
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:
