

Managing the Finals CRUNCH

by Judith Olson-Fallon, ESS

That's probably what you're telling yourself because finals are close at hand. But you can get serious without getting stressed.

Educational Support Services offers these tips for getting seriously not stressed about your finals.

Make It Easy on Yourself!

Start by writing down what you have to complete for each course. Write your plans in pencil on your planner or calendar. ESS offers a special finals calendar at our site <http://ess.case.edu/onepg/> along with other help hints on study strategies.

Once you plot out how you will approach your studying, you won't worry about whether you'll finish all your work. Working out a schedule will also force you to make some decisions about how to maximize your time.

Go See Your Professors

This advice is especially important if you aren't sure what your finals will cover or what is expected on a project or paper. Finding out this information will allow you to focus on what's really important—learning the material rather than worrying about what you don't understand.

Find a Study Partner

Studying for finals is lonely process. Find a good student, better still a good student who is preparing for some of your same finals. You and your study partner can plan where and when you'll study. It's easier to get up in the morning to study if you know that you are expected to meet your study partner at an arranged time.



Get Out of Your Room

As comfortable as it may be to study in your room, you will accomplish more if you find a place that is just for studying. In the residence hall, there will be lots of people who are procrastinating, and procrastinators love company. They will end up in your room! Alternate where you study: a library, the hospital atrium, or an empty classroom. Plan 50-minute blocks with 10-minute breaks. When your concentration flags, do something to refocus.

Be Active

If you are preparing for a problem-solving test, then solve problems—lots of them. Be sure that much of your practice imitates the exact exam environment. In other words, if you cannot have any aids while taking the exam, do at least one practice exam without using the text, notes, or help from a tutor or friend.

If you are preparing for a multiple-choice or essay exam, create summary sheets of your notes. The act of synthesizing the information into a written format will help you learn the material.

Some students find that they are more productive if they alternate what they study. For instance, they study chemistry for two hours, then math for an hour, and then they return to chemistry.

Get Together

Go to all review sessions held by your professor and/or teaching assistant. There may be some last-minute advice about the exam. And you have an opportunity to ask any questions you

may have about the material. Sign up for a TUBA tutor, who will meet you in Kelvin Smith Library. Go to the ESS website to make an appointment. Attend the SI review session.

Talk It Out

ESS staff members are available any time during finals week to help you. If you are struggling with last-minute time management strategies or with preparation for a specific exam, call 368-5230 to arrange an appointment to see an ESS staff member. We will listen to your concerns and help you design your best approach to handling your test preparation.

Check These Sites

Here are some helpful websites about preparing for finals:

www.freeuniv.com/colprep/studysk.htm
www.ctl.ua.edu/sss/college_survival_skills.htm
www.eop.mu.edu/study/
www.und.edu/dept/ULC/handout.htm

ESS wishes you a successful finals week!



In This Issue

Managing The Finals Crunch

Judith Olson-Fallon, ESS

How To Keep Calm During Tests

William C. Hale, Ph.D., UCS/CBH

Also:

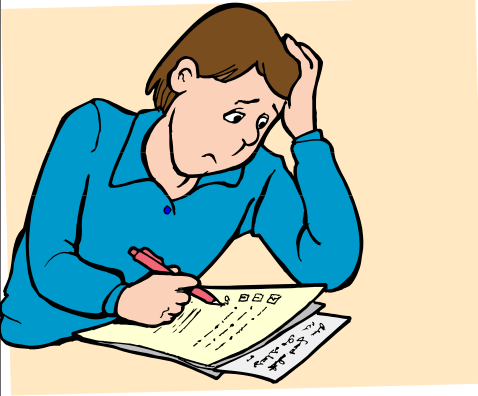
Screening for Mental Health

Recovery House

Health Education Fund Application

How To Keep Calm During Tests

by William C. Hale, Ph.D., UCS/CBH



Here are some helpful strategies to consider as you prepare for your finals.

