

STUDY SKILLS TOOLKIT

MASTER YOUR STUDY GAME



Welcome TO YOUR STUDY SKILLS TOOLKIT!



Hi there!

I'm so glad you're here! Whether you're a student, a parent supporting a learner, or a teacher looking for helpful resources — this Study Skills Toolkit was made with YOU in mind.

Inside these pages, you'll find simple, effective tools to help build strong study habits, stay organized, and boost confidence in and out of the classroom. These are the kinds of strategies I wish I had when I was juggling assignments, deadlines, and distractions!

Here's what you can expect:

- ✓ Easy-to-use printable planners and trackers
- ✓ Study strategies that actually work
- ✓ Tools to help you stay focused, motivated, and on track
- ✓ Encouragement every step of the way

Take a deep breath. You don't have to do everything at once. Just start with the page or section that speaks to you most — and build from there. You've got this, and I'm cheering you on!



With encouragement,

Melanie
Creator of Teacher To Mom



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01

TIME BLOCKING

Topics Covered

- Introduction
- What is Time Blocking?
- Steps to Time Block
- Tools & Templates
- Practice Activity



Time Blocking

01

Many students (and adults too!) feel like there's never enough time in the day. Between school, homework, family responsibilities, and maybe even a part-time job or sports, it's easy to feel pulled in a million directions.

That's where time blocking comes in—it helps you see your time and plan it with purpose. Instead of reacting to everything as it comes, you'll be prepared.

Time blocking can reduce stress and help you stay on top of what matters most to you.

Time management is a skill not necessarily taught in school, so by reading this toolkit, you're already ahead of the game! Way to go **you!**

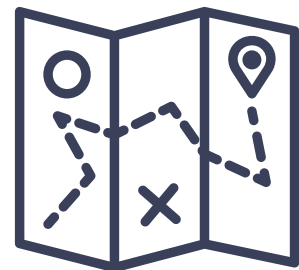


Time Blocking as a “Map” of Your Day

Time blocking is exactly what it sounds like. You are quite literally “chunking” your time into specific, focused, blocks throughout your day.

Blocking your time allows you to visually see where your time is going. By doing so, you’ll be able to see where your time is best spent and where any adjustments need to be made taking priorities into consideration.

I know it can be so overwhelming thinking about all the things you need to get done. This is a way to get it out of your head; to reassure yourself, you have the time and you got this! When you put it down on paper, you’ll probably see you have more time than you realize! By getting your blocks of time out of your head for you to see, it provides a literal map of your day.



BENEFITS



Less Stress



More Control



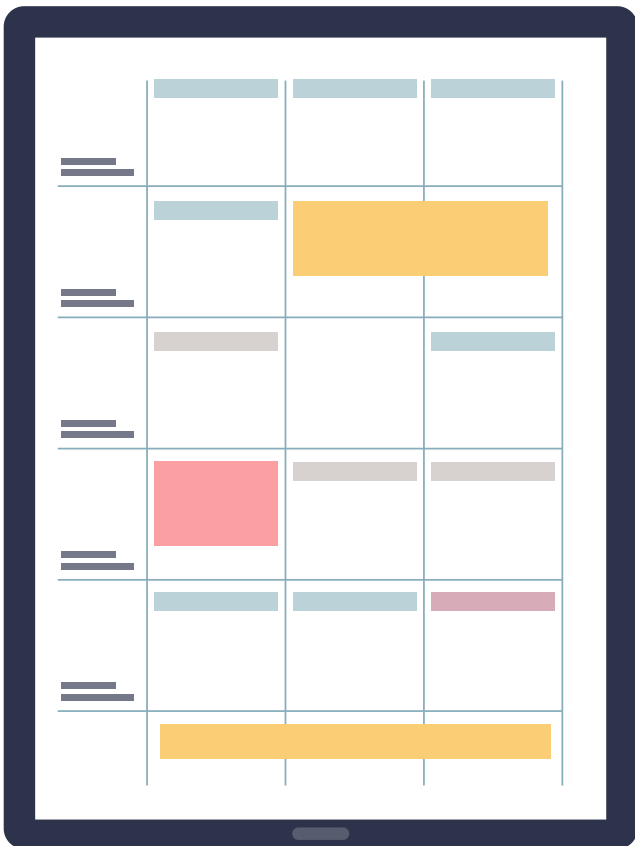
**Clearer
Priorities**

There are so many benefits to time blocking!

The first is less stress! You are quite literally freeing up brain space for the more important things. This gives you more control and allows you to see your priorities much clearer, which means you will be more productive!



What is Time Blocking?



Time blocking is a simple but powerful way to plan your day by dividing it into blocks of time, each dedicated to a specific task or category.

Think of it like creating a schedule where you tell your time where to go—whether that’s for studying, relaxing, or hanging out with friends.

It’s different from a to-do list because instead of just writing what you *need* to do, you’re also deciding *when* to do it.

This helps you stay more focused and avoid procrastinating. When your time has a job, it’s easier to follow through.



STEPS TO TIME BLOCK

01

Identify your non-negotiables:

Start by listing the things you absolutely must do each day—like going to school, eating meals, sleeping, or attending practice.

02

Add flexible activities:

Next, think about tasks that change from day to day, such as homework, studying for a test, or helping out at home.

03

Choose focus blocks:

Block out chunks of time for focused work or study sessions—these should be quiet, distraction-free times (like 25–50 minutes long).

04

Schedule breaks and rewards:

Don't forget to include fun, free time, or rest periods so you don't burn out. These steps help create balance and keep your schedule realistic.

Each block should have a clear purpose so you're not guessing what to do next. The idea is to see how your day flows, so you can be intentional and productive without being overwhelmed.

Remember, DON'T stress yourself out thinking you have to adhere to this by the second or that you constantly have to tweak your time blocks by 5 minutes. Be purposeful, but flexible



Tools & Templates

Having the right tools makes time blocking easier and more enjoyable.

- A printable weekly planner can help you visually lay out your schedule day by day.
- Using different colors for school, studying, self-care, and fun can make your calendar feel more organized (and less boring).
- Bonus: Check out the resources section for some freebies and recommendations for tools and templates!

Whether you're using paper or digital tools, the most important part is starting small and being consistent.



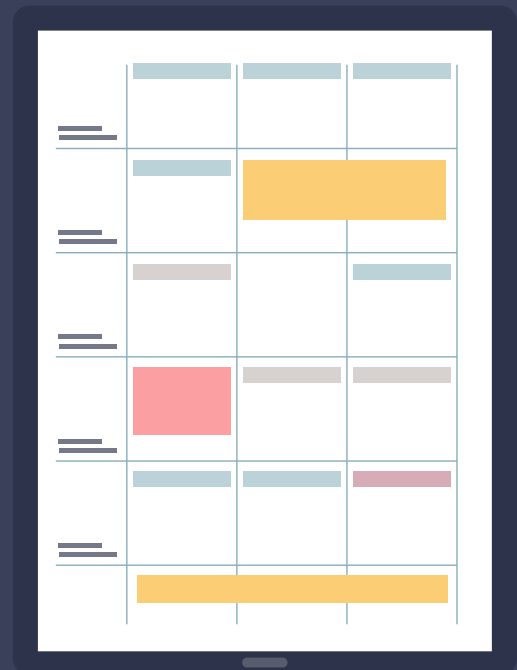


TIME BLOCKING PRACTICE

This activity helps you practice what you've just learned. You'll fill in a weekly planner with your own schedule using the steps provided. Prompts will guide you through thinking about your morning routine, school hours, study time, and what you want to do just for you. You'll also reflect at the end of the week on what worked and what didn't. This helps build self-awareness and gives you confidence to adjust your time blocks as life changes

What You'll Need:

- A printable or digital version of the **Weekly Time Block Planner**.
- A pencil or colored pens/markers (if printed)
- 15-30 minutes of quiet time to complete the activity.



TIME BLOCKING PRACTICE

Step 1

List Your Must-Do Activities

Start by writing down the things you must do each day. These are your “non-negotiables”—like school hours, meals, sleep, commuting, family obligations, or work shifts.

Prompt: What are the things you *have* to do each day, no matter what?

Step 2

Add in Flexible Tasks

Next, list out regular but more flexible tasks like studying, chores, time with friends, personal projects, or extracurriculars. These can move around based on what’s going on that week.

Prompt: What are things you want or need to do, but that don’t happen at the exact same time every day?

Step 3

Identify Focus Time Blocks

Pick 1–3 blocks of time during the day when you’re most alert and least distracted. These blocks will be used for studying or other focused tasks.

Prompt: When do you feel most focused during the day? Morning? After school? After dinner?

Step 4

Schedule Breaks & Rest Time

Balance is key! Plan time for short breaks, fun, social time, or relaxing activities like reading, stretching, or screen time.

Prompt: What activities help you recharge? How can you include them without losing your focus?



TIME BLOCKING PRACTICE

Step 5

Color Code or Label Each Category

Use different colors or labels (school, study, free time, sleep, etc.) to easily identify your time blocks at a glance.

Prompt: Pick a color for each type of activity. For example:

- Blue = School
- Green = Study
- Yellow = Fun/Breaks
- Pink = Sleep

Step 6

Fill Out Your Weekly Planner

Use your chosen format (printable or digital) and block out your time for an entire week—Monday to Sunday. Try to include:

- Morning routines
- School/work hours
- Study/focus blocks
- Meals & breaks
- Bedtime routines
- Free time/fun

Weekly Self-Reflection Questions

At the end of the week, complete this short reflection to build awareness and improve your next week's plan.

1. What went well this week with your time blocks?
2. What didn't work as expected?
3. Did you stick to your plan most of the time? Why or why not?
4. How did planning your time affect your stress levels?
5. What would you like to do differently next week?

****Adjust next week's schedule based on your reflection. You might need to move a study block to a different time, cut down a long task into smaller chunks, or add an extra break. That's all part of making this tool work for you.****



02

STUDY STYLES

Topics Covered

- Introduction
- Why study styles matter
- Types of study styles
- How to find your study style
- Practice Activity



Study styles

Learn How You Learn Best

02

Everyone learns a little differently. Some people remember what they hear, others remember what they see, and some need to move or do something with their hands. These are all examples of learning styles.

When you know how you learn best, you can:

- Pick the right study methods
- Save time and effort
- Remember more from you study sessions
- Feel more confident in school or work



Learning Styles

01

Auditory Learners

02

Visual Learners

03

Kinesthetic Learners

04

Reading/Writing
Learners

Next, we will take a deep dive into each learning style. We will explore how to figure out which one(s) fit **you**, tips and tools for each style, and how to create a study plan based on your strengths. This will be a game changer for you!



Many people are a *mix* of styles.

That's okay!

The goal is to *notice* what works best & start there.



Auditory Learners

- You remember things better when you hear them—like in lectures, discussions, or audio recordings.
- You might enjoy explaining things out loud or talking through problems with others.
- Background noise (music, people talking) may either help or distract—pay attention to what works for you.

Study Tips

- Read notes aloud or explain them to a friend or study buddy
- Use audiobooks, podcasts, or voice recordings of class notes
- Try teaching someone else the material
- Use songs, rhymes, or verbal repetition to remember key facts



Visual Learners

- You understand things better when they're written down or shown visually.
- Diagrams, charts, maps, and colors help you "see" the information in your mind.
- You often write things down or use color-coding to organize your thoughts.

Study Tips

- Use highlighters and colored pens to group ideas
- Turn information into charts, graphs, or mind maps
- Watch videos or demonstrations to learn new concepts
- Write flashcards with images or symbols
- Keep your study space clean and free from visual clutter



Reading/Writing Learners

- You learn best when your body is involved—through hands-on activities, movement, or touch.
- Sitting still for long periods can be hard—you might tap your pencil, doodle, or take frequent breaks.
- You enjoy building, experimenting, or physically organizing things.

Study Tips

- Use flashcards and walk around while reviewing them
- Take notes by hand instead of typing
- Act out or role-play key ideas
- Use real-life examples or physical objects when studying
- Take short breaks to move around (jumping jacks, stretching, pacing)



Kinesthetic Learners

Study Tips

- You learn best when your body is involved—through hands-on activities, movement, or touch.
 - Sitting still for long periods can be hard—you might tap your pencil, doodle, or take frequent breaks.
 - You enjoy building, experimenting, or physically organizing things.
- Use flashcards and walk around while reviewing them
 - Take notes by hand instead of typing
 - Act out or role-play key ideas
 - Use real-life examples or physical objects when studying
 - Take short breaks to move around (jumping jacks, stretching, pacing)



QUICK SELF-CHECK

When you want to remember something, do you:

- say it out loud or repeat it? → ***Auditory***
- Write it down or color-code it? → ***Visual***
- Get hands-on or act it out? → ***Kinesthetic***
- Read about it or make a list? → ***Reading/
Writing***

STUDY STYLE QUIZ

Want to take a deep dive into
finding your study style?

Take the free quiz and discover
your top learning style.

You'll get personalized study tips
to help you succeed!



**WHAT'S YOUR
STUDY STYLE?**



A quick quiz to help you study smarter, not harder



Study Styles Practice

Build Your “Style-Based” Study Plan

Your goal for this activity is to create a study strategy that matches your top learning style.

You'll Need:

- A printable or digital “My Study Style Plan” worksheet.
- Notes or materials from a subject you're currently studying.



STUDY STYLE PRACTICE

Step 1

Identify Your Top Learning Styles

Use the Study Styles quiz and the descriptions to identify your top one or two study styles

Step 2

Pick Study Strategies

Pick 2-3 study strategies from the list that match your top style(s)

Step 3

Put It Into Practice

Choose a topic you're currently studying and practice the strategies you chose in step 2

Step 4

Reflect

- Did you stay focused?
- Was it easier to remember? It's ok to answer no! Be honest with yourself.
- What do you think you could tweak for next time?
- What study technique worked best for you this week?
- Did you try anything new that surprised you?
- Are there any tools (like audio, flashcards, color-coding, etc. you want to use more often?
- How will you use your learning style to prepare for your next test or project?



