Plan your week. Finish your syllabus. Beat the exam.

A FREE GIFT FROM PAKUNII — PAKISTAN EDUCATION PORTAL

Name:

Class / Course:

Exam / Test I am preparing for:

Print this planner as many times as you need — one set per week works best.

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How to Use This Planner

Ten quiet minutes of planning save hours of wasted study. Use this planner at the start of every week — Sunday evening works well for most students in Pakistan.

1 Set the week up

Fill in the **Weekly Timetable Grid** (page 6) once with your fixed routine — school or academy hours, tuition, family time, sleep. The empty blocks that remain are your real study time. Be honest; a plan built on imaginary hours fails by Tuesday.

2 Plan each day

On the **Weekly Planner** pages, write each day's subjects, the time block, and the exact task — not "study physics" but "Physics chapter 4, numericals 1–15". Small, specific tasks get finished; vague ones get postponed.

3 Track assignments

Every assignment, test and deadline goes straight into the **Assignment Tracker** (page 7) the day you receive it — not the night before it is due.

4 Review on Friday

Tick the ☐ Done boxes as you finish. On Friday, count your ticks. Anything unfinished moves to next week — written down again, not carried in your head.

> **The 50-minute rule:** study in blocks of about 50 minutes with a 10-minute break.
>
> Four honest blocks a day beat ten distracted hours with a phone in hand.

Weekly Planner — Week 1

Dates: _____ **to** _____

Day	Subjects	Time blocks	Tasks (be specific)	Done
Monday				☐
Tuesday				☐
Wednesday				☐
Thursday				☐
Friday				☐
Saturday				☐
Sunday				☐

This week's top 3 priorities: 1. _____ 2. _____ 3. _____

Weekly Planner — Week 2

Dates: _____ **to** _____

Day	Subjects	Time	Tasks (be	Done

		blocks	specific)	
Monday				☐
Tuesday				☐
Wednesday				☐
Thursday				☐
Friday				☐
Saturday				☐
Sunday				☐

This week's top 3 priorities: 1. _____ 2. _____ 3. _____

Weekly Planner — Week 3 **Dates:** _____ **to** _____

Day	Subjects	Time blocks	Tasks (be specific)	Done
Monday				☐
Tuesday				☐
Wednesday				☐
Thursday				☐
Friday				☐
Saturday				☐
Sunday				☐

This week's top 3 priorities: 1. _____ 2. _____ 3. _____

Weekly Planner — Week 4 Dates: _____ to _____

Day	Subjects	Time blocks	Tasks (be specific)	Done
Monday				☐
Tuesday				☐
Wednesday				☐
Thursday				☐
Friday				☐
Saturday				☐
Sunday				☐

This week's top 3 priorities: 1. _____ 2. _____ 3. _____

Student Study Planner — a free gift from Pakunii · pakunii.com

My Weekly Timetable Grid

Fill this once with your fixed routine. Shade or write your study blocks — protect them like appointments.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6–8 AM							

8–10 AM

10 AM–12 PM

12–2 PM

2–4 PM

4–6 PM

6–8 PM

8–10 PM

10 PM–12 AM

> **Sleep is a study tool:** block 7–8 hours. Tired brains forget; rested brains keep what they studied.

Assignment Tracker

Write every assignment and test here the day it is given. "Done" means submitted — not just finished at home.

Subject / Assignment	Given on	Due date	Notes (pages, chapters, materials)	Done ☐

Assignment Tracker (continued)

Subject / Assignment	Given on	Due date	Notes (pages, chapters, materials)	Done ☐

Monthly Goals — Month: _____

My 3 big goals this month

1. _____

2. _____

3. _____

Subject goals

Subject	What I will complete	How I will check myself	Done ☐

End-of-month review

What went well:

What I will do differently next month:

Exam Countdown

Exam name: _____ **Exam date:** _____

Milestone	Days left	What must be finished by then	Done ☐
Start line	30 days	Full syllabus list written; books and notes gathered	

Halfway	15 days	All topics covered once; weak topics marked
Final stretch	7 days	Only revision + past papers; no new topics
Last 48 hours	2 days	Light revision, formulas and summaries only
Night before	1 day	Documents ready, route planned, sleep early
Exam day	0 days	Arrive early. Breathe. Begin.

My countdown notes

> **Rule of the last week:** marks in the final week come from revision and past papers, not from starting new chapters.

Test & Mock Scores Tracker

Record every class test, academy test and mock paper here. A rising line of scores is the truest sign your preparation is working.

Date	Test / Paper	Marks obtained	Total marks	What I will fix before the next test

> **Review rule:** a test you do not review teaches almost nothing. Write the fix in the last column the same day.

Daily Focus Sheet

One page per important day — exam weeks, test days, heavy study days. Date: _____

Today's #1 task (the one that matters most)

Schedule for today

Time	Task	Done ☐

End of day: what did I actually finish?

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Time	Task	Done ☐

End of day: what did I actually finish?

Notes

Formulas, definitions, mistakes to remember — write them here while they are fresh.

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