PREPARE WELL IN ADVANCE

Keep up day to day, if you can, but be hard on yourself if you don't. Avoid last-minute cramming. Get enough sleep the night before. Try to take a bit of time before the test to relax and compose yourself.

BE SURE OF THE TIME AND PLACE for the test and what you need to bring. Be on time and make sure you have everything you need. Rushing and panicking can result in poor performance.

DON'T TALK ABOUT THE TEST

with others just before you take it. It can raise everyone's anxiety level.

PLAN YOUR APPROACH by reading the test first. Determine the amount of time you need to spend on each part. You may want to consider point values of each section if you can.

ASK FOR CLARIFICATION if necessary, from the professor, TA or proctor, rather than letting your anxiety build up because you aren't sure about something.

DEVELOP AN AGGRESSIVE BUT REALISTIC ATTITUDE

Approach the test vigorously, determined that you will do your best, but also accept the limits of what you know at the moment. Use everything you know to do well, but don't blame yourself for not knowing everything. This can be distracting and inhibit your concentration and performance.

DON'T GET STUCK

If you go blank on something go on to another part of the test. On an essay, jot down everything you can recall so you don't forget it and to stimulate your memory.

RELAX YOURSELF PHYSICALLY

If you are having trouble thinking clearly during the test, pause for a minute, lay the test aside and take several slow, deep breaths. Concentrate on your breathing and nothing else for the moment, then return to the test. You will be amazed how easily this helps clear your mind and reduce your anxiety.

PAY ATTENTION TO THE TEST

instead of the clock, other people or your own nervousness. If you focus on the task rather than worrying about time, doubting yourself, or wondering how others are doing, you can do a significantly better job.

Good luck on your finals!



Screening for Mental Health

UCS/CBH in partnership with Screening for Mental Health - College Response Program, is offering confidential on-line screening for depression, bipolar disorder (manic-depression), anxiety, post-traumatic stress disorder, alcohol abuse and eating disorders. The screenings are anonymous and confidential, and may be done in the privacy of your room. At the end of each screening, helpful suggestions regarding your next step are offered.

If you would like to take any of the screenings, please log onto University Counseling Services website at www.case.edu/stuaff/ucs or the Center for Collegiate Behavioral Health website at www.case.edu/stuaff/mind-body.

Talk To Us

For more information or if you would like to see a specific topic presented in this newsletter, please email william.hale@case.edu

For any other questions or comments, please e-mail Collegiate Behavioral Health at mind-body@case.edu

Collegiate Behavioral Health
Health Services, 2nd Floor,
2145 Adelbert Road
216-368-2510
Monday - Friday, 8:30 - 4:30

University Counseling Services
Sears 201
216-368-5872
Monday - Friday, 8:30 - 5:00



Health Education Fund Application

The Health Education Fund of the Center for Collegiate Behavioral Health is a dedicated fund for the promotion of health education at Case Western Reserve University. Financial support for programs, media, speakers and/or classroom presentations which are designed to educate and inform our students of health and mental health information will be considered for partial or full funding. Proposals which illustrate collaborative efforts between and among university organizations and departments will receive priority. Applications are available upon request by emailing The Center for Collegiate Behavioral Health at mind-body@case.edu

Recovery House

The UCS & CBH are proud sponsors of Case's Recovery House; a residence for students in recovery from alcohol and other drugs.

For more information about this alternative housing option email us at RecoveryHouse@case.edu



New Healthy Choices Clinics at Collegiate Behavioral Health!

Alcohol & Drug Clinic: What Is Right For You?
Tuesdays 2:00 - 4:00 pm

Anxiety & Stress Management Clinic
Fridays 2:30 - 3:30 pm
Meditation Group: 3:30 pm

Healthy Sleep Clinic
Fridays 10:30 to noon

Call 216-368-5872 or 216-368-2510



Center for Collegiate Behavioral Health Mission Statement

The Center for Collegiate Behavioral Health promotes a university environment dedicated to the development of healthy life practices.