

Helping You Get It Done!

The *Study & PASS* *Workbook 2.0*

**THE ONLY WORKBOOK YOU
NEED TO PASS YOUR EXAM!**

**INCLUDES A PROVEN 3-STEP STUDY
STRATEGY WITH 50+ TEMPLATES TO
TEACH YOU EXACTLY HOW TO STUDY TO
PASS YOUR EXAM ON THE
FIRST ATTEMPT!**



**WRITTEN & CREATED BY:
VERONICA J. WILLIAMS, M.ED.**



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THE STUDY & PASS WORKBOOK 2.0

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WHAT IF I STILL NEED HELP?

Welcome Friends!

My name is Veronica and I am the *Founder* of Help Me Pass!, LLC, Certified Teacher, Exam Prep Coach, and a proud Alum of The Howard University!

I designed this workbook for people who are:

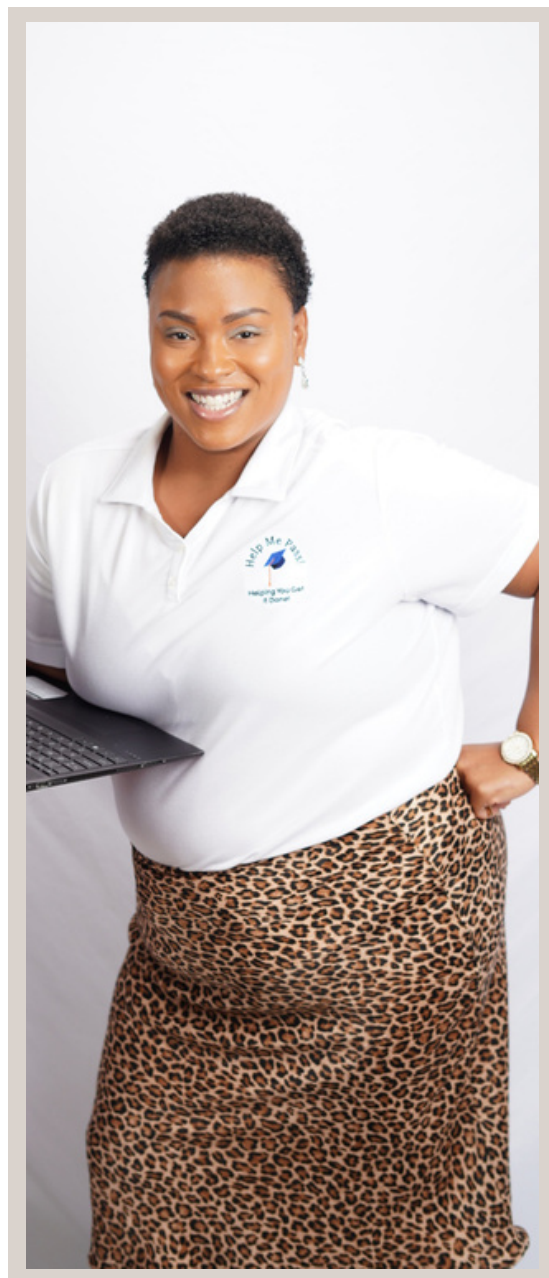
- Consistently Failing The Same Exam
- Receiving Low Test Scores
- Don't Know How To Study Correctly
- Overwhelmed With The Thought Of Studying

If you are serious about passing your next big exam, please understand: This workbook will teach you step-by-step exactly how to study to pass your next big exam, including the:

MCAT, LSAT, DAT, NCLEX, CompTIA, GRE, GMAT, CPA, CFA, HESI, ACT, SAT, and MANY MORE STANDARDIZED EXAMS!

This workbook was intentionally created to teach you the **C.D.C. Study Strategy™** which is the exact strategy I used to pass my teacher certification exam after THREE ATTEMPTS!

PLEASE NOTE: This workbook **will not** teach you content-specific information directly related to your exam (The 'WHAT') but instead will teach you strategy (The 'HOW'). If you follow all directions and steps carefully and consistently use your workbook each day to study, there is a high probability that you will pass your exam on the next attempt but **YOU MUST TRUST THE PROCESS AND FOLLOW ALL STEPS**. You got this! In the meantime, Happy Studying!



Founder & Exam Prep Coach

Veronica J. Williams, M.Ed.

“

*So you're gonna give up
on a dream just because
you failed a test?*

*Absolutely not!
NOT ON MY WATCH!*

”

Veronica J. Williams, M.Ed.