03

FOCUS TIME

Topics Covered

- Introduction
- What is focus time?
- Create your focus zone
- Focus time strategies that work
- Practice Activity



Focus Time

Ditch Distractions, Get It Done

03

Have you ever sat down to study... and suddenly remembered you need to check your phone, clean your desk, or Google something totally unrelated? You're not alone. Staying focused in a world full of distractions takes practice—but it is possible.

In this section, we'll help you build a "focus plan" that works for your life. Whether you're studying for a big test, completing assignments, or just trying to finish your to-do list, learning how to protect your focus is one of the best skills you can develop.



Focus Time

Focus time is simply **intention, distraction-free work time**--no multitasking, no background noise, no bouncing between tasks. It's time set aside for one thing: **deep concentration**.

When you use focus time consistently, you:

- Get your work done faster
- Remember more of what you study
- Feel less stressed and rushed
- Build your confidence and motivation

Why Is It So Hard to Focus?



Distractions are everywhere--especially on our phones. Every app is designed to grab your attention and keep it.

Plus, when your brain is tired, anxious, or overwhelmed, it wants quick relief.

That's why scrolling or switching tasks can feel so tempting.

But here's the good news:

focus is a skill, and like any skill, it gets easier the more you practice it.





CREATE YOUR FOCUS ZONE

Create a Distraction-Free Study Space

Where you study affects how well you study!

Tips:

- Choose a space that's quiet and clutter-free
- Put your phone on airplane or word mode. Better yet, leave it in another room!
- Use noise-canceling headphones or calming background music

You *don't* need a fancy setup-- just a place where your brain knows it's time to work.



FOCUS TIME STRATEGIES THAT WORK

01

Pomodoro Technique

02

Apps & Timers

03

Clear Intention

04

Best Focus Time



Use the Pomodoro Technique

Why it Works:

It trains your brain to concentrate in short bursts--and gives you regular breaks so you don't burn out.

Try it:

Set a timer, pick just one task (like reading a chapter or reviewing flashcards), and commit to it for 25 minutes.

No phone, no jumping tabs!

This popular method helps you stay focused without feeling like you have to sit still for hours.

- Set a timer for 25 minutes of focused work
- Take a 5-minute break
- Repeat up to 4 times, then take a longer break



Apps & Timers

Using focus apps or countdown timers will help with pesky distractions.

Apps such as Flora and Focus Keeper are great options. Use the Do Not Disturb feature on your phone.

Use your phone timer or buy a cute timer! This can be as simple or cute as you want.

These tools block distractions, track your sessions, and make focus time feel like a game. Make some “rewards” for yourself. An extra candy, extra time playing a game, etc.



Clear Intentions

Set A Clear Intention

Before each focus session, ask:

“What do I want to accomplish in the next 25 minutes?”

Write it down or say it out loud. It helps your brain zero in and stay on track.



Know Yourself

Know When You
Focus Best

Are you a morning person?

Night Owl?

After-lunch dozer?

Pay attention to your natural energy levels and schedule your focus time when you feel most alert.



PRACTICE: PLAN A FOCUS ACTIVITY

Step 1

Choose A Time

Pick a 30-45 minutes window in your day that you can block off for focused study.

Step 2

Prep Your Space

Clear your desk, silence your phone, gather what you need (book, notes, snack, water).

Step 3

Set Your Goal

Write one thing you'll work on. Example: "Review science flashcards for quiz on Friday."

Step 4

Use A Timer

Try one 25-minute session + 5-minute break. Use a Pomodoro app or your phone timer.

Step 5

Reflect

- What helped me stay focused?
- What distracted me?
- What can I try next time?

Repeat this practice a few times this week, and you'll notice a big difference!





Tips for Better Focus

Keep snacks & water nearby so you don't get up mid-session

Let people know you're in focus time ("Do Not Disturb" sign!)

Don't aim for perfection-- aim for progress

Celebrate small wins:
"I stayed focused for 20 minutes straight today!"



Create a Weekly Focus Plan

Use the printable or digital Focus Plan Template included in your toolkit to schedule 2-3 focus sessions this week. Try different times of day and strategies to see what works best for you.

Small habits lead to big results--and your ability to focus is one of your biggest study superpowers

FOCUS RESOURCES

Printable Focus Tools

- Focus session log
- Distraction buster tracker (catch yourself & reset)
- Phone boundaries worksheet

Motivation Encouragement

- Encouraging quote cards or mantras
- “3 wins” reflection sheet after each session



04

TIPS FOR TEST PREP

Topics Covered

- Introduction
- Know what you're up against
- Study schedules
- Match your study style
- Mindset & stress
- Smart test-taking strategies
- Practice Activity



Tips for Test Prep

04

Don't Just Cram, Prepare to Shine

How to Study Smarter-Not Harder-for Any Exam

Tests can bring on all kinds of feelings--nerves, pressure, or even panic. But here's the truth: **successful test prep doesn't come from last-minute cramming.** It comes from creating a simple system you can actually stick to.

In this section, you'll learn how to prep for quizzes, finals, or standardized tests with confidence. Whether you're a student tackling school exams or an adult preparing for certification or entrance tests, these strategies will help you walk in with less stress and more success.



STEP-BY-STEP PREP PLAN

01 Know What You're Up Against

02 Make a Study Schedule

03 Match Your Study Style to the Content

04 Manage Your Mindset & Stress

05 Smart Test-Taking Strategies



Know What You're Up Against

Before you start studying, **get clear on what the test covers.** This helps you focus on what matters most--and avoid wasting time on the wrong material.

Here's what to look for:

- **Topics or units being tested**
- **Test format** (multiple choice, essays, open book, etc.)
- **How much time you'll have**
- **How the test is graded or weighted**

Tip:

Ask your teacher, professor, or supervisor for a study guide--or check your syllabus or training outline.



Make a Study Schedule (and Start Early!)

The #1 mistake people make? Waiting too long to begin. You don't need to study for hours a day--you just need to start *sooner* and *break it up*.

Here's a simple 5-day plan:

Day	Focus
01	Review notes + highlight key topics
02	Create flashcards or review guides
03	Practice problems or sample questions
04	Teach the material to someone else
05	Final review + rest and prep supplies

Pro Tip:

Use your planner or a digital calendar to block off short, daily sessions. Even 20-30 minutes a day makes a huge difference.



Match Your Study Style to the Content

What works for vocab may not work for math. Mix up your methods based on what you're studying and how you learn best.

Try these techniques:

- **Flashcards or apps like Quizlet** for memorization
- **Color-coded notes or diagrams** for visual subjects
- **Teaching someone else** to solidify your own understanding
- **Practice tests or worksheets** for application-based subjects
- **Recording yourself explaining a topic** to listen back and review

Bonus Tip:

Record key points on your phone and listen while commuting or walking--it doubles your exposure without taking extra time!



Manage Your Mindset and Stress

Your brain works best when it feels safe and supported.
That means:

- Getting enough sleep (seriously!)
- Staying hydrated and nourished
- Taking study breaks (don't overdo it)
- Breathing deeply when you feel overwhelmed

Remember:

Test anxiety is common,
but preparation builds
confidence.

Affirmations to try:

- ***"I've prepared, and I'm capable."***
- ***"One question at a time."***
- ***"I don't need to be perfect--I just need to try."***



Smart Test-Taking Strategies

Once test day comes, here's how to stay calm and work through it like a pro:

- **Start with a brain dump:** On a scratch paper, jot down formulas, facts, or acronyms before you begin.
- **Read all directions carefully**
- **Answer what you know first,** then circle back to harder questions.
- **Use process of elimination** to narrow multiple-choice answers.
- **Don't second-guess unless you're sure.**
- **Watch the clock,** but don't obsess over it.

Tip:

Bring everything you need: pencils, calculator, ID, snacks, water, etc. Pack it up the night before so you're not rushed.



Practice: Create Your Personal Test Prep Plan

Step 1

Write down the test name and date

Step 2

List what topics will be covered

Step 3

Choose 3-4 ways you'll review the material

Step 4

Block 15-30 minutes per day for the next week

Step 5

Write one affirmation or goal for yourself

This is YOUR game plan--
adjust it to fit your learning style and schedule.



05

TECH AS A STUDY TOOL

Topics Covered

- Introduction
- Organize & Manage Your Study Life
- Learn in New Ways
- Interactive Study Aids
- Collaboration & Communication
- Practice activity



Tech as a Study Tool

05

Use tech to study smarter, not harder

Let's be real--technology can either **help you fly through your study goals** or completely derail your focus (hello, 3-hour YouTube or TikTok rabbit hole.) The key isn't avoiding technology--it's learning how to use it on your terms, to your advantage.

Technology can be a powerful study partner when used with intention. The right tools can help you stay organized, simplify complex material, and even make studying more engaging. This section give you fresh ideas, apps, and strategies that go beyond focus timers, so you can find tools that truly support your learning style.



Organize & Manage Your Study Life

Remember, the important idea here is to find what works best for *you* with the tools being provided. It's up to you to find what creates efficiency and productivity for your study goals. There are two major categories to organize and manage your study life – digital vs. paper.

This digital era we are in is most certainly not going away, so it's important you know what is available to you and how to properly use it. There are now tools that allow you to write digitally, but if you are set on paper and pen, by all means use it!

I love a good planner and I still use post-it notes, but I also embrace technology that allows me to be more efficient in note-taking and organizing all my notes and thoughts.

With that being said, let's dive in with some amazing digital tools that have the capability of ramping up your study life!



Study Apps That Actually Work

Not all study apps are created equal. These are simple, free (or low-cost), and genuinely helpful:

Digital Note-Taking

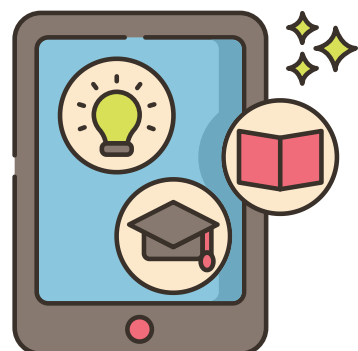
Try apps like **Notion, OneNote, Notability, or Evernote** to create organized study hubs. Personally, Notion and Notability are my favorites.

Cloud Storage

Use a cloud storage to keep class notes, essays, and study materials accessible anywhere. My personal favorite is **Google Drive** because not only do you have access to some amazing tools, you have the ability to upload PDFs and digital assignments. It's such a versatile tool that you quite literally have at your fingertips anywhere you have access to internet!

Task Managers

Keep track of assignments and deadlines with **Todoist, Trello, or Microsoft To do**. There are so many others out there so do your research! A task manager is a great tool to plan out those projects or to plan ahead and implement study time and make study tools in preparation for a test.



Learn in New Ways

This is where knowing your study style comes in. Keep your study style in mind and think how you can learn in a new way that will allow you to better retain new information!

Audio Tools

Record lectures or yourself reading notes using **Otter.ai** or your phone's voice recorder, then listen back while on the go.

Podcasts & Playlists

Explore educational podcasts or create subject-specific playlists for memory cues.

Text-To-Speech

Use tools like Natural Reader or built-in screen readers to hear your notes aloud—perfect for auditory learners.

Remember:

There are so many resources out there! Check out YouTube, Pinterest, TikTok and do your own research. I want you to realize your success is at your fingertips. You've already taken the first step by purchasing this toolkit, keep reaching for the stars!



Interactive Study Aids

- **Flashcard Apps:** Try **Quizlet** or **Anki** for interactive, spaced-repetition flashcards.
- **Mind Mapping Tools:** Use **MindMeister** or **Canva** to create colorful, visual diagrams of complex topics.
- **Gamified Study:** Platforms like **Kahoot!** or **Brainscape** can make practice sessions fun.

Practice

Don't wait until the last minute to "try" a study aid. Explore your options in your spare time. Busy? Use those time management skills and schedule some time for you to do your research!

Remember:

Test anxiety is common,
but preparation builds
confidence.



Collaboration & Communication

Study Groups Online

Create virtual study rooms with friends using **Zoom, Discord, or Google Meet.**

Shared Docs

Work on group projects in real time with **Google Docs or Microsoft Teams.**

Accountability Buddies

Pair up with a classmate and use shared calendars or reminders to keep each other on track.



Using Tech

Technology doesn't have to be the enemy of focus.

In fact, with just a few tweaks, it can become your most powerful study partner.

**You don't have to quit your phone—
you just have to use it with purpose.**

Start small.

Pick one new tool or habit this week and build from there.

You're in control—and now, you've got the tools.



PRACTICE: Build Your Personal Digital Study Toolkit

Step 1

List your current devices (phone, tablet, laptop, etc.)

Step 2

Identify what helps you focus vs. what distracts you

Step 3

Choose 2 apps to add and 2 apps to block during study time

Step 4

Plan a simple Pomodoro session using your task list

Step 5

Write one digital boundary you'll commit to this week

Example: "I will turn on Do Not Disturb and use the Flora App while studying vocabulary every day at 6 pm.

Remember, nothing is set in stone.
Keep tweaking your plan until it works for **you**.



Bonus Resources

Planning & Scheduling Tools

1. Weekly Study Timetable & Planner (hour-by-hour breakdown)
2. Daily Plan
3. Monthly Calendar Planner (undated, reusable)
4. Assignment Tracker
5. Project Planner (step-by-step breakdown)
6. Study Planner
7. Academic Year at a Glance (big-picture calendar)
8. Academic half a Year at a Glance

Goal-Setting & Motivation

1. SMART Goals Planner (Specific, Measurable, Achievable, Relevant, Time-Bound)
2. Semester Goal-Setting Worksheet
3. Long-Term Goals Tracker
4. Weekly Progress Check-In Sheet
5. Habit Tracker
6. Study Rewards Chart
7. Daily Affirmations
8. Blank Daily Affirmations Page

Focus & Productivity

1. Pomodoro Planner
2. Distraction Log (track interruptions to build awareness)
3. Daily Routine Tracker
4. Daily To-Do List
5. Two-Day To-Do List
6. Weekly To Do List
7. Compartment Brain Dump Worksheet
8. Brain Dump One-Pager

Test Prep Tools

1. Assessment Self Reflection

Study Style Resources

1. Study Styles Quiz
2. Study Style Quick Reference Cards (visual, auditory, reading/writing)
2. Mind Map Canva Template
3. Blank Mind Map Organizer
4. Venn Diagram Graphic Organizer
5. Cause & Effect Graphic Organizer
6. Essay Plan Overview
7. Essay Outline Plan
8. Paragraph Plan





Weekly Study Planner

TIME	MON	TUE	WED	THU	FRI	SAT	SUN



DAILY PLAN

DATE

TODAY'S SCHEDULE

6-7 AM	
7-8 AM	
8-9 AM	
9-10 AM	
10-11 AM	
11-12 AM	
12-1 PM	
1-2 PM	
2-3 PM	
3-4 PM	
4-5 PM	
6-7 PM	
7-8 PM	
8-9 PM	

TOP PRIORITIES

Four horizontal orange bars for listing top priorities.

