

# Exam catch up: what to do if we have fallen behind



**Don't panic or dwell.** It is important not to spend time feeling guilty about falling behind. Forgive yourself and work on cultivating a positive attitude and think about how productive you can be in the present.

**Reevaluate expectations.** You don't have to be perfect; do as much as you can with the time and resources you have left.

**Get organized and manage time effectively.** Create a schedule and an action plan. Ask yourself: what is a reasonable amount of time I can spend studying different concepts, considering how much time I actually have available to study?

**Eliminate distractions and focus.** Silence alerts, put your phone away, unplug distracting technology, use a lockdown browser, and avoid multitasking while studying.

**Study strategically.** Skim lecture notes and course outlines to make informed decisions about what to emphasize when studying. Identify what you already know and what you still need to learn. Don't spend too much time reviewing concepts you already know, instead focus on learning the new material.

**Prioritize.** If you have left everything to the last minute, first work on the tasks that carry the most weight; the smaller tasks are likely to be okay with less time and effort put into them. Once you have finished the bigger tasks, you will start feeling more confident, and the smaller tasks are likely to seem easier.

**Ask for help.** Don't be afraid to ask for help. There are many resources available for academic support, such as your instructors, teaching assistants, academic specialists and peer tutors – reach out if you need it.

**Reflect: Learn from the experience.** Think about what you could do to ramp up your motivation to study earlier in the term next time. Reflect on what went right and wrong during the semester and create an action plan for next time.

## Student Learning Centre

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