

WHAT TO DO

- ❖ **CAN EARLY.** Use your class notes as a base for your can, and on a weekly or biweekly basis, flesh out your class notes with case details, synthesis of material, and secondary sources. Your cans should be “complete” prior to the last day of classes.
- ❖ **MAKE YOUR OWN CANS.** The value of the can is in the creation process. It is a study tool.
- ❖ **ORGANIZE YOUR MATERIAL**
 - Use your class syllabus to organize material
 - Use a Table of Contents – useful to scan when trying to “spot the issue” on an exam
 - Utilize colour-coded tabs
 - Make use of bold, underline and different text colours and font sizes
 - Use key words and triggers to encourage you to remember information
- ❖ **USE HEADINGS PHRASED AS QUESTIONS.** Assists in tackling an exam problem.
- ❖ Remember that your **CANS ARE A WORK IN PROGRESS** and are never final. Continue to work with them and move material around to assist you to review and understand the material.
- ❖ **SEEK HELP** if you do not understand something. Seek help while you are canning rather than waiting until just prior to exams.
- ❖ **MAKE A HIGH-LEVEL SUMMARY OR FLOW CHART.** The creation process, where you must synthesize material, will test your understanding of the material and aid in the learning process.
- ❖ **PRINT YOUR CANS** at least three to four days prior to the exam, and work with them to answer sample exam problems.
- ❖ **BACK UP Your Work.**
- ❖ **MANAGE YOUR TIME** appropriately. Create a calendar and block book time to focus on certain courses or parts of courses.
- ❖ **IDENTIFY YOUR EXAM WEAKNESSES** and write reminders on the front page of your can.
 - E.g. “Remember to read the entire question”

WHAT NOT TO DO

- ❖ Organize by case name.
- ❖ Reproduce your class notes verbatim in your cans without synthesizing the material with case briefs and secondary source material.
- ❖ Include extensive, detailed case briefs.
- ❖ Rely exclusively on a long, detailed can.
- ❖ Use someone else's can without modifying it to suit your own learning style and techniques.
- ❖ Highlight large portions of text. The more you highlight, the less the most important concepts will stand out.
- ❖ Type something into a can if you do not understand it.
- ❖ Finish your summary just before the exam so that you don't have time to practice using it.
- ❖ Assume you will have time to read your can in the exam.