

Leitner Box Setup & Tracking Sheet

Physical Flashcard Spaced Repetition System

Leitner Box Setup Guide

Materials Needed:

- 5 boxes or dividers (labeled Box 1-5)
- Blank index cards (3x5 recommended)
- Labels/markers for organization

Box Organization:

Box	Contents	Review Frequency
Box 1	New words + Recently missed	Daily
Box 2	Recalled once	Every 3 days
Box 3	Recalled twice	Weekly (every 7 days)
Box 4	Strong words	Bi-weekly (every 14 days)
Box 5	Mastered words	Monthly (every 30 days)

Movement Rules:

- Correct recall → Advance one box (longer interval)
- Incorrect recall → Return to Box 1 (daily review)
- New cards always start in Box 1

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Weekly Tracking Sheet

Box	Week 1	Week 2	Week 3	Week 4
Starting Cards				
Cards Promoted				
Cards Demoted				
Ending Cards				

Review Completion Checkboxes

Day	✓ Week 1				✓ Week 2	✓ Week 3	✓ Week 4
Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Tue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Thu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Sat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Sun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Progress Metrics

- Promotion rate: $(\text{Cards promoted} \div \text{Cards reviewed}) \times 100$
- Target: 85–90% promotion rate
- If below 85%: Review card quality, increase review frequency
- If above 92%: System working well, maintain pace

