LEARNING INTO PRACTICE

Your seven-day practice plan

Turn one learning goal into attempts you can review.

STEPS + EXAMPLE + WORKSHEET

When to use this tool

- **After learning**

  Use it after a course, workshop or useful reading.

- **For a small team**

  Agree on a shared practice task and individual attempts.

- **For students**

  Use a realistic project or role-play if workplace access is unavailable.

The practical framework

- **One skill**

  Name an observable action.

- **One task**

  Pick a realistic place to practise.

- **One record**

  Keep evidence of the attempt.

- **One reviewer**

  Invite focused feedback.

Start with these steps

- **Days 1-2**

  Choose the task, record a starting sample and make one attempt.

- **Days 3-4**

  Ask for feedback on two criteria; adjust and try again.

- **Days 5-6**

  Practise with a variation and keep the new sample.

Put it into practice

- **Day 7: review**
  Compare samples using the same criteria.

- **Name the change**
  Write what improved and what still needs work.

- **Plan the next week**
  Keep, simplify or replace the practice task.

A worked example

- **Illustrative example**

  A new supervisor practises a concise task briefing.

- **Criteria**

  The listener can name the output and the deadline.

- **Evidence**

  Keep the first and final brief, plus the listener's summary.

Your reusable worksheet

Skill + real task

Starting sample + criteria

Attempt dates: 2 / 4 / 6

Feedback + adjustment

Day 7 review + next step

Your next step

Choose one task.

Use the tool.

Review what happened.

Follow Tibyan for three practical development tools each week.

Original educational worksheet by Tibyan. Examples are illustrative.