

I made this to track and plan my studying in a more comprehensive way, because I realized the "tracker" on Certmaster Learn, which just gave a % of Certmaster Learn completed and a date I put in, was practically useless.

Now I have a little calendar taped to my laptop, with daily progress goals that are much more realistic and structured. Based on how many hours of studying I have planned that day, and what % of progress that translates to.

This is simple to calculate, since everything here is based on minutes estimated, some simple math can tell me how much progress 1 hour should give me.

I've included in this tracker: Certmaster Learn Lessons Certmaster Learn Quizzes Certmaster Learn PBQs Certmaster Practice Review Dion Udemy 6 Practice Exams Practice Exams from Certmaster Practice, Learn, and Percipio Certmaster Labs

How to use the tracker

x

use a lower case "x" to mark tasks finished. If you use anything else, this won't work. I could have made this sheet to recognize simply whether the cell had anything in it, but didn't think of that until later.

2 columns??

Some tasks I planned to do twice so these have two columns of x. (examples: Dion Udemy exams, Certmaster Learn Exam - Certmaster Practice Exams I actually planned to do 4 times so that's why there are two rows AND two columns)
You can go in to the functions and change how these are totalled up if you want to do them only once.

Yellow Cells

The yellow cells in the top row are where I filled in my estimates of how much time things would take. (5 min per page in Certmaster Learn, for example)
You can change these overall estimates and all the calculations will change accordingly.

edit time individually?

Many tasks, like PBQs, labs, Dion Exams, in their respective results pages (not here), will conveniently record how long it takes you and display that info after you finish.
However, keep in mind, PBQs don't count the time you spend studying the "correct" answer after you finish, and labs don't count loading time. So just be aware of things like this.
I often will edit the time cell to reflect the "real" time it took me to do something when I check it off with an 'x'. This just makes me feel more accurate.

Labs

I copied in the first 3 cells of estimated time for the labs. Then the column starts averaging the lab time.
Each time you complete a lab, your results will have a time on them. I add 2 minutes to that time to account for loading time, and round up, and enter the time in the proper cell. The new average will be auto-calculated for the column.

Planning/Budgeting Time

If you budget out your time, I recommend you add catch-up slots or a catch-up day.
I have my study time planned out on my weekly schedule. I know how many hours per week I've budgeted. But I didn't schedule any studying on one of my days off. This is a catch-up day if I need it. (luxurious I know)
I also didn't count all my scheduled study time per day into my "available time" that I plugged into cell B10. This buffer time is for catching up, side projects (like Udemy coding courses) or sometimes NOT studying.

Bear in mind that overall time will always take longer than the individual tasks added up. Sitting down, opening pages, bathroom breaks, getting distracted, etc. So over-estimating time per task is recommended.

[1] ? minutes per section - guess. +1 section in equation accounts for flashcard review after every section

[2] 8 min per quiz estimated

[3] took their est and divided by \$W\$1

[4] simple estimate from past experience, about 45 to 60min for the first try and 15-30min for the second kinda averaged out to 45 each

[5] <https://wgu.percipio.com/channels/00acfc61-2c1d-11e7-83d1-dba0327abefc?tab=PRACTICE>