

Complete Vocabulary Mastery Implementation Checklist

30-Day Action Plan for Systematic Execution

30-Day Implementation Checklist

IMMEDIATE ACTIONS (Day 0):

- Install Anki or create Leitner box system
- Create first 20 flashcards (10 root-based, 10 context-based)
- Schedule daily vocabulary study blocks in calendar

WEEK 1 (Days 1–7):

- Review all due cards (daily)
- Add 15–20 new cards (daily)
- Log retention % (daily)
- Day 7 Checkpoint: 100+ words created, 85%+ retention

WEEK 2 (Days 8–14):

- Review all due cards (daily)
- Annotate 1 GRE passage (daily)
- Add 15–20 new cards (daily)
- Day 14 Mid-Month Assessment: Retention rate check, settings adjustment

WEEK 3 (Days 15–21):

- Review all due cards (daily)
- Add 15–20 new cards (daily)
- Practice 5 TC questions (daily)
- Day 21 Checkpoint: 300+ words, troubleshoot low-quality cards

WEEK 4 (Days 22–30):

- Review all due cards (daily)
- Add 20–25 new cards (daily)
- Complete 1 Verbal section
- Day 30 Final Assessment: 400+ words, score improvement verification

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Troubleshooting Guide & Maintenance

COMMON PROBLEMS & SOLUTIONS

- **Problem:** Review backlog building
Solution: Cap daily reviews at 75 cards, clear gradually over 5–7 days
- **Problem:** Retention below 85%
Solution: Reduce new cards to 10–15 daily, add learning steps, improve card quality
- **Problem:** Forgetting card creation
Solution: Use passage annotation template, schedule specific creation time
- **Problem:** Inconsistent daily practice
Solution: Habit stack with existing routine, use accountability partner

MAINTENANCE PROTOCOL (After Day 30)

- Continue 10–15 new words daily until reaching target (1,000+ words)
- Daily reviews reduce naturally to 30–40 cards as words graduate to longer intervals
- Bi-weekly Verbal section practice tracking vocabulary performance
- Final comprehensive review 1 week before test date