THE C.D.C. FRAMEWORK

(PLEASE READ IN FULL)

The C.D.C. framework is a step-by-step study strategy that transforms how you process and retain information by breaking complex topics into manageable components. This systematic approach that you will see throughout this workbook ensures comprehensive and detailed coverage of your exam content, helping you **truly learn** the exam content to **pass your exam!** The following are the sequential steps you should follow in this workbook while studying:

STEP 1: CATEGORIZE

Organize information into five categories and hierarchical levels from foundational concepts to additional information.

STEP 2: DEFINE

Answer the six essential questions: "Who", "What", "When," "Where", "Why", and "How" about each topic under each category from Step 1

STEP 3: COMPARE & CONTRAST

Analyze the similarities and differences of all five categories from Step 1

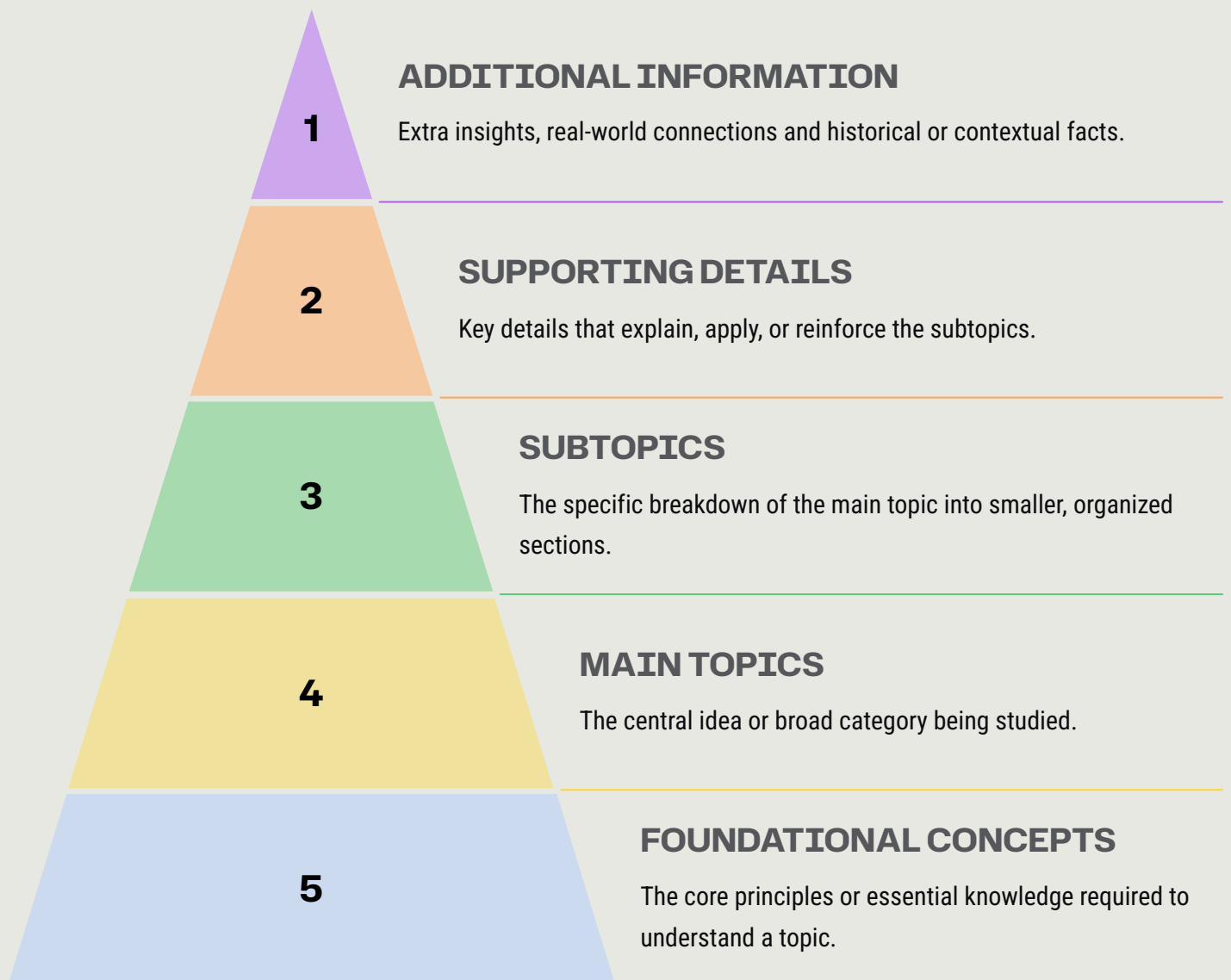
[CLICK HERE TO VIEW AN EXAMPLE OF THE C.D.C. STRATEGY](#)



STEP 1:

CATEGORIZE

Start by organizing your exam content into five categories. This hierarchical approach ensures you capture everything from broad concepts to specific details. First, read the definition of each category below. Then, categorize your exam content into the relevant categories.



