

Make room for what matters

A practical pack for the time you actually have. Start with page 1, plan your weeks on pages 2 and 3, and reuse page 4 when you want a daily plan. Print only what helps. Use Fit to page for A4 or US Letter.

1. Write your exam dates below. Check which topics and question formats your course requires.
2. Mark fixed commitments on the weekly sheets first: classes, work, travel, caring, meals, and time for sleep.
3. Choose one manageable task for each day that has room. Leave space for breaks and unexpected changes.
4. Choose a later day to revisit an important topic. After learning it, try recalling without notes, then check and correct.
5. Pick a finishing point. If a day is missed, move one important task into a real gap, shrink it, or let it go.

A small filled-in example

Illustration: Tuesday after class. Task: solve three linear equations and check the answers. Return: retry one missed question on Thursday. Stop: after checking, before dinner. If time is short: solve one equation.

My exam dates and papers

The topics I most need to work on

This pack is an editorial planning aid, not a tested program or treatment. Research supports retrieval practice and spaced study for learning; it does not validate these exact pages or promise a grade or less anxiety. Sources and fuller explanations are in the guide.

If you are struggling, consider asking a teacher, tutor, student support service, or someone you trust for help. You do not need to complete this pack first.

Week 1: a plan you can change

Add dates and fixed commitments first. Choose a small task, not just a subject name. Leave a row empty when needed. Use the final column for a break, a finishing time, or time away from study.

Week beginning: _____

Day / date	Fixed commitments	One task / later return	Rest / stop
1 _____			
2 _____			
3 _____			
4 _____			
5 _____			
6 _____			
7 _____			

Missed a day? Choose what still matters. Move it into an available slot, make it smaller, or let it go. Do not double tomorrow automatically or make up tasks at night.

One change for the next week: _____

Week 2: a plan you can change

Add dates and fixed commitments first. Choose a small task, not just a subject name. Leave a row empty when needed. Use the final column for a break, a finishing time, or time away from study.

Week beginning: _____

Day / date	Fixed commitments	One task / later return	Rest / stop
8 _____			
9 _____			
10 _____			
11 _____			
12 _____			
13 _____			
14 _____			

Missed a day? Choose what still matters. Move it into an available slot, make it smaller, or let it go. Do not double tomorrow automatically or make up tasks at night.

One change for the next week: _____

Today: one manageable step

Use this when you need a smaller next step. One task is enough to start. Leave optional spaces blank. Keep personal notes somewhere you are comfortable leaving them.

Today / date

What is already fixed today? Include meals and time for sleep.

My one task: what will I attempt, and how will I check it?

If that is too much, my smaller version is...

My break or time away from revision / my finishing point

After trying: one thing to correct or ask about

I will return to this topic on... / my next small task

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