
Certification Study Plan & Progress Tracker

An 8-Week Execution System for Busy Students

Purpose

This document helps you **complete a certification efficiently** while managing college coursework—without burnout or last-minute cramming.

Certification Details

Certification Name: _____

Exam Date: _____

Target Completion Date: _____

8-Week Study Plan

Week Focus Area	Planned Hours	Actual Hours	Notes
1 Fundamentals & exam overview			
2 Core topic 1			
3 Core topic 2			
4 Core topic 3			
5 Core topic 4			
6 Review + weak areas			
7 Practice exams			
8 Final review + exam			

Daily Study Log

Date **Topic Studied** **Time Spent** **Key Takeaways**

Practice Exam Tracker

Practice Test Date Score Weak Areas Identified

Test 1

Test 2

Final Test

Exam Readiness Checklist

- All exam objectives reviewed
- Official study materials completed
- Practice exam score \geq passing benchmark
- Weak areas revised
- Exam scheduled
- Rest day planned before exam

Certification Renewal Reminder

Certification Issue Date Expiry Date Renewal Action

Reflection (Post-Exam)

Result: Pass Retake

What worked well:

What I'd improve next time:
