The Two-Week Backward Plan

Start at the test date and work back to today

S4 Study Skills
Skills for School—Tools for Life™

1. List every test

	Subject	Test date	Topics covered	How much it counts	Start date (2 weeks before)
1					
2					
3					
4					

2. Place your sessions (count back from the first test)

Write the subject and method for each session. 20 to 45 minutes each. Every topic at least twice, a few days apart. Hardest subject gets the most sessions.

14 days out __/__	13 days out __/__	12 days out __/__	11 days out __/__	10 days out __/__	9 days out __/__	8 days out __/__

7 days out __/__	6 days out __/__	5 days out __/__	4 days out __/__	3 days out __/__	2 days out __/__	Day before __/__

3. Method picker

If you are studying...	Use
Math, science, anything with steps	Practice problems, then redo the ones you missed without the solution
Vocabulary, dates, formulas	Flashcards used to quiz yourself, answer before you flip
Big ideas, processes, essay topics	Teach-back: explain it out loud without notes
The last 3 days	A timed practice test, then fix what it shows
Rereading or highlighting	Only to find what to quiz yourself on next

4. The day before

- ☐ Light review only. No new material.
- ☐ One short self-quiz on the hardest topic
- ☐ Calculator, pencils, charger, ID packed
- ☐ Know the room, time, and what is allowed
- ☐ Accommodations confirmed, if you have them
- ☐ Phone away at a set time
- ☐ Early night: teens need 8 to 10 hours
- ☐ Breakfast planned for the morning