

Four week spaced repetition planner

Plan brief recall sessions for the four weeks after initial learning. Recall first, check your answer, then choose the next review date from the result.

Count from Day 0. Day 0 is the initial learning date. Day 28 is four weeks later. Including both endpoints gives 29 calendar dates.

Set up your plan

Learning goal or topic _____

Initial learning date _____ Date I need this _____

Write calendar dates with the month spelled out, such as 19 Oct 2026.

Stage	Day from initial learning	Your calendar date	What to do
Initial learning	Day 0		Learn the material; make recall prompts.
Week 1	Day 1		Recall, check, and set the next date.
Week 1	Day 3		Recall, check, and set the next date.
End of week 1	Day 7		Recall, check, and set the next date.
End of week 2	Day 14		Recall, check, and set the next date.
End of week 4	Day 28		Recall; decide what to review next.

This is a starting example. Days 1, 3, 7, 14, and 28 are adjustable planning dates, not a research-proven universal optimum. Day numbers are measured from Day 0, not from the last review.

Use the log after every review

1 Recall before looking. Answer a question, explain a process, or work a short example without notes.

2 Check and record. Compare with a reliable answer. Record C, P, or I, plus any gap or correction. Confidence alone is not the result.

3 Choose the next date. Use recall quality, difficulty, and your deadline. Shorten, keep, or extend the gap; weak recall may need a next-day review. If you miss a session, record the actual date and continue.

Your review log

Use one row per topic or prompt. Group topics only when their dates, results, and next steps are the same. Copy this page for more reviews.

Initial learning date for this log _____ This is Day 0

Result key C = correct without notes P = partial I = incorrect or blank

Record a specific gap or correction. A missed session is “not attempted,” not I.

[illegible]

After a missed review Move it to a realistic date, record when you actually review, then choose the following date from that result.

Workplace learning example

Fictional scenario: an adult learner finishes an internal training module on 19 Oct 2026 and wants to retain three procedures over the next four weeks.

Initial learning 19 Oct 2026 = Day 0

Four weeks later 16 Nov 2026 = Day 28

Turn each topic into a recall prompt

Topic	Prompt to answer without notes	How to check it
A AI output checks	What checks must I complete before I use an AI output?	Compare each step with the training checklist.
B Data-handling rules	What do the training rules say about permitted data, approved tools, and disposal?	Check all three parts against the current policy.
C Escalation steps	When must I escalate a problem, and what are the steps?	Check the trigger, contact, and action sequence.

These prompts illustrate a study method. Use your organization's actual procedures and current approved guidance for the answers.

Write the starting dates on a calendar

Stage	Day from Day 0	Starting date	Topics
Initial learning	Day 0	19 Oct 2026	A, B, and C
Week 1	Day 1	20 Oct 2026	A, B, and C
Week 1	Day 3	22 Oct 2026	A, B, and C
End of week 1	Day 7	26 Oct 2026	A, B, and C
End of week 2	Day 14	2 Nov 2026	A, B, and C
End of week 4	Day 28	16 Nov 2026	A, B, and C

What changes in the completed log A partial answer on data rules adds a review on 21 Oct (Day 2). A missed escalation review moves from 26 to 27 Oct (Day 8). The learner keeps the original Day 0 throughout.

Next dates in the completed log are chosen after checking recall.

Review results and next dates

All dates below are in 2026. Day numbers are elapsed days from 19 Oct 2026. A = AI output checks; B = data-handling rules; C = escalation steps.

Result key C = correct without notes P = partial I = incorrect or blank

Topic	Planned date	Actual review date and day	Result and evidence	Next review date and day
A and C	20 Oct	20 Oct Day 1	C - Both prompts correct without notes.	22 Oct Day 3
B	20 Oct	20 Oct Day 1	P - Recalled 2 of 3 parts; missed the disposal rule. Checked it.	21 Oct Day 2
B	21 Oct	21 Oct Day 2	C - All 3 parts recalled without notes; keep a 1-day gap once more.	22 Oct Day 3
A, B, and C	22 Oct	22 Oct Day 3	C - All prompts correct without notes.	26 Oct Day 7
A and B	26 Oct	26 Oct Day 7	C - Both prompts correct without notes.	2 Nov Day 14
C	26 Oct	Not attempted	Missed session. Rescheduled for the next day.	27 Oct Day 8
C	27 Oct	27 Oct Day 8	C - Trigger, contact, and sequence recalled correctly.	2 Nov Day 14
A, B, and C	2 Nov	2 Nov Day 14	C - All prompts correct without notes.	16 Nov Day 28
A, B, and C	16 Nov	16 Nov Day 28	C - All prompts correct; keep a 14-day gap for the next check.	30 Nov Day 42*

*30 Nov is a follow-up beyond this four-week planner, chosen after the Day 28 review.

Read the result before setting the gap

Shorter The partial answer on 20 Oct leads to an extra review on 21 Oct, rather than waiting until 22 Oct.

Same After 21 Oct, the learner keeps a 1-day gap. After 16 Nov, the learner keeps a 14-day gap.

Longer After correct recall on 22 Oct, the learner chooses 26 Oct, a 4-day gap. Later gaps can change again.