
1. Set the week

Choose fewer priorities and complete them properly.

TARGET

My required overall band and individual minimums are:

WEEKLY OUTCOME

By the end of this week, I will be able to show this specific result:

PRIORITY SKILLS

Select the areas that will receive protected time.

- ☐ Listening
- ☐ Reading
- ☐ Writing Task 1
- ☐ Writing Task 2
- ☐ Speaking
- ☐ Vocabulary and grammar

2. Protect the time

Put realistic study blocks around work, family, university and connectivity.

WEEKLY SCHEDULE

Write the exact time, task and evidence for each study block.

Day and time	Task	Evidence produced

BACKUP PLAN

If power, data or another commitment interrupts a session, I will:

3. Review the evidence

A completed calendar is not the same as improved performance.

EVIDENCE

Timed scores, completed responses or recordings produced this week:

FEEDBACK

The most important correction I received and how I applied it:

NEXT ACTION

One pattern to continue, one to stop and one priority for next week:
