

Monthly Study Planner



This Monthly Study Planner is designed to give you a step-by-step method of planning time for your online studies, alongside your other work and personal commitments. Complete and refer to this planner to achieve your study targets each month! Use the instructions on the left-hand side below to complete your plan and achieve your study goals.

1 LIST

Using the bullet points on the right, make a list of everything you would like to achieve this month. For example, how many video lessons do you aim to watch this month? Which section would you like to revise? Do you need to book your exam?

2 SCHEDULE

Add your activities to the monthly schedule. Consider which other commitments you have: when is your job most demanding over the next month? When do you have free time? Set yourself a realistic schedule.

3 REVIEW

Review what you achieved and if there is anything to be carried over to the following month. Think about what worked well this month: did shorter frequent sessions, or fewer longer sessions suit you better? Did certain tasks take you more or less time than anticipated?

1 LIST

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2 SCHEDULE

WEEK 1	Start Date and Time: Duration:	Activity Details
WEEK 2	Start Date and Time: Duration:	Activity Details
WEEK 3	Start Date and Time: Duration:	Activity Details
WEEK 4	Start Date and Time: Duration:	Activity Details
WEEK 5	Start Date and Time: Duration:	Activity Details

3 REVIEW

Achievements this month:	Activities to carry over to next month:
What worked well this month?	What can be improved next month?

Remember, each distance learning course is worth between 20 and 30 CPD hours, depending on the course – you can check how many CPD hours your course is worth using the ECT CPD Hours Checker.