

# Study Planner

PDF

# Plan to Succeed

The secret to time management is knowing what is important to you. Once you have those priorities outlined you have to be intentional about making a little time each day to work towards the goal.

By tweaking your daily habits you can make significant progress with less effort. You will accomplish more by using smaller study times every day. When you set these times into your regular schedule it will feel painless and you will be successful.

In this guide you'll find some open-ended questions to help you outline what success means to you and prioritize one or two actions you want to take today.

Then use the daily planner sheet to look at where your time is committed and decide how to fit in your other priorities during the day.

Don't worry if it feels like a slow practice at first. The more you do it the easier and quicker it becomes!

I promise, you can do this!!

If you don't have a perfect day, count yourself as an official human. No one is perfect at time management every day, even the experts. What is important is that we improve tomorrow.

What can you learn from today?

What got in your way?

What will you try differently tomorrow?

## Study Less with Study Smarts

Work with intention.

Plan short study sessions throughout your day.

When you study, give it 100% of your focus.

If you don't yet know what success means to you, start here.  
It's a big question that is worth answering for yourself.

Here's the thing: if you don't answer this question for yourself,  
someone else will.

Step one is knowing what you want to accomplish. You won't  
do it all today—that's OK! It may even change a bit in the  
future—that's beautiful. Where is it important for you to  
spend your time this week and even today?

**WHAT DOES SUCCESS MEAN TO ME** *What big goal do I want to accomplish? What is my long-term dream? A certain grade, college acceptance, a new skill?*

**TODAY'S NON-NEGOTIABLE** *What do I have to do today? School hours, work hours, etc.*

**TODAY'S GOAL** *What is the most important thing I do today to get one step closer to success?*

# Using the Daily Planner: Step 1

All of the time-sensitive activities filled in on the left and the other goals for the day filled in on the right. For me, dinner time and sleep are non-negotiable so they get assigned a time.

5AM	sleep
6AM	
	breakfast!! get ready for school
7AM	
	school
8AM	
9AM	
10AM	
11AM	
12PM	
1PM	
2PM	
3PM	
	band practice
4PM	
5PM	
6PM	
	eat dinner with family
7PM	
8PM	
9PM	
10PM	
	sleep
11PM	

Date: Fri. June 29

biology: read chapter 6

spanish: write short essay

empty the dishwasher

wash load of laundry

practice the flute

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## Using the Daily Planner: Step 2

Plug in the goals on the right into the calendar on the left. I commit to getting these things done at this time. Notice that even after accomplishing everything here there are still 2.5 free hours left in the day. Now it's your turn!

5AM	sleep
6AM	
7AM	breakfast!! get ready for school
8AM	school
9AM	
10AM	
11AM	
12PM	
1PM	
2PM	
3PM	band practice
4PM	
5PM	
6PM	practice the flute
7PM	eat dinner with family empty the dishwasher
8PM	spanish: write short essay spanish: write short essay
9PM	
10PM	wash load of laundry biology: read chapter 6
11PM	sleep

Date: Fri. June 29

biology: read chapter 6

spanish: write short essay

empty the dishwasher

wash load of laundry

practice the flute

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

Date:

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Fill in the calendar on the left with the time-sensitive activities for the day

Make a list above of everything you need to do today that is not time-sensitive.

When your list is complete, plug those items in the calendar.

Don't forget to plan time to relax and have fun!

Execute with ninja focus. Go *all-in* on the task-at-hand.