CATEGORIZE: FOUNDATIONAL INFORMATION

Write out the core concepts that are the foundation of your study topics and serve as background information. These are the essential building blocks that everything else builds upon.

 **NOTE:** If you feel you need more space to write out more information, please use additional paper.

FOUNDATIONAL INFORMATION

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

CATEGORIZE: MAIN TOPICS

Identify your main topics and write them in the provided blanks below. Use the space below each blank and write the key details about your main topics.

MAIN TOPIC:

MAIN TOPIC:

MAIN TOPIC:

MAIN TOPIC:

CATEGORIZE: MAIN TOPICS

MAIN TOPIC:

MAIN TOPIC:

MAIN TOPIC:

MAIN TOPIC:

CATEGORIZE: MAIN TOPICS

MAIN TOPIC:

MAIN TOPIC:

MAIN TOPIC:

MAIN TOPIC:

CATEGORIZE: MAIN TOPICS

MAIN TOPIC:

MAIN TOPIC:

MAIN TOPIC:

MAIN TOPIC:

CATEGORIZE: SUBTOPICS

After identify your primary topics, determine the concepts that have been broken down into manageable subtopics. Use the space below to map out your main areas of study.

SUBTOPICS:

SUBTOPICS:

CATEGORIZE: SUBTOPICS

SUBTOPICS:

SUBTOPICS:

CATEGORIZE: SUBTOPICS

SUBTOPICS:

SUBTOPICS:

CATEGORIZE: SUBTOPICS

SUBTOPICS:

SUBTOPICS:

CATEGORIZE: SUBTOPICS

SUBTOPICS:

SUBTOPICS:

CATEGORIZE: SUPPORTING INFO + ADDITIONAL INFO

Capture the details that reinforce your main topics by writing out supporting info and additional information that provides context and depth to your understanding.

1. _____	SUPPORTING INFORMATION
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	

1. _____	ADDITIONAL INFORMATION
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	

STEP 2:

DEFINE

Now, look at your exam content and materials, and ask yourself the following six fundamental questions to thoroughly define (or know more in-depth) about your concepts. This systematic approach ensures comprehensive and technical comprehension of all important topics. Be sure to ask each of the questions below for each topic that falls under each category from Step 1.



WHO?

Identify the people, groups, or entities involved in your topic



WHAT?

Define the meaning, main concept, event, or skill you're studying



WHEN?

Establish the scenario, timeframe, dates, or chronological context



WHERE?

Determine the location, setting, or instance you see this concept



WHY?

Understand the reasons, causes, or motivations behind the topic



HOW?

Explain the process, method, or mechanism involved

Define: Example Questions (1/2)

WHO?

- Who discovered or developed this concept?
- Who typically uses this concept in practice?
- Who is affected by this idea or principle?
- Who are the key people or groups connected to it?

WHAT?

- What does this term mean in simple words?
- What is the purpose of this concept?
- What are the main features, parts, or elements of it?
- What problem does this solve or address?

WHEN?

- When was this concept first introduced or discovered?
- When is this principle or rule applied?
- When should you use this idea instead of another?
- When does this situation or condition occur?

Define: Example Questions (2/2)

WHERE?

- Where did this concept originate?
- Where is this most commonly applied or seen in real life?
- Where does this process take place (in a system, formula, or body part)?
- Where would you find this information on an exam or in practice?

WHY?

- Why is this concept important?
- Why does it work the way it does?
- Why should someone learn or apply it?
- Why is it preferred over another method?

HOW?

- How is this concept defined in technical terms?
- How does it work step by step?
- How do you use this to solve a problem or answer a question?
- How is it connected to other concepts you've learned?

DEFINE: FOUNDATION INFORMATION

Fill in the blanks below by asking The Six Essential Questions for each exam content category. Take your time to provide sufficient responses for each.

