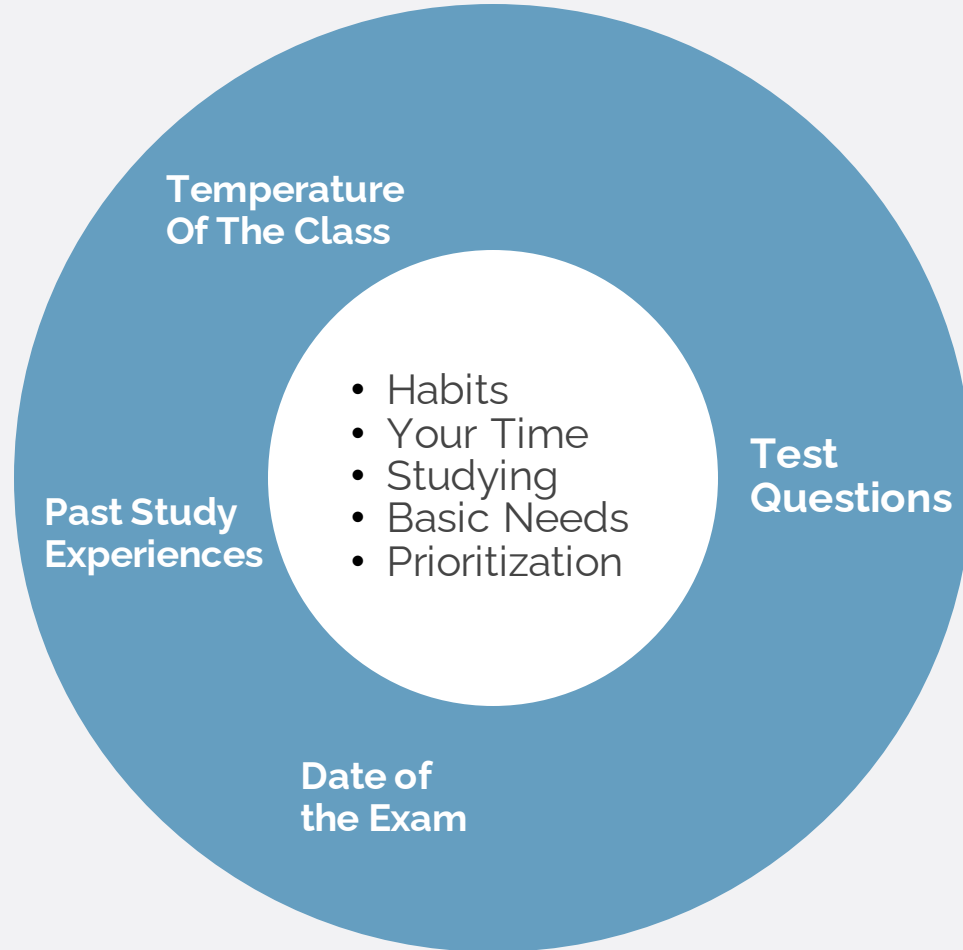
Pair-Share



What is **IN**
your control?

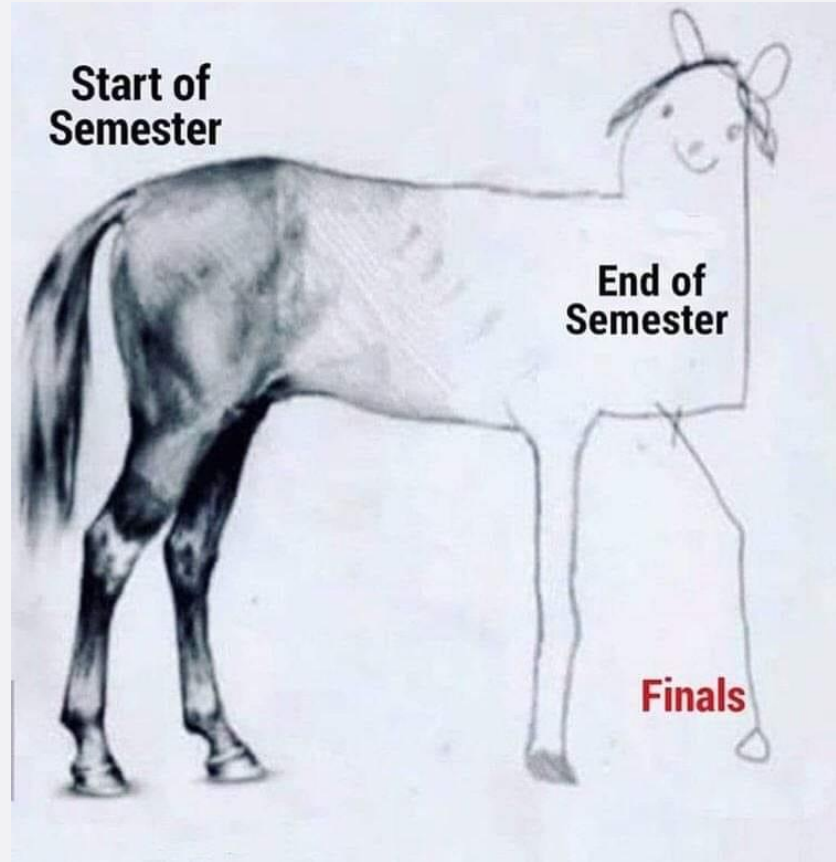
What is **OUT**
of your control?

