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FREE SAMPLE

University planner

Free | 4 fillable pages | A4 and US Letter



done well, explained clearly

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STUDY AND READING

Cornell notes

Notes you can actually study from.



Course _____ Date _____ Topic _____

QUESTIONS AND CUES

MY CLASS NOTES

SUMMARY IN MY OWN WORDS · 3 TO 5 LINES

1. In class, take notes on the right.
2. Afterwards, write questions on the left.
3. At the end, summarize below.
4. To review, cover the right and answer.

STUDY AND READING

APA 7 quick guide

How to cite without spending hours looking up the format.



IN-TEXT CITATIONS

Paraphrase	(Surname, 2020) or Surname (2020) explains that…
Short quote	"…exact words…" (Surname, 2020, p. 15). Under 40 words: in quotation marks, with the page number.
Block quote	40 words or more: in a separate indented paragraph, without quotation marks, with the page number at the end.
Two authors	(García & López, 2020). In the sentence: García and López (2020).
Three or more	From the first citation: (García et al., 2020).
Group author	First time: (World Health Organization [WHO], 2020). After that: (WHO, 2020).
No date	(Surname, n.d.)

REFERENCE LIST · TEMPLATES

BOOK
Surname, A. A. (Year). *Title of the book: Subtitle* (2nd ed.). Publisher.

CHAPTER IN AN EDITED BOOK
Surname, A. A. (Year). Title of the chapter. In B. B. Surname (Ed.), *Title of the book* (pp. 10–25). Publisher.

JOURNAL ARTICLE
Surname, A. A., & Surname, B. B. (Year). Title of the article. *Journal Name, 12*(3), 45–60. https://doi.org/xx.xxxx/xxxxx

WEB PAGE
Surname, A. A., or Organization. (Year, Month Day). *Title of the page*. Site Name. https://…

VIDEO
Channel Name. (Year, Month Day). *Title of the video* [Video]. YouTube. https://…

If the author and the site name are the same, don't repeat the site name. Only include the edition if it isn't the first.

WHAT PEOPLE FORGET MOST

- [ ] References in alphabetical order by surname
- [ ] Hanging indent: first line at the margin, the rest indented
- [ ] Italics for book titles and for the journal name and volume
- [ ] The DOI as a link: https://doi.org/…
- [ ] Every in-text citation is in the list, and vice versa

Canela's tip

Before you cite, ask which style your professor wants: APA, MLA, Harvard, IEEE and Chicago are all different. And note the full reference as soon as you read something.

My grades and GPA

Know where you stand to know how far you have to go.



MY GRADES THIS SEMESTER

COURSE	CREDITS	FINAL GRADE	GRADE × CREDITS

Total credits _____ Sum of grade × credits _____

HOW TO WORK OUT YOUR GPA

Multiply each grade by the course's credits, add it all up and divide by the total number of credits.

Example: 3.0 in a 4-credit course (12) and 4.0 in a 2-credit course (8). (12 + 8) ÷ 6 = **3.33**.

It works with any scale: 0–4, 0–5, 0–10, 0–20 or 0–100.

My semester GPA _____

Cumulative GPA _____

HOW MUCH DO I NEED?

(Grade I want − what I have) ÷ weight left.

Example: I want 3.0, I have 1.6 and 40% is left (0.40). (3.0 − 1.6) ÷ 0.40 = **3.5**.

(WANT _____ − HAVE _____) ÷ LEFT _____ = NEED _____

"What I have" is the sum of grade × weight from the course profile. Write the weight left as a decimal: 40% = 0.40.

DEGREE CREDITS

Completed _____

Out of _____

Still to go _____

MY PROGRESS · EACH BOX IS 10%

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Canela's tip

Do the math halfway through the semester, not at the end. There's still time to talk to your professor, get tutoring or adjust your plan.

PLANNING

My week

What you do each day, without overloading yourself.



Week of _____ to _____ Study hours _____

Monday

- ○ _____
- ○ _____
- ○ _____
- ○ _____

Tuesday

- ○ _____
- ○ _____
- ○ _____
- ○ _____

Wednesday

- ○ _____
- ○ _____
- ○ _____
- ○ _____

Thursday

- ○ _____
- ○ _____
- ○ _____
- ○ _____

Friday

- ○ _____
- ○ _____
- ○ _____
- ○ _____

Saturday

- ○ _____
- ○ _____
- ○ _____
- ○ _____

Sunday

- ○ _____
- ○ _____
- ○ _____
- ○ _____

My top 3

1 _____

2 _____

3 _____

Due this week

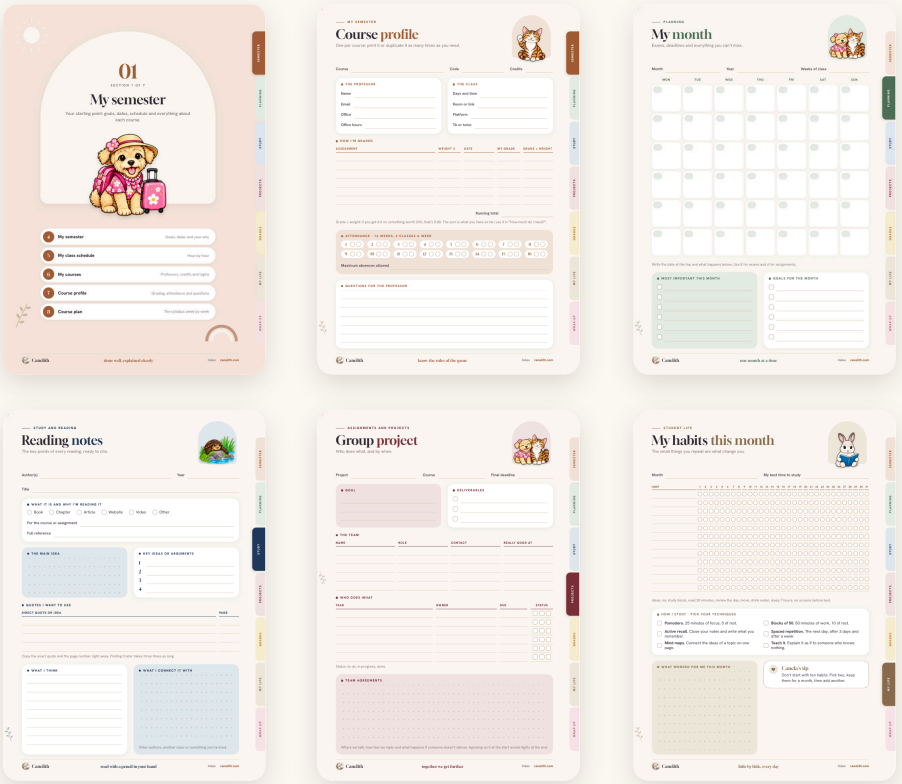
- ○ _____
- ○ _____

● SUNDAY WRAP-UP · WHAT I GOT DONE AND WHAT MOVES

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This is just a sample

The full University Planner has 27 pages in 7 sections, with clickable tabs and index: semester, courses, course plan, reading notes, sources, essays, group projects, meeting notes, presentations, exams, habits, budget, meal plan, wellbeing, scholarships and end of semester.



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Canela's tip: fill in your week on Sunday night. Starting Monday knowing what to do is half the work.

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