brightstudy

FREE RESOURCE — CHECKLIST

Daily Study Checklist

A one-page daily routine: a five-minute setup, focused session blocks, a quick recall check and a wind-down that sets up tomorrow.

5 min	2-4	3	14
SETUP	SESSION BLOCKS	RECALL QUESTIONS	DAY STREAK STRIP

ROUTINE · FOCUS · RECALL CHECK · WIND-DOWN

PREPARED BY	CATEGORY	EDITION	LATEST VERSION
BrightStudy	Study planning	2026, A4 PDF	brightstudy.ai/resources/daily-study-checklist

What is inside

The difference between a productive study day and a wasted one is usually decided in the first five minutes. This checklist gives every study day the same shape: a short setup that removes distractions and names the job, two to four focused blocks with built-in breaks, a recall check so you know what actually went in, and a wind-down that writes tomorrow's first task before you stop. Print a stack and tick your way through the term.

SECTIONS

1. The shape of a good study day
2. Daily checklist
3. Two-week streak

WHO IT IS FOR

Students who find it easy to start the day with good intentions and hard to turn them into finished sessions, especially those studying at home.

WHAT IS INCLUDED

- Five-minute setup checklist for workspace, phone, materials and a named goal
- Session block cards with start time, topic, method and a done tick
- End-of-day recall check: three questions from memory, no notes
- Wind-down steps so tomorrow starts without decisions
- Fourteen-day streak strip to see consistency at a glance

01

The shape of a good study day

Every productive day has the same four parts. The checklist on the next page makes them automatic.

1. Setup (5 minutes): clear the desk, phone away, open only what the first block needs, write the day's one main job.
2. Blocks (45-50 minutes each): one topic, one method, a ten-minute break between blocks, a full break after two.
3. Recall check (10 minutes): write three questions about today's material and answer them without notes.
4. Wind-down (5 minutes): tick what you did, write tomorrow's first task, pack the materials for it.

CHOOSING A METHOD FOR A BLOCK

- New material: read a section, close it, write what you remember, reopen and fill the gaps.
- Material you have seen: practice questions or flashcards, not re-reading.
- Week before a test: timed past-paper questions, marked straight away.
- If you are stuck for more than ten minutes, write down the exact question and move on; ask a teacher, a friend or an AI tutor later.

02

Daily checklist

Date _____. Main job for today: _____

SETUP (5 MINUTES)

- [ ] Desk clear except for what block 1 needs
- [ ] Phone in another room or in a drawer, notifications off
- [ ] Water and a snack within reach
- [ ] Timer set for the first block
- [ ] Main job for today written at the top of this page

SESSION BLOCKS

BLOCK	START	SUBJECT AND TOPIC	METHOD	DONE
1				
2				
3				
4				

RECALL CHECK (FROM MEMORY, NO NOTES)

Q1:

Q2:

Q3:

02

Daily checklist (continued)

WIND-DOWN (5 MINUTES)

- [ ] Blocks ticked above, missed ones moved to tomorrow
- [ ] Tomorrow's first task written: _____
- [ ] Materials for it packed or opened
- [ ] Anything I could not answer added to tomorrow's block 1

03

Two-week streak

Colour a square for each day you completed the setup, at least one block and the recall check. Three out of four parts counts; aim for consistency, not perfection.

	MON	TUE	WED	THU	FRI	SAT	SUN
Week 1							
Week 2							

After two weeks, what time of day are my best blocks?

What most often stops me finishing the recall check?

Keep going

BRIGHTSTUDY

This resource covers the part of studying that happens away from a screen. BrightStudy does the rest: upload your notes, slides or recordings and it turns them into Study Docs, flashcards and exam-style questions, then schedules your reviews with spaced repetition. There is a free plan to get started.

PAIRS WELL WITH STUDY PLANNING

FEATURE	WHAT IT DOES	LINK
Study Calendar	Plan revision, exams, deadlines and events.	brightstudy.ai/features/study-calendar
Progress Analytics	Track your study activity and performance.	brightstudy.ai/features/progress
Topic Analysis	Find stronger topics and areas that need attention.	brightstudy.ai/features/topic-analysis
Spaced Repetition	Revisit your learning with scheduled reviews.	brightstudy.ai/features/spaced-repetition

RELATED RESOURCES

RESOURCE	LINK
Weekly Study Planner	brightstudy.ai/resources/weekly-study-planner
Term Goal-Setting Sheet	brightstudy.ai/resources/term-goal-setting-sheet
12-Week Exam Countdown Planner	brightstudy.ai/resources/exam-countdown-planner

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