TO DO LIST..

-
-
-
-
-
-
-
-

FOR TOMORROW..

NOTE..



Monthly Planner

MONTH: _____

YEAR: _____

--

NOTES :



Study Planner

DATE: _____

Course / Subject: _____

Top Priorities:

Study Methods:

Task:

MINUTES STUDIED

5	10	20	30	60	>60
5	10	20	30	60	>60
5	10	20	30	60	>60
5	10	20	30	60	>60
5	10	20	30	60	>60
5	10	20	30	60	>60
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5	10	20	30	60	>60
5	10	20	30	60	>60
5	10	20	30	60	>60
5	10	20	30	60	>60

Notes:



Year at a Glance

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER



Half a Year at a Glance

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

NOTES

Large empty rectangular area for notes.



SMART GOALS PLANNER

Identify a goal that is specific, measurable, achievable, relevant, and time-bound (SMART). Break it into actionable steps, each with its own deadline.

S

Specific

What exactly do you want to achieve?

M

Measurable

How will you track your advancement?

A

Attainable

Evaluate the feasibility of your goal.

R

Relevant

How does it fit into your broader objectives?

T

Time-bound

What is the deadline?



SEMESTER GOAL | CLASS:

GOAL

START DATE

WHY

MOTIVATION

START DATE

DEADLINE

REWARD

OBSTACLES TO OVERCOME

RESOURCES

BIG STEPS

LITTLE STEPS

- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____

NOTES



Long-Term Goals

MY LONG TERM GOAL



GOAL ONE



GOAL TWO



GOAL THREE



MY ACTION PLAN



MY ACTION PLAN



MY ACTION PLAN

WEEKLY CHECK IN

WEEK: _____

THINGS I ACCOMPLISHED THIS WEEK

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

TOP 3 THINGS I DID THIS WEEK:

- _____
- _____
- _____

AFFIRMATION OF THE WEEK:

WEEK'S MOOD:



WHAT WAS THE BEST MOMENT OF THE WEEK?

THIS WEEK I'M GRATEFUL FOR:





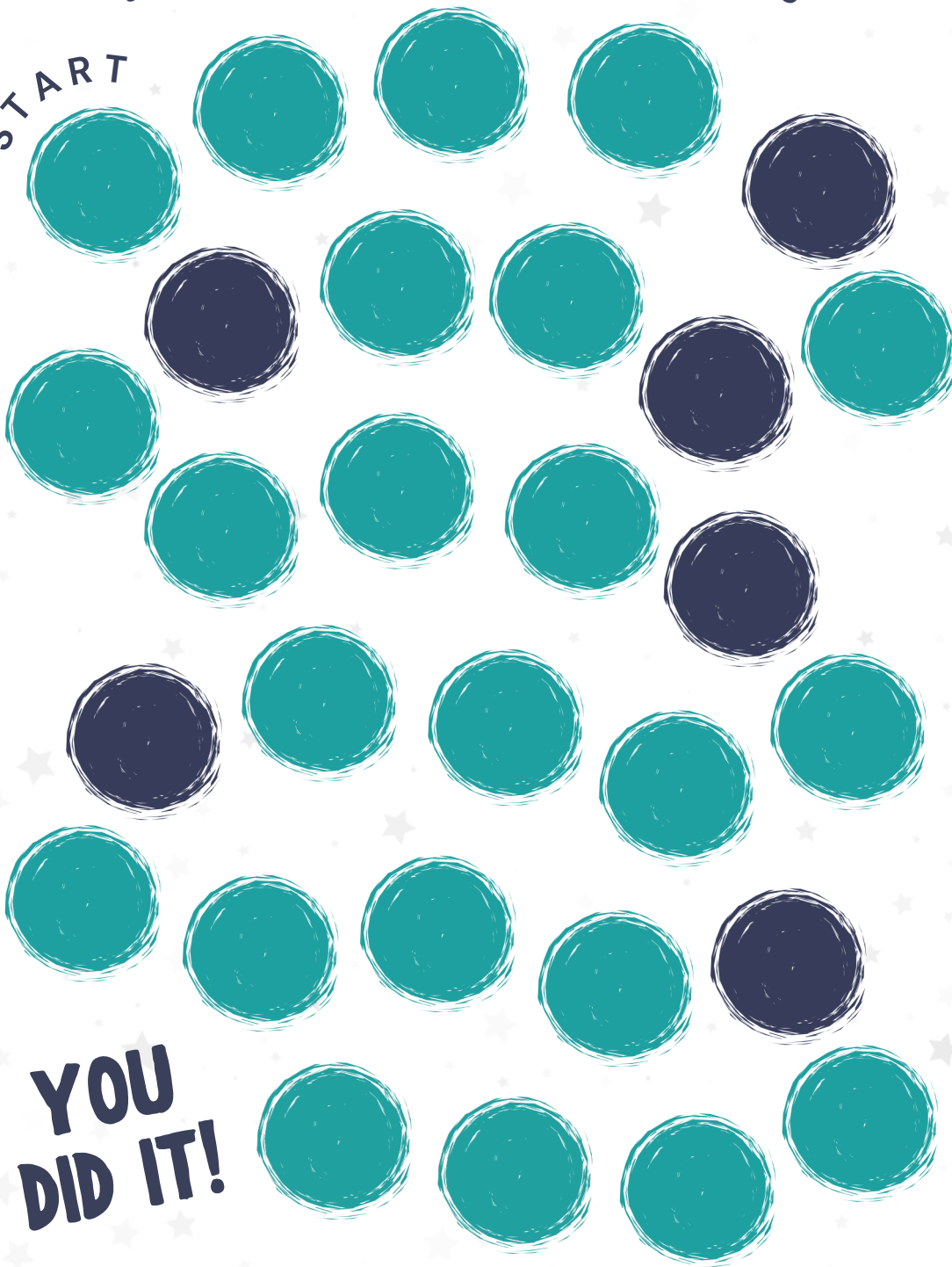
HABIT TRACKER

HABIT	CHECKLIST																															
	<table border="0"><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	

NOTE

YOU CAN DO IT!

START



YOU DID IT!

REWARD:





DAILY AFFIRMATIONS.

I am confident
in myself and
my ability
to heal

I deserve
love and
happiness.

I am kind
and patient
with myself.

