A learning plan that fits real life

Turn a broad learning ambition into a manageable practice.

01. Choose a task, not just a topic

"Learn digital skills" is difficult to practise. "Create a shared project tracker that a colleague can use" gives you a task, a context and a way to see progress. Write your goal as something you want to be able to do.

02. Define useful evidence

Decide how you will recognise improvement. You might produce a short document, explain a process, complete a practice task or ask someone to review your work. Avoid collecting course completions without checking whether you can use what you learned.

03. Make room in a real week

Choose a manageable learning block and a separate practice block. Put both in your calendar. Think about what might interrupt them and decide in advance how you will adapt if a week becomes busy.

Put your thinking into practice.

04. Use one reliable resource at a time

Start with a resource that matches your level and task. Finish a small, relevant section and try applying it before opening several more resources. Keep a note of questions that arise during practice.

05. Ask for specific feedback

Show a piece of work and ask a focused question: Is the structure clear? Can you follow the steps? Which part needs a better explanation? Specific questions produce feedback you can act on.

06. Review and adjust

At the end of two weeks, compare your work with your starting point. What is easier? What still needs practice? Keep the useful habits and change the parts that do not fit your circumstances.

Your two-week plan

My practical task: ____. Evidence I will create: ____. Learning time: ____. Practice time: ____. Person or method for feedback: ____. Review date: ____. Next adjustment: ____. Keep this plan somewhere you will actually see it.

My next action

_____

_____

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