Study Guide Template

From "How to Make a Study Guide" on the StudySim blog (studysim.ai/blog/how-to-make-a-study-guide). Print one per exam.

Course: _____ Exam date: _____ Format (MC / short answer / essay / mixed): _____

Cumulative? ☐ Yes ☐ No Sources (lectures, chapters, slides, quizzes): _____

1. What's on the test (from the syllabus or learning objectives)

Topic or learning objective	Lecture / chapter	Confidence (1-3)	Study first?

2. Key concepts in your own words

Concept / term	Explanation in your own words + one example

3. Question / answer columns (cover the right side and quiz yourself)

Question (write it in the exam's format)	Answer

4. Comparison chart (for ideas that are easy to mix up)

Item	Characteristic 1	Characteristic 2	Characteristic 3

5. Formulas, dates or processes to memorize

6. Gaps to fix (missed self-test questions)

7. 7-day review plan

Day	Task	Done
7 days out	List exam topics and gather notes, slides, readings and past quizzes	☐
6 days out	Write key concepts in your own words, hardest topics first	☐
5 days out	Turn objectives into questions; add a comparison chart or concept map	☐
4 days out	First self-test: cover the answers, answer from memory, mark misses	☐
3 days out	Fix gaps; check the guide against the syllabus and any instructor review sheet	☐
2 days out	Second self-test under timed, exam-like conditions	☐
1 day out	Short review of missed questions only; sleep	☐

Checklist before you call it done

☐ Every exam topic has at least one question ☐ Written in my own words, not copied ☐ Hardest topics first
☐ Self-tested at least twice on different days ☐ Checked against the syllabus

Method based on study guide advice from Ohio State's Dennis Learning Center, Utah State University and Herzing University, and the practice testing and distributed practice findings in Dunlosky et al. (2013). StudySim, studysim.ai.