My Self-Directed Learning Plan

Five short answers, written before you start. Type into the boxes or print and write.

Topic **Start date**

1 **STEP 1 — DIAGNOSE**

What exactly can't I do yet? (one sentence, an action, not a topic)

e.g. “I can’t build a pivot table from a raw export without looking it up.”

2 **STEP 2 — GOAL**

What would “closed” look like, specific enough that someone could watch and agree?

e.g. “Build a working pivot table from raw data in under ten minutes.”

3 **STEP 3 — RESOURCE**

What is the smallest resource that closes exactly this goal?

e.g. one practice dataset and one article — not a forty-hour course.

4 **STEP 4 — STRATEGY**

How will I work it, and when? Day, time and length. My first micro-start:

e.g. Tuesday, 7:15 pm, twelve minutes. Micro-start: open the file and insert an empty pivot.

5 **STEP 5 — EVALUATE**

How will I know it worked? Decide this now, not afterwards.

e.g. a timed run on a new export, done twice, a few days apart.

Evaluation date **Result**

Milestones and session log

For a whole topic: five to nine milestones, simplest first. Each one ends in something you did, not read.

Overall outcome: I can _____

#	Milestone outcome (“I can ___”)	Time estimate	Done
1			☐
2			☐
3			☐
4			☐
5			☐
6			☐
7			☐
8			☐
9			☐

Tip: circle the milestone where your Step 1 gap sits. It usually deserves the biggest time estimate.

Session log

One line per session. Where it broke is the most useful column.

Date	Minutes	What I did	Where it broke