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Publishers

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**Daily diary record**

Withdrawal	Cost	Deposit	Benefit
<i>Example: shopping trip</i>	<i>10</i>	<i>Example: jog around the park</i>	<i>15</i>
<i>Total</i>		<i>Total</i>	

**Things that bring me joy table**

Things that bring me joy	✓	✓	✓	✓
<i>Example: walking the dog</i>	✗			



**Daily to-do list**

*Today's to-do list*

*School/college/university*

*Work*

*Personal*

**Must, could, should table**

<b>Must</b>	<b>Should</b>	<b>Could</b>
<i>Example: submit essay</i>	<i>Pre-read lecture notes for tomorrow</i>	<i>Call Jen for a chat</i>

## **Eisenhower matrix**

<b>Do now (urgent and important)</b>	<b>Plan (important but not urgent)</b>
<b>Delegate (urgent but not important for you to do yourself)</b>	<b>Delete (not urgent, not important)</b>

## DECIDE table

D	<i>Define the decision</i>	
E	<i>Explore the different options</i>	
C	<i>Consider the consequences</i>	
I	<i>Identify your values</i>	
D	<i>Decide and act</i>	
E	<i>Evaluate the outcome</i>	

**Know, want-to-know, learned table**

<b>Know</b> <i>What I already know</i>	<b>Want-to-know</b> <i>What questions do I need to answer?</i>	<b>Learned</b> <i>What I found out and what I still need to know</i>

**Different way to read table**

What does it tell me?	How does it tell me?	Why does it tell me?



**Table to record questions and thoughts**

Source name	Topic/theme	Link or reference
What's it trying to find out?		
Did it find out what it wanted to? Why?		
What is the perspective/theological stance?		
What research methods are used?		
Are research methods appropriate/reliable/valid?		
Are the findings valid based on evidence?		
Any gaps or limitations?		
Same or different to other research? How/why?		
What does this tell you about your subject?		



**Weekly planning table for one month of study**

wk	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	am						
	pm						
2	am						
	pm						
3	am						
	pm						
4	am						
	pm						

### Daily planning revision table

	Monday	Tuesday
09.30		
10.30		
11.00		
12.00	Lunch break	Lunch break
13.30		
14.00		
14.30	Tea break	Tea break
15.00		
15.30		
16.00		
Evening	Joyful activity	Joyful activity

**PLEASE  
DO NOT DISTURB**



**I am studying and  
am EASILY distracted!**

**Thank you** 

Definition

In a sentence

WORD

Spelling reminder

Base

