Aha. STUDY COACHING

The 5 Minute Planner

Get the week out of your head. Choose priorities. Leave room for rest.

1. List tasks and deadlines in the brain dump.
2. Choose up to three priorities and two other useful tasks.
3. Make each task specific: "answer five questions", not "revise".
4. Estimate the time, then check what fits around your other plans.

Brain dump

Tasks, deadlines and other commitments

Top three priorities

1. Specific action: **Time:**

2. Specific action: **Time:**

3. Specific action: **Time:**

Two other useful tasks

1. Specific action: **Time:**

2. Specific action: **Time:**

My realistic week

Add other commitments first. Fit a few study tasks into the time you actually have.

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Deadlines							
Other plans							
Time available							
Study tasks							
Time spent							
Review							

Review: What took more or less time than expected? What will you change next week?