STUDY MATERIAL READINESS DESK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Choose the study session or exam and list the material needed.

STEP 2 Check access to the original source rather than assuming it is available.

STEP 3 Record the missing item and the person arranging it before the session.

STEP 4 Which fact or document still needs checking?

STUDY MATERIAL READINESS DESK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	STUDY MATERIAL OR ACCESS CHECK	PERSON RESPONSIBLE	REVIEW PROGRESS	SOURCE LOCATION AND MISSING ITEM

Outstanding question or record to confirm

STUDY MATERIAL READINESS DESK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Choose the study session or exam and list the material needed.

Concrete next action	Owner / due

ACTION 2 Check access to the original source rather than assuming it is available.

Concrete next action	Owner / due

ACTION 3 Record the missing item and the person arranging it before the session.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This checklist does not verify a syllabus, provide exam answers or assess learning quality. Confirm requirements with the relevant course source.

- [ ] Source checked
- [ ] Next action assigned