The Control Donut



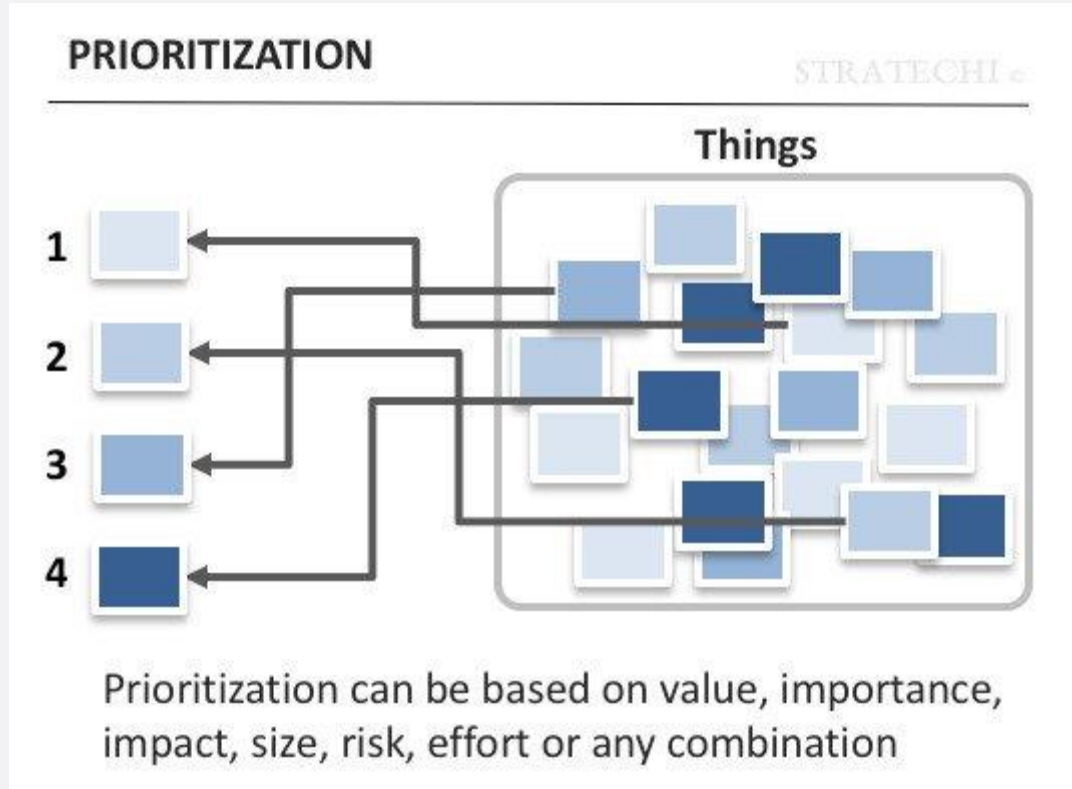
Different Semester Experiences

Take what you need
based on your
semester.



Prioritization

You cannot prioritize without knowing your values



The Time Management Matrix

Tasks can be categorized as urgent/not urgent or as important/not important. Obviously these are sliding scales rather than black/white categories but the following table maps the type-cases.

	Urgent	Not urgent
Important	Quadrant 1 <ul style="list-style-type: none">• Crises• Pressing problems• Deadline-driven projects	Quadrant 2 <ul style="list-style-type: none">• Prevention• Relationship building• Recognizing new opportunities• Planning, recreation
Not Important	Quadrant 3 <ul style="list-style-type: none">• Interruptions, some calls• Some mail, some reports• Some meetings• Proximate, pressing matters• Popular activities	Quadrant 4 <ul style="list-style-type: none">• Trivia, busy work• Some mail• Some phone calls• Time wasters• Pleasant activities

Based on Covey S R (1989) *The Seven Habits of Highly Effective People*; Simon & Schuster

"What is important is seldom urgent and what is urgent is seldom important."
-Dwight Eisenhower, 34th President of the United States

PRIORITIZE: PUT FIRST THINGS FIRST

1: Crisis

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today.	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

2: Quality

3: Deception

4: Waste

Activity: Group scenarios into quadrants

1. Securing a summer '24 internship.
2. You are studying for tomorrow's exam, and your roommate asks for help with a big project.
3. Cleaning/chores as an escape from coursework.
4. Destressing by doing that hobby you love.
5. You stayed up late for three days, and now you are exhausted and need sleep.
6. Making time in your schedule to spend with friends.