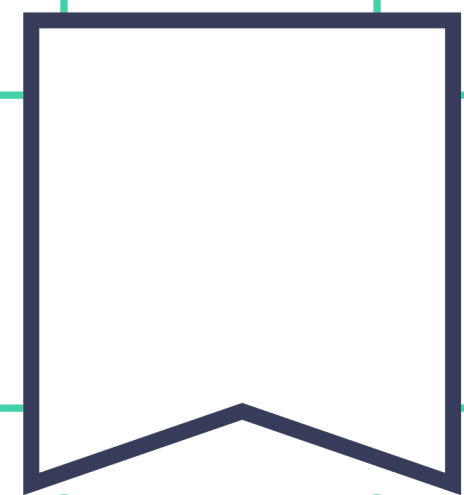
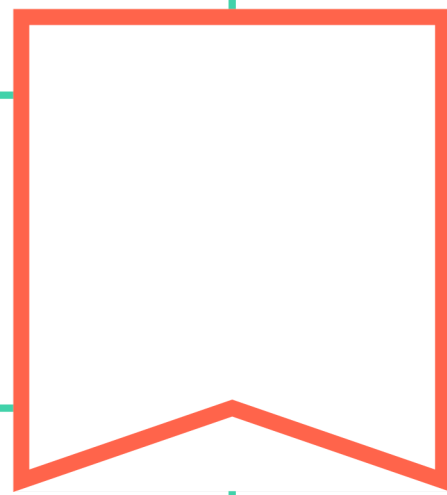
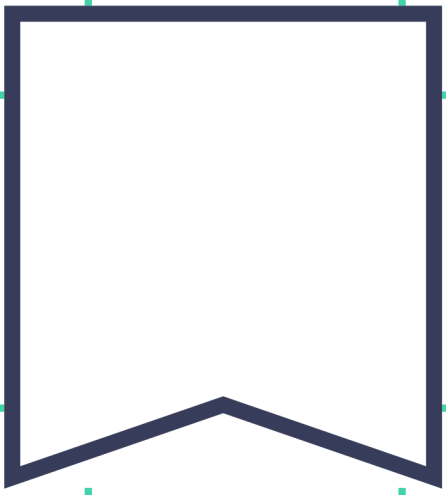
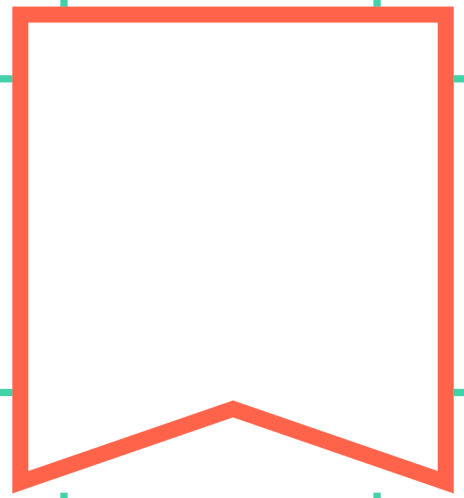
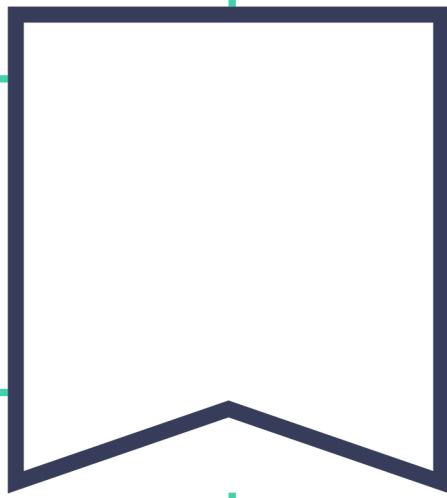
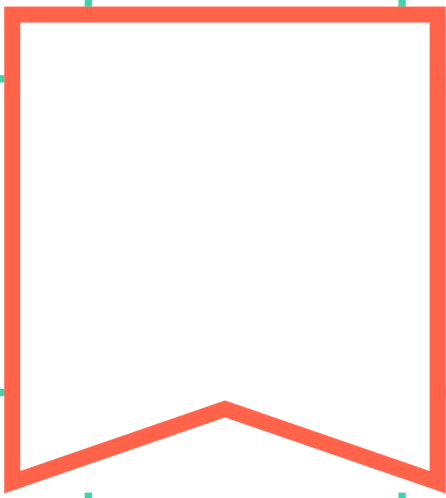
I feel calm
and positive

I am
surrounded
by caring and
supportive
people

My opinions
and needs are
valid and
important.



DAILY AFFIRMATIONS.





POMODORO PLANNER

Day: _____

Top Priorities

Details	Target	Actual	Time Spend

Start Date	End Date		Task
		■	
		■	
		■	
		■	
		■	
		■	
		■	
		■	
		■	

Breaks

Details



Daily Routines

TO DO LIST

DATE: _____

MORNING ROUTINE	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
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<input type="checkbox"/>	

AFTERNOON ROUTINE	
<input type="checkbox"/>	
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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

MOTIVATION

EVENING ROUTINE	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

NOTE

TWO-DAY TO-DO LIST



TOP PRIORITIES:

- 1
- 2
- 3
- 4
- 5
- 6
- 7

APPOINTMENTS:

- 1
- 2
- 3
- 4
- 5
- 6
- 7

TODAY'S TO-DO:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
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- _____

TOMORROW TO-DO:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

NOTES:



COMPARTMENT BRAIN DUMP

GRATITUDE

HOME

WORK

PERSONAL

PROJECTS

OTHERS

NOTES



Make some space... Dump it out!

A large section of the page containing numerous horizontal dashed lines, intended for students to write their reflections or notes.

TOP 3 MUST-DO'S

Three thick, hand-drawn brown horizontal lines provided for students to list their top three must-do's.



ASSESSMENT

Self reflection



ASSESSMENT TASK:

CLASS:

DATE:

WEIGHTING:

Plus

What were my strengths? In which areas was I most successful?

Minus

What were my weaknesses? In which areas was I least successful?

Improve

What are some specific strategies or activities I can undertake to improve particular skills for next time?



WHAT'S YOUR STUDY STYLE?



A quick quiz to help you study smarter, not harder

Instructions

Choose the answer that feels most like you. There are NO wrong answers! At the end, tally your results to discover your top learning style--and get personalized tips to help you succeed.

