

# Your Study Coach Kit, End to End

*How to use the Planner, the Coach, and the Tracker together, step by step*

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Your kit has three tools and a tracker. The **Study Bucket Planner** decides what is worth keeping. The **Study Coach** runs your practice and climbs with you. The **Recall Practice Tracker** remembers what you did, so you always know what to practice next. This guide puts them in order. You set it up once, then repeat one short loop all term.

**The one idea underneath all of it:** the Coach coaches and checks, but *you* do the remembering. The moment the AI is doing the thinking for you, the learning stops. Keep the hard part for yourself, and let the tools do everything around it.

## Set up, once

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- 1 Decide what to keep, with the Planner.** Open `Study Bucket Planner - copy-paste block.txt`, copy the block, and paste it into your AI (Claude, ChatGPT, Gemini, or Copilot). Tell it your target career, the exams you are facing and their dates, and the course you are in now. Hand it your syllabus or topic list. It sorts every topic into three buckets, and you make the final call:
  - **Cram & Release** — needed for one test, then you can let it go. Cram it guilt-free.
  - **Hold to the Milestone** — needed solid for a big exam months out. Practice it, spaced, so it peaks on the day.
  - **Keep for the Work** — needed in your career. This gets your deepest effort and a long, slow refresh.

Out comes a plan: which topics to practice, how hard, and how often. Keep it beside you.

- 2 Set up your tracker.** Open the **Recall Practice Tracker** (Excel or Google Sheets). On the **Setup** tab, type your topics once, the ones in Hold to the Milestone and Keep for the Work. Use short, consistent names, and tell the Coach to use those exact labels. The colored picture builds itself from here.
- 3 Load your Coach.** Open `Study Coach - copy-paste block.txt`, copy the block, and paste it into your AI. Pasting it into a saved place is best: a Claude Project, a ChatGPT

custom GPT, a Gemini Gem, or your tool's custom instructions, so it is always ready. The **Study Coach - Directions** guide has the exact clicks for each tool.

## The loop, every study session

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- 1 Run a session.** Pick one topic. Give the Coach your material for it (notes, a reading, slides, even a photo of a page) and type `start`. It asks how many questions (eight is a good default), then asks them one at a time. **Answer from memory first**, out loud or in writing, before you look anything up. The struggle is the workout. It tells you how you did, corrects what you missed with a memory hook, and climbs as you get solid, from recall, to why, to explaining, to building.
- 2 Log it.** At the end the Coach hands you one line. Copy the whole line and paste it into the next empty cell in **column A of the Log tab**. It splits into columns on its own, and the topic's cell for this week shades green. That is the entire upkeep. No app, no streak.
- 3 Read the table and pick what is next.** Each topic is a row, each week a column. A bright, recent row is solid. A row with a blank stretch has gone cold and trips a **Return soon** flag. Practice whatever has gone quietest, and let the picture, not your memory, choose. Because you keep several topics going and chase the cold one, your practice naturally spaces out and mixes topics at the same time, which is exactly what makes it last.

Repeat these three steps all term. That loop is the whole method.

## As you get stronger

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**Climb.** When a topic has scored high across several weeks, do not just recall it. Ask the Coach to make you *explain* it in your own words, or hand it a real project from your world and have it *critique* what you build. Same Coach, harder rung, and it never builds the thing for you.

**For a high-stakes licensing or certification exam.** Accuracy matters more than convenience, because a wrong practice question trains you to be confidently wrong. Source vetted, accurate practice questions yourself and give them to the Coach as its fuel. Its method is what raises your score; the good questions are clean fuel for it.

**If you ever catch yourself** asking the Coach to "remember where we left off" or "keep my schedule," stop. That is the fragile thing you deliberately did not build. The Coach forgets on purpose. You remember, in the tracker. That is what keeps it reliable, and what keeps you the one doing the learning.

Everything in this kit is free at **nduralearn.com**, including the Study Coach Directions with tool-by-tool setup, and short video walkthroughs kept current as the tools change.

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