Overlapping Tests and Prioritization

$$Priority = W + G + C + U + T + D$$

Weight of the Exam

Grade in the Class

Cumulative (yes or no)

Understanding of Material/ Foundational Knowledge

Time it takes to Grasp

Date of Exam

First...

1. How many finals do you have? Create one chart for **each** final.
2. Label each chart with the course name (see example)

1. CHEM 1103

W	G	C	U	T	D
20% +10%	75	yes	7	10	December 12
10	7	10	7	10	4
					48

2.

W	G	C	U	T	D

What is left in the course?

3.

W	G	C	U	T	D

What is left in the course?

4.

W	G	C	U	T	D

What is left in the course?

5.

W	G	C	U	T	D

What is left in the course?

6.

W	G	C	U	T	D

What is left in the course?

Overlapping Tests and Prioritization

$$Priority = W + G + C + U + T + D$$

(Things to Consider For Your Exam)

Weight of the Exam:

30% - 10 25% - 8 20% - 6 15% - 4 10% - 2

Grade in the Class:

F - 10 D - 8 C - 3 B - 2 A - 1

Cumulative (yes) or Non-Cumulative (no):

Yes - 10 No - 5

Overlapping Tests and Prioritization

$$Priority = W + G + C + U + T + D$$

Understanding of Material/ Foundational Knowledge:

- 1 - Little troubles learning material and good grade
- 5 - Medium challenge to grasp but when I put the work in I get it
- 10 - Difficult to grasp even if I do the work/ I have not done the work

Time it takes to Grasp:

- 1 - No time at all
- 5 - It takes some time then I understand
- 10 - I spend countless hours every week and still do not get it

Overlapping Tests and Prioritization

$$Priority = W + G + C + U + T + D$$

Date of the Exam

(Does not impact how much time to spend)

Score the order you have tests in:

First - 5 Second - 4 Third - 3 Fourth - 2 Fifth - 1

Overlapping Tests and Prioritization

Weight of the Exam:

30%-10 25%-8 20%-6 15%-4 10%-2

Grade in the Class:

F-10 D-8 C-3 B-2 A-1

Cumulative (yes) or Non-Cumulative (no):

Yes-10 No- 5

$$Priority = W + G + C + U + T + D$$

Understanding of Material/ Foundational Knowledge:

- 1- Little troubles learning material and good grade
- 5- Medium challenge to grasp but when I put the work in I get it
- 10- Difficult to grasp even if I do the work/ I have not done the work

Time it takes to Grasp:

- 1- No time at all
- 5- It takes some time then I understand
- 10- I spend countless hours every week and still do not get it

Date of Exam

First-5, Second-4, Third-3, Fourth-2 , Fifth-1

Active vs. Passive Study Strategies

material to study	passive study strategy	active study strategy
lecture notes	re-read notes	identify main points in notes and explain in your own words
assigned texts and articles	read	change chapter headings into questions and look for answers as you read
assigned problems and exercises	try to solve while looking at class examples	try to solve on your own first and then look at class examples
power point slides	print out and read	print out, write possible test questions in margin, and quiz yourself on slide info.
lab reports	re-read answers	go to lab and quiz yourself while looking at models/materials

Your Study Environment

Study environment: Where and when are you most engaged?

Prep Your Space: What do you need before you begin?

Lighting Matters: Find natural lighting, if possible.

Nutrition: Snack on “brain” foods, like berries, citrus fruits, dark chocolate (cocoa products), nuts, eggs, avocados, fish, red/green/orange vegetables.

Study / Content Resources



**COACHING BLACKBOARD
PAGE**



**TUTORING
AT THE CORD**



**MRTC MATH
TUTORING**

**PAST CLASS
RESOURCES**

**PEER MENTORS / PEER
STUDY GROUPS**

Academic Coaching

Items Covered in Previous Drills

**... come see us for
1:1 help!**

- **5-Day Study Plan**
 - **Intense Study Sessions**
 - **Test Anxiety**
 - **Mindfulness Techniques**
 - **Weekly Schedule**
-

Make an Appointment

Drop-in Hours:

- Wed 2-4pm
(ENGR 315)
- Fri 9-11am
(ENGR 309A)

engcoach@uark.edu

SKILLS COACHING

1:1 HELP WITH THESE SPECIFIC SKILLS:

- Creating a study plan for an exam
- Prep and review strategies for an exam
- Creating a weekly schedule
- Learning strategies (note-taking, outlining, reading academic material)

Schedule Here



ACADEMIC COACHING

1:1 SUPPORT WITH THESE SUCCESS TOPICS:

- Identifying specific goals to create an individualized success plan
- Navigating campus life and resources
- Prioritizing questions, exploring future planning and areas of growth



CALCULUS COACHING

1:1 SUPPORT WITH SKILL DEVELOPMENT IN CAL I & II:

- Creating a study plan for a Cal exam
- Calculus prep and review strategies
- Cal specific learning strategies (note-taking, outlining, reading academic material)



Drill 4:
Sign Out Survey

FINALS PREP

