

Learning Tool Stack Audit

The average learner has notes in three places, two unused flashcard apps and a read-later queue nobody reads. Tools were chosen by novelty, not by the job they do.

This checklist audits your stack by function — capture, notes, review, focus, practice, tracking — and leaves you with one tool per job and a workflow that connects them.

Six-function map

- Capture (quick notes, read-later): _____
- Notes (long-term, organised): _____
- Review (flashcards / spaced repetition): _____
- Focus (timers, blockers): _____
- Practice (exercises, projects, tutors): _____
- Tracking (progress, streaks): _____
- Any function with two or more tools is an overlap to resolve.

Keep / merge / drop worksheet

- Tool | Function | Used in last 14 days? | Decision
- Keep: used regularly, only tool for its function.
- Merge: overlaps another tool — move its content and drop one.
- Drop: unused for 14 days and no clear job.

Note-to-review workflow

1. Capture goes into one inbox.
2. Weekly: process inbox into notes — in your own words.
3. Each note yields 1–3 questions into your review deck.
4. Daily: review due questions (10 minutes).
5. Monthly: prune questions answered correctly three times over a month+.

AI assistant guardrails

- Helps learning: 'Quiz me on ...', 'Explain where my reasoning went wrong', 'Give me a harder example', 'Ask me questions until I can explain ...', 'Summarise what I just wrote back to me'.
- Replaces learning: 'Summarise this chapter for me' (before reading it), 'Write my answer', 'Solve this' (before attempting).

Quarterly maintenance

- [] Re-run the six-function map.
- [] Export/back up notes and review deck.
- [] Drop anything unused for 90 days.
- [] Check subscription costs against use.
- [] Add at most one new tool, with a named job.

Go further: **Learning Tools Mastery** — <https://skillstacksuite.com/learning-tools-mastery/>

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