- 1** When learning something new, I prefer to...
 - a) Watch a video or see a diagram
 - b) Listen to a podcast or someone explain it
 - c) Try it out myself or build something
 - d) Read instructions or write about it
- 2** When I need to remember something, I...
 - a) Picture it in my head
 - b) Say it out loud
 - c) Walk around or move while thinking
 - d) Write it down or make a list
- 3** In class or at work, I enjoy...
 - a) Looking at slides, charts, or color-coded notes
 - b) Group discussions and lectures
 - c) Hands-on labs or interactive tasks
 - d) Taking notes and reading through handouts
- 4** My notes are usually...
 - a) Full of diagrams and colors
 - b) Brief phrases I've heard
 - c) Minimal—I learn more by doing
 - d) Neatly written or typed, maybe long
- 5** I learn best when I...
 - a) Visualize it
 - b) Hear it
 - c) Do it
 - d) Read or write about it
- 6** During tests or studying, I...
 - a) Use visual cues to jog my memory
 - b) Whisper or mouth words to myself
 - c) Tap, doodle, or shift in my seat
 - d) Re-write definitions or outlines
- 7** My ideal study tools include...
 - a) Flashcards with images, mind maps
 - b) Audio recordings, study groups
 - c) Manipulatives, whiteboards, activities
 - d) Notebooks, textbooks, worksheets
- 8** When solving problems, I...
 - a) Draw or sketch them
 - b) Talk through them
 - c) Act them out or use examples
 - d) Think through them silently or make a list
- 9** My favorite hobbies include...
 - a) Photography, art, watching shows
 - b) Music, podcasts, storytelling
 - c) Sports, crafting, building
 - d) Reading, journaling, writing
- 10** I get distracted if...
 - a) The room is cluttered or messy
 - b) It's too quiet or noisy
 - c) I'm sitting still for too long
 - d) There are too many visuals or interruptions
- 11** I remember things best when...
 - a) I've seen them before
 - b) I've heard someone explain them
 - c) I've tried them myself
 - d) I've read or written them down
- 12** I'd rather...
 - a) Watch a "how-to" video
 - b) Listen to someone describe how to do it
 - c) Jump in and give it a try
 - d) Read step-by-step instructions





Scoring Instructions

Count how many times you chose each letter:

- Mostly A's – **Visual Learner**
- Mostly B's – **Auditory Learner**
- Mostly C's – **Kinesthetic Learner**
- Mostly D's – **Reading/Writing Learner**

Tie results? You may be a mix! That's totally normal – many people use more than one style.

YOUR STUDY STYLE RESULTS

Visual Learner



You learn best through images, color, and visual organization. Charts, diagrams, mind maps, and even color-coded notes help you connect the dots.

Tips for you:

- Use highlighters or colored pens to organize ideas
- Create flashcards with pictures or symbols
- Turn your notes into infographics or visual outlines
- Watch videos and tutorials instead of only reading
- Keep your workspace clean to reduce visual distractions

Auditory Learner



You absorb information best by hearing it. You might love lectures, podcasts, music, or just talking through a problem.

Tips for you:

- Read your notes aloud
- Record lectures or your own voice explaining a concept
- Join a study group or talk through lessons with a friend
- Use music to focus—instrumental or lo-fi often works well
- Try repeating important facts out loud

YOUR STUDY STYLE RESULTS

Kinesthetic Learner



You need movement and hands-on experience to stay focused and understand new ideas. Sitting still is tough—you think best while moving!

Tips for you:

- Use flashcards while walking or pacing
- Take frequent movement breaks
- Practice using real-life examples or objects
- Doodle or fidget while listening to stay engaged
- Write things out on a whiteboard or try role-playing concepts

Reading/Writing Learner



You prefer reading and writing over listening or doing. Books, handouts, lists, and quiet time with your notes are your go-to methods.

Tips for you:

- Re-write notes in your own words
- Use outlines, written checklists, or bullet-point summaries
- Read textbooks or online articles
- Journal your understanding or write mock essays
- Create your own worksheets and quizzes





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- loud



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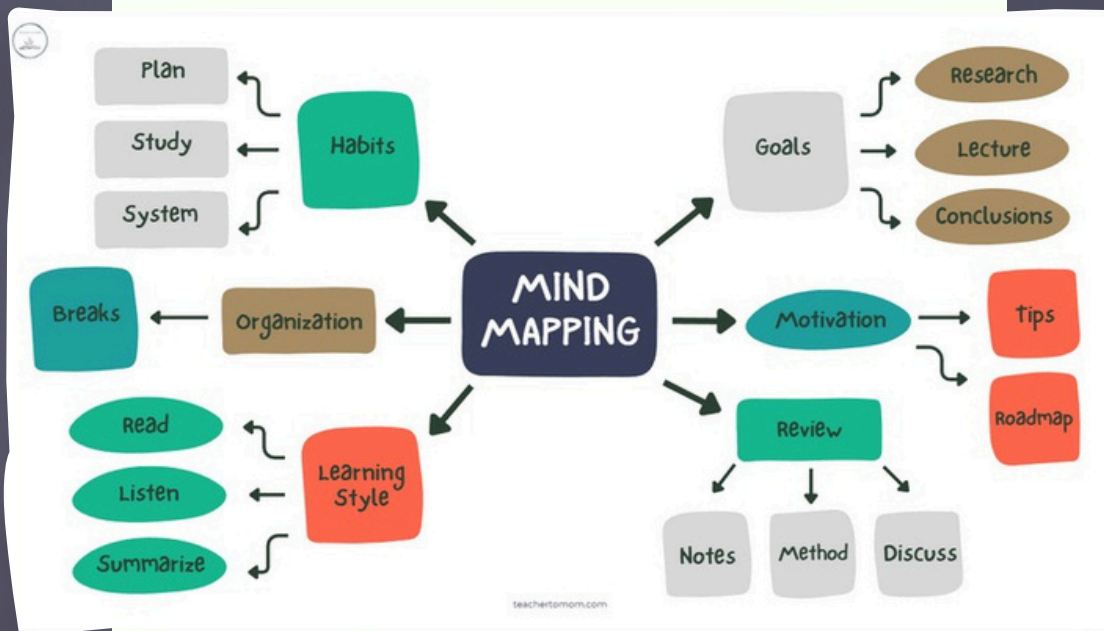
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Mind Map CANVA

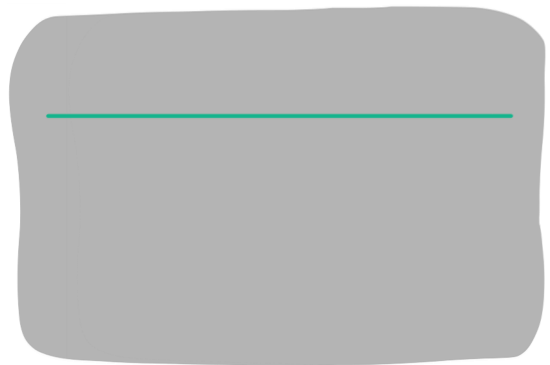
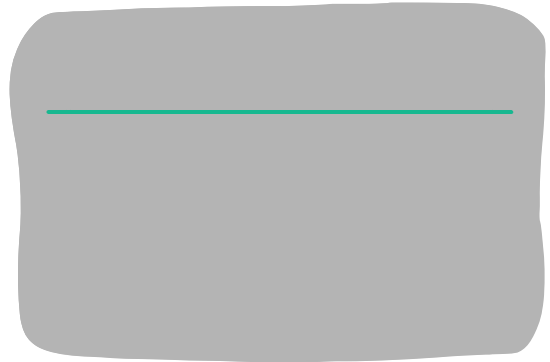
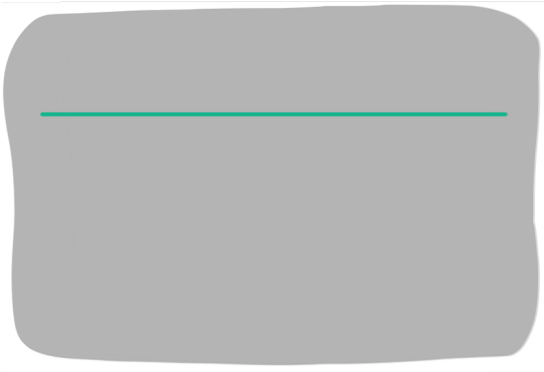
Template



