

Flashcard-Making Checklist + 7-Day Deck Plan

From "How to make flashcards: a step-by-step guide (paper, apps and AI)" on the StudySim blog (studysim.ai/blog/how-to-make-flashcards). Checked October 29, 2026.

1. Pick how you'll make the deck

If you...	Make them with	Why
Want to draw diagrams and study away from screens	Paper index cards	Easy to sort into piles or boxes by hand
Have a big deck to review over weeks	A flashcard app with spaced review	The app schedules which cards come back and when
Already have typed notes or a PDF	An AI flashcard maker	Drafts question-and-answer cards for you to check

2. Card-writing checklist (tick for every card)

- ☐ One idea per card (split long answers into several cards)
- ☐ A clear question or cue on the front, not just a topic title
- ☐ A short, direct answer on the back
- ☐ Fill-in-the-blank (cloze) version for facts that live inside a sentence
- ☐ Some cards ask you to compare two ideas or list the steps of a process
- ☐ A memory trigger where it helps: acronym, quick sketch or example
- ☐ No long lists on one card
- ☐ AI-made cards checked against your notes before you study them

3. Your 7-day deck plan

Day	Activity	Done
Day 1	Make the deck from one chapter or lecture. Check every card against your notes.	☐
Day 2	First review: say each answer before you flip. Put missed cards in Box 1.	☐
Day 3	Review Box 1 only. Rewrite any card you keep missing.	☐
Day 4	Review the whole deck. Move cards you got right to the next box.	☐
Day 5	Box 1 again, plus a short practice quiz on the same material.	☐
Day 6	Rest from this deck, or add cards for the next lecture.	☐
Day 7	Full deck, shuffled. Note which cards still go back to Box 1.	☐

4. Leitner boxes (paper or a pile of rubber bands)

Box 1	Box 2	Box 3	Box 4	Box 5
New and missed cards: review most often	Right once	Right twice	Right three times	Review least often

Right answer: move the card up one box. Wrong answer: back to Box 1.