

Skill Practice Tracker

Practise a little, often, and keep proof that it's working.

Name: _____ Start date: _____

How to use this: Pick one skill. Practise it for a short, set time on most days for 4 weeks. Log what you did, tick off the days, and review each week. Small and regular beats long and rare.

PART 1

Your skill goal

The skill I'm practising

Why this skill?

What it adds to your degree, job or interests

I'll know I've got it when I can...

Something specific you can do or show, not "understand it better"

My level now (circle one): 1 2 3 4 5 My level goal: 1 2 3 4 5

1 = just starting, 3 = can do it with help, 5 = can do it confidently and teach it

PART 2

Your practice plan

Days I'll practise	
Minutes per session	
Time of day / place	
Where I'll learn from (videos, courses, books, people)	

Tip: Start with 20 minutes. If you can keep that up for a week, then increase it.

PART 3

28-day tracker

Write the date under each day, then tick the box when you've practised.

Week 1	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
	[]	[]	[]	[]	[]	[]	[]
Week 2	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
	[]	[]	[]	[]	[]	[]	[]
Week 3	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21
	[]	[]	[]	[]	[]	[]	[]
Week 4	Day 22	Day 23	Day 24	Day 25	Day 26	Day 27	Day 28
	[]	[]	[]	[]	[]	[]	[]

PART 4

Practice log

One line per session. The "made" column matters most: write what you finished.

Date	What I practised	Mins	What I made or finished	Rating 1-5

PART 5**Weekly review**

Take 10 minutes at the end of each week.

Week 1	What worked: What was hard: Next week I'll focus on:
Week 2	What worked: What was hard: Next week I'll focus on:
Week 3	What worked: What was hard: Next week I'll focus on:
Week 4	What worked: What was hard: Next week I'll focus on:

PART 6

Proof of progress

Fill this in after 4 weeks.

Things I made or finished

List them. These can go into your portfolio, CV or LinkedIn.

My level now (circle one): 1 2 3 4 5 **Did I reach my goal?** Yes Almost Not yet

What I can do now that I couldn't do 4 weeks ago

What I'll practise next

Keep going, go deeper, or add a second skill to your stack

Tip: Turn one thing you made into a small portfolio project. The Portfolio Project Planner helps with that.

Not sure which skill to start with? Try the Skill Stack explorer at Ajira Ready.