

FREE DIGITAL RESOURCE

30-Day Career, Study & Productivity Planner

A flexible action plan for students, job seekers, professionals and anyone building a new skill.

Easy World Deals

Handpicked deals and useful resources in one convenient place.

No purchase required. For personal educational use.

Choose One 30-Day Outcome

Write one result that can be demonstrated, submitted, completed or measured by Day 30.

My 30-day outcome: _____

Why it matters: _____

Evidence that it is complete: _____

Daily minimum action: _____

Person or resource that can help: _____

Keep the project narrow. Finish one portfolio piece, complete one course module, prepare one application set, improve one workplace skill or build one consistent study routine.

Days 1-5: Direction and Setup

Day	Action	Done	Proof / Note
1	Define one clear 30-day result and one reason it matters.	<input type="checkbox"/>	
2	List current strengths, gaps and resources.	<input type="checkbox"/>	
3	Break the result into four weekly milestones.	<input type="checkbox"/>	
4	Create a distraction list and remove one major obstacle.	<input type="checkbox"/>	
5	Complete the first small deliverable and save proof.	<input type="checkbox"/>	

Days 6-10: Learning System

Day	Action	Done	Proof / Note
6	Choose one primary learning source and one practice source.	<input type="checkbox"/>	
7	Create a 25-minute focused study or work session.	<input type="checkbox"/>	
8	Use active recall: close notes and explain what you learned.	<input type="checkbox"/>	
9	Create an error log with mistake, cause and correction.	<input type="checkbox"/>	
10	Take a short self-test and adjust the next week.	<input type="checkbox"/>	

Days 11-15: Evidence and Portfolio

Day	Action	Done	Proof / Note
11	Collect three examples of work, study or responsibility.	<input type="checkbox"/>	
12	Rewrite one experience as problem, action and result.	<input type="checkbox"/>	
13	Improve one resume, profile or portfolio section.	<input type="checkbox"/>	
14	Create a small sample that demonstrates your skill.	<input type="checkbox"/>	
15	Ask one trusted person for specific feedback.	<input type="checkbox"/>	

Days 16-20: Communication and Opportunity

Day	Action	Done	Proof / Note
16	Write a 30-second introduction: who you are, what you do and what you are building.	<input type="checkbox"/>	

Day	Action	Done	Proof / Note
17	Prepare answers to three common interview or presentation questions.	<input type="checkbox"/>	
18	Send one respectful networking or learning message.	<input type="checkbox"/>	
19	Practice explaining your work without jargon.	<input type="checkbox"/>	
20	Record one mock answer or presentation and review it.	<input type="checkbox"/>	

Days 21-25: Focus, Energy and Consistency

Day	Action	Done	Proof / Note
21	Identify your most productive time and protect one focus block.	<input type="checkbox"/>	
22	Create a difficult-day version of your routine.	<input type="checkbox"/>	
23	Batch small admin tasks into one short session.	<input type="checkbox"/>	
24	Review sleep, movement, food and screen habits without perfectionism.	<input type="checkbox"/>	
25	Complete the most avoided task for 15 focused minutes.	<input type="checkbox"/>	

Days 26-30: Finish and Next Step

Day	Action	Done	Proof / Note
26	Compare progress with the Day 1 baseline.	<input type="checkbox"/>	
27	Fix the highest-impact weakness in the final output.	<input type="checkbox"/>	
28	Prepare the work for submission, publication or review.	<input type="checkbox"/>	
29	Write lessons, evidence and next opportunities.	<input type="checkbox"/>	
30	Celebrate completion and set one 30-day follow-on goal.	<input type="checkbox"/>	

Focused Study or Work Sprint

Step	Minutes	What to Do
Prepare	3	Close unrelated tabs, place phone away and write one target.
Focus	25	Work only on the target. Capture unrelated thoughts on paper.
Check	5	Test, review or inspect the result.
Correct	10	Fix the most important error or missing part.
Close	2	Save files, name the next action and stop intentionally.

Weekly Review

- What visible result did I create?
- What did I avoid and why?
- Which method helped me learn or work faster?
- What mistake taught me the most?
- Who can give useful feedback?
- What is the single most important action next week?

Achievement Bank

Situation / Goal	Action I Took	Result / Evidence	Skill Demonstrated