Spaced Reinforcement Planner

Plan the reviews that keep training from being forgotten

1. The course

Course or session name, audience and date

The 3 to 5 key points people must still remember in a month

2. Review schedule

Keep each review to 3-10 minutes. Ask people to recall and apply, not re-read.

When	Activity	What it covers	Channel	Done
Day 1	Recall quiz (3 questions)			
Day 3	Short scenario			
Week 1	Manager check-in or real task			
Week 2-3	Microlearning refresher			
Month 1	Final scenario or practical			

3. Recall question ideas

Write questions that make people retrieve and use the knowledge.

Question type	Your question
What would you do if...?	
What is the first step when...?	
Spot the mistake in this example	
Which option fits this situation?	

4. Make it stick checklist

- [ ] Content uses real tasks and examples
- [ ] Sessions are short and focused
- [ ] Every module includes recall practice
- [ ] Reviews are spaced, not bunched
- [ ] Learners use the skill within a week
- [ ] Managers know when to follow up
- [ ] A job aid is available on the job
- [ ] Refreshers target common mistakes

5. Notes

What people struggled with most

What to change next time

Full guide: elearningsolutionslab.com/ebbinghaus-forgetting-curve/ | Need help? elearningsolutionslab.com/contact/