[Click here for your Canva Link](#)

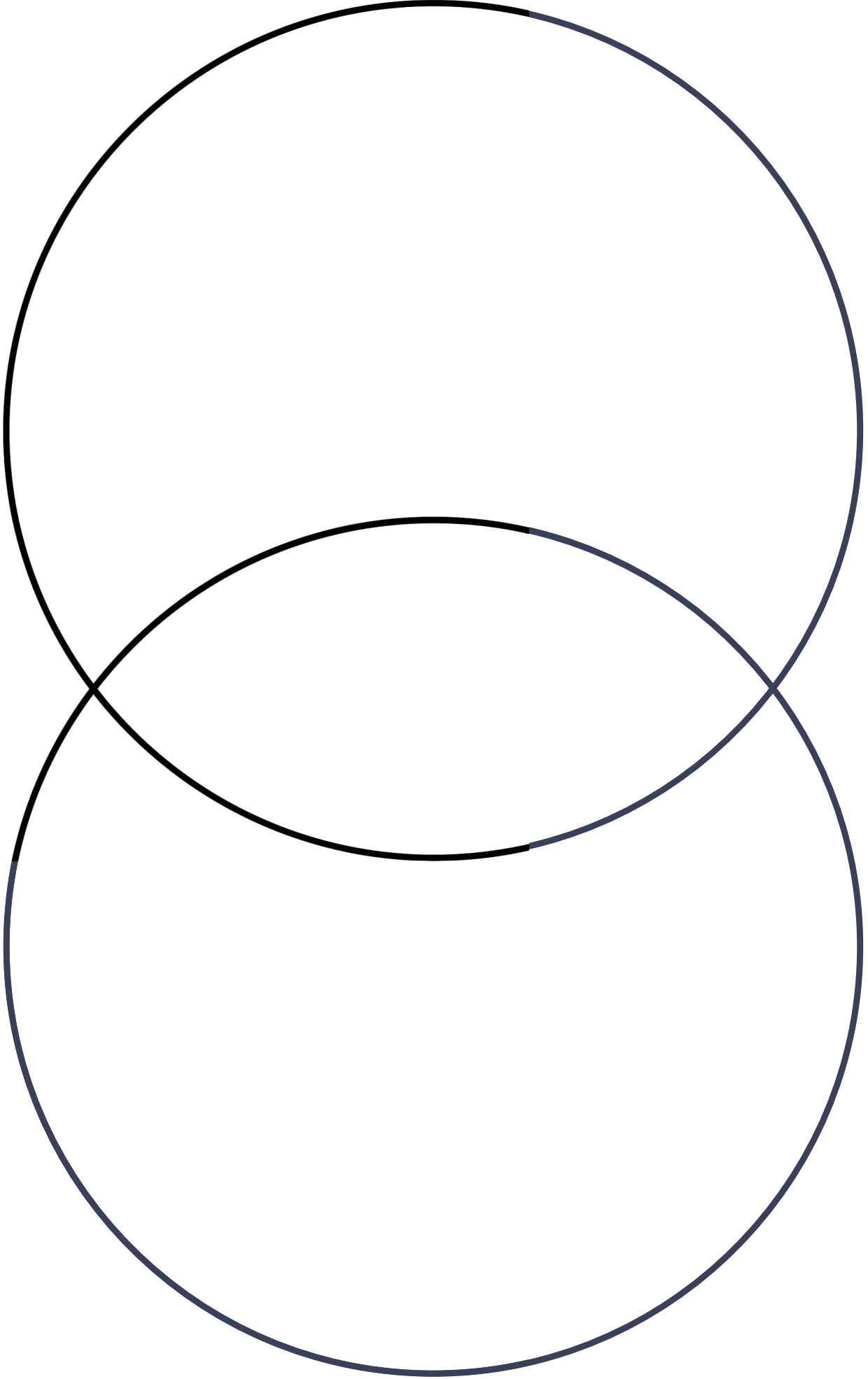


MIND MAP





Venn Diagram





Cause & Effect

Text Title: _____

Cause

Effect

A large, empty rectangular box with a green, hand-drawn border, intended for writing a cause.A large, empty rectangular box with a green, hand-drawn border, intended for writing an effect.A large, empty rectangular box with a green, hand-drawn border, intended for writing a cause.A large, empty rectangular box with a green, hand-drawn border, intended for writing an effect.A large, empty rectangular box with a green, hand-drawn border, intended for writing a cause.A large, empty rectangular box with a green, hand-drawn border, intended for writing an effect.A large, empty rectangular box with a green, hand-drawn border, intended for writing a cause.A large, empty rectangular box with a green, hand-drawn border, intended for writing an effect.



Essay PLAN OVERVIEW

Essay QUESTION

Thesis STATEMENT

Main IDEAS

Supporting EVIDENCE

Main IDEAS	Supporting EVIDENCE

Concluding STATEMENT



Essay PLAN



Essay QUESTION

--

Introduction

Global Statement (hook interest and lead in to topic)	
Introduce Text (title, author, date of publication, relevant context)	
Thesis Statement (main argument linked to essay question)	
Menu (outline three main ideas for body paragraphs)	

Body PARAGRAPH 1

Topic Sentence (outline first main idea)	
First example and explanation	



Second example and explanation	
Third example and explanation	
Linking Statement	

Body PARAGRAPH 2

Topic Sentence (outline second main idea)	
First example and explanation	
Second example and explanation	
Third example and explanation	
Linking Statement	



Body PARAGRAPH 3

Topic Sentence (outline third main idea)	
First example and explanation	
Second example and explanation	
Third example and explanation	
Linking Statement	

Conclusion:

Topic Sentence (restate thesis)	
Elaborative Sentences (summarise evidence)	
Round off (final statement)	



Paragraph PLAN

QUESTION

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TOPIC SENTENCE

Identify a clear main point by outlining the topic you are writing about. Directly address the question using key words.	
--	--

EXAMPLE

Give a specific example from the text to support your point. It should be the strongest piece of evidence that illustrates your idea. Identify specific techniques or conventions if you can.	
---	--

EXPLANATION

Explain how your example supports your point. Consider the effect of the technique used (how it conveys ideas and positions audience response). Make it clear that you understand the question.	
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LINK

Link back to the question by using key words from the question and reinforcing the main point of your paragraph. You should not introduce any new information.	
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You Got This!

YOU HAVE THE TOOLS TO SUCCEED

I completely understand that sometimes it's just hard to get motivated, but you've already taken a HUGE step by getting through the Study Skills Toolkit! If you're a student, teacher, or parent, use the resources, and totally play around with them to find what works for **you**.

Remember, there's no ONE way to be successful. Find what works best for you, and don't be afraid to change things up a bit. That's the beauty of the toolkit. You have it, it's yours forever! You can revisit at any time and adjust accordingly because *your* study habits and styles *can and will* change over time!

You can always follow me on social media or drop me a line with any questions or concerns you might have. If you found the toolkit helpful, please don't forget to leave a review!



All the Best,

Melanie

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