# Centre for Academic Development

Daily planner

A **daily planner** is good for giving yourself specific tasks each day to keep motivated, and for remembering to do those tasks you might forget.

Using the daily planner

* Break large tasks into smaller, achievable steps (e.g. instead of ‘research my assignment’, put ‘find 3 journal articles’, or rather than ‘write my assignment’ put ‘write two paragraphs’)
* Give yourself a rough time limit for each task (e.g. ‘30 minutes’ or ‘stop at 11am’)
* Track your progress by ticking off each completed task
* Don’t overload yourself with too many tasks each day and accept that plans don’t always go to plan! Be flexible and be prepared to roll over some tasks to the next day

Scroll down for the daily planner template

| **Time**  **(e.g. 1 hour)** | **Study Tasks** | **Priority** | **Done**  **✔** |
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| **Time**  **(e.g. 1 hour)** | **Work / Life Tasks** | **Priority** | **Done**  **✔** |
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| **Time**  **(e.g. 1 hour)** | **Wellbeing / Relaxation Activities** | **Priority** | **Done**  **✔** |
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