MY STUDY PLANNER

STAY ORGANIZED, ACHIEVE MORE!

My Goals

Set your goals and stick to your weekly plan to stay on track!

Weekly Schedule Planner

Week of : [_____]

Monday	Tuesday	Wednesday

Thursday	Friday

Top Priorities

Subject/Task	Checklist
Finish math homework	☑

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	☐
	☐

Daily Study Schedule

Plan your day with specific tasks and time blocks.

Study Sessions	Checklist
9 AM - 10 AM Math	☑
10 AM - 11 AM Science	☐
1 PM - 3 PM Reading	☐
Goals for the Day	
Complete reading assignment	☑
Solve practice questions	☐

Goals Setting

Set clear, measurable goals to stay motivated and organized.

This Week's Goal	This Month's Goal	End of Semester Goal
Read 3 chapters of History	Complete the practice tests for all subjects	Achieve 90% on final exams

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Study Progress Tracker

Keep track of your study sessions to measure how much you've accomplished.

Date	Subject/Topic	Time Spent	Tasks Completed
05/05/25	Biology	30 min	☐ Reading ch.1
05/06/25	Math	45 min	☐ Quiz
05/07/25	Geography	30 min	☐ Homework

Exam Preparation

Prepare for your exams with this detailed checklist.

Subject	Topics	Type of Test	Dates
Biology	Reproduction system	Quiz	05/05/2025

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Self Reflection

YOUR OUTER WORLD IS A REFLECTION OF YOUR INNER WORLD

Date	June 30, 2025	Current Mood 😀 *(Type ': ' to show the emoji)*

Welcome to your Self-Reflection Journal, a personal space to pause, reflect, and reconnect with yourself. Take your time, be honest, and let your thoughts flow freely without judgment.

Daily Reflection Page

Gratitude Moment 👏	Biggest Lesson Today 😇
• What am I grateful for today?	• What did I learn about myself or others?

One Thing I Want to Improve ✊
• How can I be 1% better tomorrow?

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Weeklu Deep Reflection

This Week's High Poin	This Week's Challenge
• What made me happiest this week?	• What was difficult for me and how did I handle it?
•	•
•	•

Self-Discovery Moment	Kindness to Myself
• What new thing did I learn about myself?	• How did I practice self-love and kindness?
•	•
•	•



End of Month Reflection

Proudest Moment	Biggest Lesson	Intentions for Next Month
• What achievement or growth am I most proud of?	• What life lesson stood out this month?	• What energy do I want to carry into next month?
•	•	•
•	•	•

"Self-reflection is the key to self-awareness, self-improvement, and true happiness."

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Cleaning Checklist

No.	ACTIVITIES	☑
1	Dust all surfaces including shelves, furniture	☐
2	Clean mirrors and glass surfaces using a glass cleaner	☐
3	Vacuum carpets and area rugs	☐
4	Sweep and mop hard floors	☐
5	Clean and disinfect toilets, sinks, and showers	☐
6	Scrub and disinfect kitchen countertops and sinks	☐
7	Clean the kitchen appliances such as the stove, oven, fridge	☐
8	Wipe down cabinets and drawers in the kitchen, bathroom	☐
9	Clean and disinfect light switches, doorknobs	☐
10	Wash and change bed linens	☐
11	Dust blinds and window sills	☐

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12	Clean windows inside and out	☐
13	Clean and disinfect garbage cans	☐
14	Vacuum furniture and upholstery	☐
15	Clean and disinfect pet areas	☐
16	Wipe down baseboards and molding	☐
17	Dust ceiling fans and light fixtures	☐
18	Clean and disinfect computer keyboards and screens	☐
19	Organize and declutter living spaces	☐
20	Sweep and tidy outdoor areas such as porches and patios	☐

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对还是错

1.	师傅告诉马波罗，那个菜是水煮鱼。	
2.	冯尚德买到了很多土豆，还问了师傅几个问题。	
3.	丁思思告诉冯尚德，那个菜叫“炒土豆片”。	
4.	冯尚德和田梦都是汉语专业一年级的学生。	
5.	在德国，做土豆的时候常常炒，很少煮或者烤。	
6.	马波罗说，中国人经常生吃西红柿，或者做成酱吃。	
7.	冯尚德早中晚三顿都在食堂吃。	
8.	马波罗喜欢广东菜，因为很清淡。	
9.	田梦和丁思思在宿舍里有厨房，所以很少去饭馆。	
10.	丁思思同意加冯尚德的微信，以后常联系。	

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Daily Schedule

For planning and prioritizing tasks and commitments effectively

Schedule

Time	Schedule for the day	Status
8:00 - 9:00 AM	Plan appointments and tasks	☐
9:00 - 10:00 AM	Respond to emails	☐
10:00 - 11:00 AM	Finalize the marketing launch event details for the new program	☐
11:00 - 12:00 NN		☐
Lunch break	Team lunch and hangout	☐
1:00 - 2:00 PM	Send budget proposal	☐
2:00 - 3:00 PM	Coachee check-in meeting	☐
3:00 - 4:00 PM	Wrap up today's tasks and prepare materials for the next day	☐
4:00 - 5:00 PM		☐
5:00 PM - onwards	Clock out and rest	☐

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Action Items

Task	Priority	Status
Get LGTM from team leader	🟢 High	✅ Done
Follow up on contracts	🟡 Medium	✏️ In progress
Add other tasks that need to be accomplished	🔴 Low	❌ Not started
		Canva tip: Select + **(Add magic)** and choose **Dropdown** to add a list of options to your Docs.

Notes

List any general reminders or low-priority tasks for the next few days:

- [ ] Remember to watch the town hall meeting
- [ ] Write feedback for my coachee
- [ ] Add other notes

"Add an inspirational or favorite quote here to motivate you during the day."

— @Name

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