

Tactical Planning Worksheets

1. TAKE THE RIGHT EXAM

Once you have finalized & confirmed all of the details for your exam, record them here:

Exam	
Level	
Target Score	
Date / Time	
Location	

2. CRAFT A TACTICAL PLAN

a. MAKE A LEARNING SCHEDULE

List all of the times that you can dedicate to learning each day.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am - 9am	1h from 7-8						
9am - 12pm	15 min on bus						
12pm - 3pm							
3pm - 6pm							
6pm - 9pm							
9pm - 12am	1h from 9-10						

Example - Monday

7- 8 am - 1 hour before work

15 min bus ride to work

9 -10 pm - 1 hour in the evening

b. FOCUS ON THE SKILLS

In the boxes below, list of all aspects of the exam and skills that will be tested. Examples are written in *italic*.

Main Skills:

reading
speaking
listening
writing

Foundational Skills:

grammar
spelling
vocabulary

Test Taking Skills:

timing strategies
multiple choice questions
outlining
impromptu speaking

3. CREATE YOUR TACTICAL PLAN

Now that you have a clear idea about when you can study and what you will study, go back fill in your schedule. Deciding now and making a clear schedule (what you will focus on when), helps to ensure that you don't spend too much time on one task or forget something important.

Example - Monday - outlining & vocabulary building

Time	Monday	
6am - 9am	1h from 7-8	<i>Listen to a news podcast & practice outlining // make flashcards for 5 new words</i>
9am - 12pm	15 min on bus	<i>Review flash cards from today & last week</i>
12pm - 3pm		
3pm - 6pm		
6pm - 9pm		
9pm - 12am	1h from 9-10	<i>Read news articles & practice outlining // make flashcards for 4 new words</i>