

  
**TOP 10**  
STUDY TIPS

*Most project management professionals have busy and often unpredictable schedules. Our PMP experts developed The Learning System for PMP® Exam Preparation to teach you the PMP topics in the most efficient and effective way possible. Here are their Top 10 PMP Study Tips.*

- 1 Discover your learning style.** Everyone's brain is different. Knowing how you yourself take in, comprehend, and remember information can speed your exam prep and boost your confidence. Comprehending is the goal. We remember what we have "rewritten" in some way and made our own.

Consider your own habits for taking in and organizing new information.

- **Visual learners** prefer to see information in text or figures. They respond to visual cues in the text, such as headings and graphics. When they try to access these memories, they often "see" the memory. If you are a visual learner, organize the *Learning System* materials with a color-coded system. Use the flashcards; they can be easily printed and are a great way to create mental images of key words and formulas.
- **Auditory learners** prefer hearing as a means of learning, and may consider reading the content aloud to themselves, or recording themselves reading the content and listening to it during drive-time, while out for a walk, on a break at work, etc. Auditory learners may also benefit from participation in a study group. Listening to music while you study may be a good idea.
- **Tactile learners** learn and remember by being physically engaged. Mark up your text, redraw graphics, handle flashcards. Get up and move. Go to the gym and use the stationary bike or treadmill while you study.
- **Social learners** improve their understanding through interactions with others—asking and answering questions, relating their own experiences and impressions. Study groups and instructor-led courses can be successful study methods for social learners. A quiet room is not ideal, since the solitude actually becomes a distraction.
- **Sequential learners** learn a step at a time and won't move on until they feel as if they have mastered a concept. Your printed material, progress checks, and online tests can support this learning preference.
- **Big picture learners** need cognitive frameworks before details make sense to them. *The Learning System for PMP® Exam Preparation* is ideal for this approach because it is based on PMI's own frameworks. Take time to read the first three chapters carefully and study the entire *PMBOK® Guide* process map and the maps for individual processes.

Most people have more than one style and their styles may differ according to what they're learning. There is no "correct" way to study. Find the way that works for you.

- 2 Personalize your studies to your experience.** Use memory techniques tailored to your learning style, such as acronyms, analogies, rhymes or word pictures.
- 3 Follow your instructor's 5-week study plan.** When you choose *The Learning System for PMP® Exam Preparation*, your online instructor will provide a weekly study plan. This plan requires you to study approximately 10 hours

The graphic features the text 'TOP 10 STUDY TIPS' in a bold, sans-serif font. 'TOP' is in white, '10' is in a large red font, and 'STUDY TIPS' is in white. The text is set against a dark blue background with a white document icon behind the '10'.

per week. (This time will vary based on your experience and study preferences.) Keep up with your weekly assignments to stay on track for passing your exam.

- 4 **Schedule your study time.** Instead of just hoping you'll find 10 spare hours in the week to study, build it into your weekly calendar or schedule. Set aside time at lunch and a couple hours in the evening a few times a week. Don't create an unrealistic schedule. **Do not try to cram for the PMP exam.** We remember best by spaced repetition.
- 5 **Read the study materials twice.** When you're reading the study materials, skim through them once before starting your 5-week online course. During your 5-week course session, read your materials for exact detail and give as much effort and commitment to your studies as you would to your job. After you have completed your course, you may wish to download the *PMBOK® Guide* from PMI.org (free to members) to see how PMI has presented the information. It should all be a quick review after reading through the *Learning System* materials.
- 6 **Learn the definitions.** All the definitions you need to know are included in the glossary of *The Learning System for PMP® Exam Preparation*. These terms come directly from the *PMBOK® Guide* and the *Lexicon*. Online and printable flashcards, included in the program, are great ways to learn and reinforce terms and definitions.
- 7 **Study the topics that need the most work.** If your time is limited, focus your attention on topics that are weighted most heavily on the exam and with which you have the least experience. To identify your weakest topic areas, complete the online pre-test and review your personalized online reports.
- 8 **Memorize equations and plan titles.** There are a few key items you will need to commit to memory for the PMP Exam including equations and titles of different project management plans and related project documents. Everything you need is summarized on handy charts in *The Learning System for PMP® Exam Preparation*: Exhibit 2-1 in Chapter 2 and Exhibit 4-8 in Chapter 4.
- 9 **Participate in discussion groups.** Discussion groups can be a very effective way to study for the PMP exam. When you enroll in *The Learning System for PMP® Exam Preparation* 5-Week Online Course, you will have the opportunity to discuss topics with other PMP candidates and your expert instructor. Share and benefit from others' expertise and diverse experiences. It's an opportunity for repeated exposure to key topics. It also may help you associate the abstract and general content of the *PMBOK® Guide* with the very real and specific activities of your own work life.
- 10 **Environment is important.** Find the study environment that works best for you. Some students need complete silence, while for others a crowded area is better. Be sure to mix up your study locations as well. Go to the public library, a coffee shop, or a park.

**Get started on your PMP Exam studies today! Visit [www.certwise.com/pmp](http://www.certwise.com/pmp) and order *The Learning System for PMP® Exam Preparation*.**