# CompTIA.

# Your Certification Study Timeline

### Goals in Writing Are Dreams with Deadlines

People who write down their goals are 42% more likely to achieve them. Download this worksheet, click through the links provided, and then print it out or draw your own version, filling in the blanks as you set your goals. You can do IT! We're here to help.



### PRE-ASSESSMENT: HOW READY ARE YOU RIGHT NOW?

The more experience you have in the subject area, the less time you will likely need to prepare for your IT certification. Answer the questions below for some general guidance.

	YES	NO
Have you taken a CompTIA exam before?		
Do you have the minimum recommended experience for the certification, as listed in the exam details of the certification webpage?		
Do you have any or all of the certifications listed under the exam details of the certification webpage?		

If you answered VES to at least two of the questions above, you may be able to subtract up to 30 days from the recommended preparation time! It's always best to give yourself too much time rather than not enough, but know that by meeting some (or all) of the above qualifications, you're ahead of the game.

### I am going to earn

(certification name)

(exam date)



### Get Started

### PURCHASE AN EXAM VOUCHER

You'll need to purchase an exam voucher unless you've received one from your employer or school. **Looking** for a discount? Check out this article.

SCHEDULE YOUR EXAM

Set a date to hold yourself accountable. If you have a basic understanding of the skills, give yourself about 8 weeks to prepare. If not, give yourself more time.

I want to take the exam in person on \_\_\_\_\_

I want to take the exam online on

DOWNLOAD THE EXAM OBJECTIVES

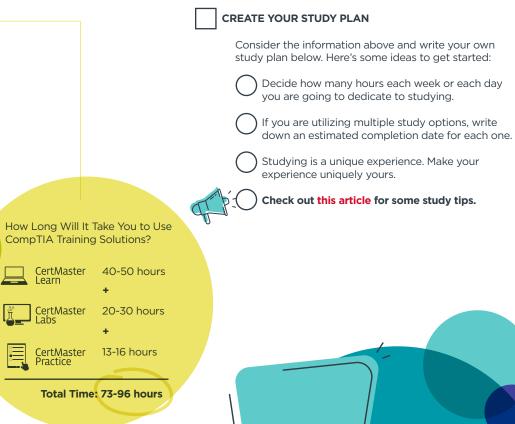
Find the exam objectives for your IT certification and print them out. This is your roadmap!

Not sure how to use exam objectives?
Here are some tips.



### Start Studying **CHOOSE YOUR STUDY METHODS** CompTIA offers a variety of training options that are designed around the exam objectives and fit different learning styles and timelines. Select the options that best meet your needs. We recommend giving yourself at least 3 to 6 months to get through the material. eLearning with CompTIA CertMaster Learn 🙈 (approximately 40-50 hours to complete) Use this to learn the exam objectives for the first time and to deep dive into the topics covered by vour certification. CertMaster Learn uses video. flashcards, performance-based questions and more, along with a customizable learning plan. Interactive labs with CompTIA Labs 🙈 (approximately 20-30 hours to complete) Use this once you're familiar with the exam objectives but need to practice the hands-on skills you may be tested on during your certification exam. CompTIA Labs gives you access to real tools in a virtual environment so you gain the experience you'll need on the job. Exam prep with CertMaster Practice (approximately 13-16 hours to complete) Use this once you're confident in the material to practice the types of questions and activities that will be included in your certification exam. CertMaster Practice gets you exam ready and sets you up for success. Books, eBooks and study guides Use the Official CompTIA Study Guide on its own or to supplement other training activities. Instructor-led training If classroom training is more your style, check out CompTIA live online training, CompTIA classes offered by authorized partners and the CompTIA Tech Career Academy Your own study materials Did you find a new book, use a digital flashcard

app or follow a subject matter expert on YouTube? Ask around and supplement your studying with your own ideas here.



Tag us on social with
#CompTIA as you study
so the entire CompTIA
community can cheer you on!

# CompTIA.

	STUDY TOOLS/ACTIVITIES	SCHEDULE (Which Days and How Many Hours)
WEEK 1		
WEEK 2		
WEEK 3		
WEEK 4		
WEEK 5		
WEEK 6		
WEEK 7		
WEEK 8		

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### **Get Ready**

### **CHECK IN WITH YOURSELF**

As you progress through training, be honest with yourself about how ready you are for your exam. You have the ability to change your exam date, or even cancel all together, but you need to plan ahead. Learn more about CompTIA's reschedule and cancellation policies.



Have questions? We can help. Our help page provides answers to common questions and contact information for our customer service team.



### 'M READY TO TAKE THE EXAM

If you created a plan and stuck to it, you should feel ready to take your exam!

### Calm your nerves by planning ahead

$\bigcirc$	Review the test policies before your exam.
$\bigcirc$	Have the appropriate forms of identification.
$\bigcirc$	Get your workspace ready if you're taking the exam online.

Map out how to get to the test center and allow enough time to get there, if you're taking the exam in person.



### I'M NOT QUITE READY TO TAKE THE EXAM

Life can be unpredictable and not everything goes according to plan. That's ok! If you're not yet feeling ready to take the exam, you can reassess! Head back to the top of this worksheet and figure out what you need to achieve your goal.

Evaluate your plan - what's been working and
what hacn't?

Take inventory of the tools you've been using and determine if you need something else.

Make the changes you need to succeed - do you need more time, different study tools or both?

Then decide if you want to push back your exam date or if you need to cancel all together.



Did you pass? Congratulations! You're certified! Your planning and hard work paid off. Tag us on social with #CompTIA so we can celebrate together.

If you didn't pass, don't give up. CompTIA exams can be overwhelming, and many people don't pass on the first go. Give yourself time to regroup and consider trying again. Use your score report and this worksheet to make a new plan for your retake.



Reschedule your exam. You must do this at least 24 hours prior to your exam date/time.



Cancel your exam. You must do this at least 24 hours prior to your exam date/time.