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Make this the ultimate guide for your daily learning goals.

Class & Study Schedule

| Time | Mon | Tue | Wed | Thur | Fri |
|---------------|--------------------------------------|------------------------------------|-----------------------------|--|--|
| 00:00 - 00:00 | Your first subject | | Review your to- do list | | Choose a recharge day |
| 00:00 - 00:00 | | Reading Break | | | |
| 00:00 - 00:00 | | | | | |
| NOON | LUNCH | LUNCH | LUNCH | LUNCH | LUNCH |
| 00:00 - 00:00 | | | | | Squeeze in self- care time |
| FOCUS TIME | | | Review weakness areas | | |
| 00:00 - 00:00 | Your last subject for the day | | | | Block out time for tasks or try the Pomodoro method |
| 00:00 - 00:00 | | Have a break before homework | | Cross out your week's to-do list | |
| 00:00 - 00:00 | Check-in with study groupmates | | Exam Prep Zone | | Reward yourself for a week well done |

Daily Overview

How are you feeling today? Add an icon.



Today's motivation in 5 icons or less:



Checklist

| PRIORITIES | TASKS |
|------------|--|
| Priority 1 | Input tasks here Arrange tasks according to the order of priority Update the list daily Be specific |
| Priority 2 | Input tasks here Arrange tasks according to the order of priority Update the list daily Be specific |
| Priority 3 | Input tasks here Arrange tasks according to the order of priority Update the list daily Be specific |
| Priority 4 | Note another task |

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Progress Chart

| TASK & DEADLINE | PREPARING | IN- PROGRESS | HALFWAY | WRAPPING UP | NOTES |
|---|-----------|-----------------|---------|----------------|---------------------------------|
| Organize materials Due on: Mar 4, 2025 | | | | 0 | Date completed: Feb 28, 2025 |
| Task 2 Add a due date | 0 | Ο | D | Ο | |
| Task 3 Add a due date | | | | | |
| Task 4 Add a due date | 0 | | 0 | 0 | |
| Task 5 Add a due date | 0 | | 0 | Ο | |
| Task 6 Add a due date | Ο | Ο | D | Ο | |
| Task 7 Add a due date | Ο | Ο | Ο | Ο | |
| Task 8 Add a due date | Ο | Ο | Ο | Ο | |
| Task 9 Add a due date | 0 | Ο | 0 | 0 | |
| Task 10 Add a due date | 0 | D | D | 0 | |

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Exam or Report Preparation

| Name of Subject: | Specify here |
|---------------------|---|
| Day of Preparation: | Day 1 of 14 |
| Coverage: | Specific pages from your textbook or sections of your class syllabus |

Date of exam or report: Jun 3, 2025

| TITLE OF YOUR TOPIC | This could be a chosen or assigned topic. |
|----------------------|--|
| SUBTOPICS | These are the main ideas or points of discussion. You can also input a general outline here. |
| WORDS TO REMEMBER | New word - include a brief definition, a quote on how it was used, or your own explanation. Add another word and definition here. |
| MILESTONES | I finished taking notes from all my references. Add more milestones and check them off as you go! |
| RESOURCES | Primary reference Secondary reference Add hyperlinks to your online sources Add more references here |
| | Add your thoughts here after completing this section of the study plan. You can also add icons or photos if you run out of words - or just for fun! |
| ADDITIONAL NOTES | |

You can use this part for tasks to carry over for the next day or a quick reflection on what you were able to accomplish for today.