

Learning Planner

A practical weekly planning worksheet to help you set learning goals, schedule deliberate practice, track progress and build consistent learning habits.

FOR

Students · Freshers · Working Professionals

FORMAT

Weekly Goal Tracking + Practice Worksheet

HOW TO USE THIS PLANNER

Choose a small number of meaningful learning goals, break them into specific practice tasks, schedule focused study time, and review what you completed at the end of each week. The goal is consistent progress, not trying to complete everything at once.

Build Skills. Create Opportunities. Go Global.

Define Your Learning Goal

Start the week with a clear outcome so your study time has a specific purpose.

Weekly Learning Focus

- Choose one primary subject, skill or course to focus on.
- Define what you want to understand or complete by the end of the week.
- Break the larger topic into smaller learning tasks.
- Choose practice activities that help you apply what you study.
- Keep the number of weekly priorities realistic.
- Decide how you will know that the goal is completed.

MY WEEKLY LEARNING TARGET

Subject / course _____

Main goal _____

Why this matters _____

Expected outcome _____

My Top 3 Priorities

Priority 1 _____

Priority 2 _____

Priority 3 _____

Learning Resources

Course / video / book _____

Practice resource _____

Reference / notes _____

Create a Focused Practice Schedule

Give each learning task a clear time and purpose instead of relying only on motivation.

Weekly Schedule

DAY	LEARNING TASK	TIME	DONE
MON	_____	_____	■
TUE	_____	_____	■
WED	_____	_____	■
THU	_____	_____	■
FRI	_____	_____	■
SAT	_____	_____	■
SUN	_____	_____	■

Focused Practice Rule

USE YOUR STUDY TIME INTENTIONALLY

Before each session, decide what you will learn or practice. During the session, reduce distractions and work on one task. Afterwards, record what you completed and what still needs attention.

My preferred study routine

Usual study time _____

Typical session length _____

Best place / setup _____

Main distraction to avoid _____

Turn Study Time Into Practice

Use active practice to strengthen understanding instead of only consuming information.

Practice Checklist

- Explain the concept in your own words.
- Write or solve something without copying the example.
- Complete at least one practical task.
- Note the mistakes or doubts you encountered.
- Review difficult topics and practise them again.
- Connect the new concept with something you already know.

Learning Session Log

SESSION	TOPIC	WHAT I PRACTICED	RESULT
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

Difficult Topics / Doubts

1. _____
2. _____
3. _____

What I need to practise again

Reflect on Your Learning

Use the end of the week to understand what worked, what needs improvement and what to focus on next.

Weekly Review

- What did I learn this week?
- What did I practise?
- What did I complete?
- What was difficult?
- What mistake or gap did I identify?
- What should I revise next week?

Progress Snapshot

AREA	STATUS	NEXT STEP
Learning goal	■ Complete ■ In progress	_____
Practice	■ Complete ■ In progress	_____
Assignments / tasks	■ Complete ■ In progress	_____
Revision	■ Complete ■ In progress	_____
Project work	■ Complete ■ In progress	_____

WEEKLY REFLECTION

My biggest learning this week _____

What helped me learn _____

What slowed me down _____

What I will change next week _____

My next three learning actions

Action 1 _____

Action 2 _____

Action 3 _____

Create Your 30-Day Learning Plan

Use four weekly cycles to turn short-term study into a consistent learning routine.

30-Day Plan

WEEK	FOCUS	OUTPUT
Week 1	Understand fundamentals	Notes + practice tasks
Week 2	Practise and reinforce	Exercises + corrections
Week 3	Apply through practical work	Mini project / assignment
Week 4	Review and improve	Revision + next plan

Monthly Learning Goals

Goal 1 _____

Goal 2 _____

Goal 3 _____

FINAL REMINDER

A good learning plan should be realistic enough to follow and flexible enough to adjust. Review your goals, practise regularly, track your progress and keep improving one step at a time.

BUILD SKILLS. CREATE OPPORTUNITIES. GO GLOBAL.