 **NOTE:** If you need help thinking of questions to ask for each of your exam content categories, refer to the example questions on the previous page.

Topic: _____

Who?

What?

When?

Where?

Why?

How?

DEFINE: FOUNDATION INFORMATION

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: MAIN TOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: MAIN TOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: MAIN TOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: MAIN TOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: MAIN TOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: MAIN TOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUBTOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUBTOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUBTOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUBTOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUBTOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUBTOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUBTOPICS

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUPPORTING INFORMATION

Topic: _____

Who?

What?

When?

Where?

Why?

How?

DEFINE: SUPPORTING INFORMATION

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUPPORTING INFORMATION

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: SUPPORTING INFORMATION

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: ADDITIONAL INFORMATION

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

DEFINE: ADDITIONAL INFORMATION

Topic: _____

Who?	
What?	
When?	
Where?	
Why?	
How?	

STEP 3:

COMPARE & CONTRAST

Lastly, develop an even deeper understanding by analyzing similarities and differences between all your categories and topics. This critical thinking step allows you to make unique connections and distinctions that reading and reviewing flash cards will not permit, while decreasing confusion amongst various topics, enhancing learning in preparation to pass your exam!

COMPARE & CONTRAST

Main Topic

Main Topic

Differences:

Differences:

SIMILARITIES:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

COMPARE & CONTRAST

Main Topic

Main Topic

Differences:

Differences:

SIMILARITIES:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

COMPARE & CONTRAST

Main Topic

Main Topic

Differences:

Differences:

SIMILARITIES:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

COMPARE & CONTRAST

Main Topic

Main Topic

Differences:

Differences:

SIMILARITIES:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

COMPARE & CONTRAST

Main Topic

Main Topic

Differences:

Differences:

SIMILARITIES:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

COMPARE & CONTRAST

SUBTOPIC:

Differences:

SUBTOPIC:

Differences:

SIMILARITIES:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

COMPARE & CONTRAST

SUBTOPIC:

Differences:

SUBTOPIC:

Differences:

SIMILARITIES:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

COMPARE & CONTRAST

SUBTOPIC:

Differences:

SUBTOPIC:

Differences:

SIMILARITIES:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

COMPARE & CONTRAST

SUBTOPIC:

Differences:

SUBTOPIC:

Differences:

SIMILARITIES:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

COMPARE & CONTRAST

SUBTOPIC:

Differences:

SUBTOPIC:

Differences:

SIMILARITIES:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

COMPARE & CONTRAST

SUBTOPIC:

Differences:

SUBTOPIC:

Differences:

SIMILARITIES:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

COMPARE & CONTRAST

SUBTOPIC:

Differences:

SUBTOPIC:

Differences:

SIMILARITIES:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

COMPARE & CONTRAST

SUPPORTING TOPIC:

Differences:

SUPPORTING TOPIC:

Differences:

SIMILARITIES:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

COMPARE & CONTRAST

SUPPORTING TOPIC:

Differences:

SUPPORTING TOPIC:

Differences:

SIMILARITIES:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

COMPARE & CONTRAST

SUPPORTING TOPIC:

Differences:

SUPPORTING TOPIC:

Differences:

SIMILARITIES:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

COMPARE & CONTRAST

SUPPORTING TOPIC:

Differences:

SUPPORTING TOPIC:

Differences:

SIMILARITIES:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

COMPARE & CONTRAST

ADDITIONAL INFORMATION:

Differences:

ADDITIONAL INFORMATION:

Differences:

SIMILARITIES:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

COMPARE & CONTRAST

ADDITIONAL INFORMATION:

Differences:

ADDITIONAL INFORMATION:

Differences:

SIMILARITIES:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

- ✔ **Congratulations!** You've completed the C.D.C. Study Strategy Framework! Repeat the steps on additional paper if necessary. Then, review your work to identify patterns, connections, and areas that need further study. If you completed all steps correctly and in order, this systematic approach will significantly improve your understanding and retention of the exam concepts, especially if you take a practice test upon completion of all steps on a separate day in the near future.



i Veronica J. Williams, M.Ed., *Founder* of Help Me Pass!

? WHAT IF I STILL NEED HELP PASSING MY EXAM?

NO PROBLEM!

Book a Private Exam Prep Coaching Session With Veronica— Exam Prep Coach, Certified Teacher, and *Founder* of Help Me Pass! at: [HelpMePass.org](https://www.HelpMePass.org)

SEE YOU SOON!