

My Daily Study Planner

Plan your day, finish what matters, and leave room for rest.

Name: _____ Class: _____ Date: _____

Today's Top 3 Tasks (pick three, not ten!)

- ☐ _____
- ☐ _____
- ☐ _____

By the end of today, I want to be able to: _____

My Timetable Example: 4:15 - 4:45 PM Review today's lessons

Time	What I will do	Done?
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

Don't Forget! Tick each one as you go

- ☐ Meals
- ☐ Short breaks
- ☐ Exercise or outdoor play
- ☐ Family time
- ☐ Phone off while studying
- ☐ Bedtime by _____

Reflection

Today I focused (1 = low, 5 = high): 1 2 3 4 5

What went well: _____

What I will change tomorrow: _____

Take notes in your own words, then test yourself.

Topic / Chapter: _____

How to use: During class, write notes on the right. After class, add key questions on the left. Then cover the notes column and answer each question from memory.

Active Recall & Spaced Revision Tracker

Do not just rewatch it. Test yourself, then come back to it.

Name: _____ Class: _____ Month: _____

How it works

1. Study one topic carefully.
2. Close the book or pause the video and write down everything you remember.
3. Answer practice questions without looking, then fix your mistakes.
4. Test yourself again on the dates below. Note your score each time.

My Revision Log Example: learn on Monday, test on Tuesday, retry later that week, practise again next week.

Topic / Chapter	Date learned	Test 1 next day	Test 2 later this week	Test 3 next week	Confidence
					Low OK High
					Low OK High
					Low OK High
					Low OK High
					Low OK High
					Low OK High
					Low OK High
					Low OK High
					Low OK High
					Low OK High

Brain Dump Box Pick one topic. Close your book. Write or draw everything you remember.

Topic: _____

After checking my notes, I missed: _____

Weekly Progress Tracker & Doubt Log

Know what you have learned, what needs practice, and where to ask for help.

Name: _____ Class: _____ Week of: _____

This Week at a Glance

Subject	Completed	Needs practice	Needs help	Next step
English				
Maths				
Science				
Social Science				
Second language				
Other: _____				

Completed = I can explain it. Needs practice = I get it but cannot use it yet. Needs help = still unclear.

Doubt Log Write it down, ask a specific question, then tick it off.

My doubt (be specific!)	Who I will ask	Asked?	Resolved?
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

Next Week's Top 3 Priorities

1. _____
2. _____
3. _____

One thing I am proud of this week: _____

Online Class Checklist & Safety Check

Build good habits, one tick at a time.

Name: _____ Class: _____ Week of: _____

Before class	M	T	W	T	F	S	S
Charged my device and checked the internet	☐	☐	☐	☐	☐	☐	☐
Books and stationery ready	☐	☐	☐	☐	☐	☐	☐
Notifications silenced	☐	☐	☐	☐	☐	☐	☐
Reviewed the last lesson or homework	☐	☐	☐	☐	☐	☐	☐
During class	M	T	W	T	F	S	S
Joined on time	☐	☐	☐	☐	☐	☐	☐
Took notes in my own words	☐	☐	☐	☐	☐	☐	☐
Asked or noted a question	☐	☐	☐	☐	☐	☐	☐
Stayed off unrelated sites and games	☐	☐	☐	☐	☐	☐	☐
After class	M	T	W	T	F	S	S
Summarised the lesson without my notes	☐	☐	☐	☐	☐	☐	☐
Finished homework, noted deadlines	☐	☐	☐	☐	☐	☐	☐
Practised a few questions	☐	☐	☐	☐	☐	☐	☐
Took a screen break	☐	☐	☐	☐	☐	☐	☐

My Online Safety Check

Be honest. "Not yet" just means there is something to work on.

	Yes	Not yet
My passwords are strong and I do not share them.	☐	☐
I join online classes only through official school links.	☐	☐
I never share my address, phone number, or private photos.	☐	☐
I think before clicking on links, offers, or attachments.	☐	☐
I treat classmates kindly online.	☐	☐
I know which trusted adult to tell if something feels wrong.	☐	☐

One thing I will do to stay safer online: _____