

BRIGHT QURAN ONLINE

Quran Memorization & Revision Planner

A Practical Hifz Guide for Children & Beginners

Sabaq · Sabqi · Manzil —
a practical system for memorizing,
revising, and keeping the Quran.

For children and beginner Hifz students.

UK · USA · CANADA · AUSTRALIA

How to Use This Planner

This is a **practical Hifz workbook** for children and beginners who can already read the Quran and now want to memorize it with a clear, steady routine. It is not a reading book — it is your personal companion for planning, tracking, and reviewing memorization.

How to use it:

1. Read Sections 1–3 with a parent or tutor to understand the method.
2. Agree your daily Sabaq (new portion) with your teacher.
3. Use the trackers in Section 4 every day — tick, write, and review.
4. Do the Review & Assessment pages weekly and monthly.
5. Complete the Final Progress Review honestly when you finish a term or a big portion.

What you need: a Quran (mushaf), a quiet place, a teacher or parent who listens to you, and this planner with a pen.

A dua for your journey:

رَبِّ زِدْنِي عِلْمًا

Rabbi zidni 'ilma.

Meaning: My Lord, increase me in knowledge. (Quran 20:114)

Say it before you begin each session.

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1. Understanding Hifz

Why Memorize the Quran?

Memorizing the Quran means keeping Allah's words in your heart, so you can recite them in prayer and remember them for the rest of your life. It is one of the greatest things a Muslim can do. The Prophet ﷺ said:

خَيْرُكُمْ مَنْ تَعَلَّمَ الْقُرْآنَ وَعَلَّمَهُ

Khayrukum man ta'allamal-Qur'ana wa 'allamahu.

Meaning: The best of you are those who learn the Quran and teach it. (Sahih al-Bukhari)

Hifz is not a race. It is a daily habit of the heart. Some days you memorize a lot, some days a little — what matters is that you keep going.

Intention and Consistency

Intention (niyyah): Before you start, make your intention clear: I am memorizing the Quran to please Allah. A sincere intention turns every repetition into worship and keeps you going on hard days.

Consistency: Memorizing a little every day is better than memorizing a lot once a week. The students who finish Hifz are not the fastest — they are the ones who never stopped. Even 15 focused minutes a day, done daily, builds strong memorization.

Remember

Missing one day is not a failure — but missing two days in a row breaks the habit. If you miss a day, start again the next day without guilt.

The Role of the Teacher

Your teacher (qari/qaaria or tutor) is your guide in Hifz. The teacher:

- Sets your daily Sabaq at the right size for you — not too big, not too small.

- Listens to your recitation and corrects your mistakes before they become habits.
- Decides when a portion is strong enough to move on.
- Encourages you when memorization feels difficult.

Your job: recite to your teacher regularly, accept corrections happily, and never hide mistakes. A mistake caught early is easy to fix; a mistake memorized wrongly is hard to remove.

The Role of Parents

Parents are the second teacher in Hifz. You can help by:

- Giving your child a fixed, quiet time and place for Hifz every day.
- Listening to the day's Sabaq, even if you only follow along in the mushaf.
- Praising effort and consistency, not just speed ("You revised every day this week — excellent!").
- Making dua for your child and reminding them of their intention.
- Talking to the teacher regularly about progress and weak areas.

Remember

Never compare your child's speed with another student's. Every memory is different. Compare your child only with their own yesterday.

Building a Sustainable Routine

A routine you can keep for years beats a perfect routine you keep for a week. Build yours around these anchors:

- **Same time every day.** After Fajr or after school — pick one and protect it.
- **Same place.** A quiet corner with your mushaf, away from noise and screens.
- **Same order.** For example: new Sabaq first (mind is fresh), then Sabqi, then Manzil.
- **Short and focused.** Better 20 sharp minutes than 60 distracted minutes.
- **Rest matters.** A tired brain does not memorize well. Sleep enough.

My Hifz routine (fill in with your parent/tutor):

- My daily Hifz time: _____
- My Hifz place: _____
- My daily order: _____

2. The Hifz Method: Sabaq, Sabqi, Manzil

Three Words You Must Know

The whole Hifz system rests on three daily tasks. Learn them well — they are different jobs, and each one protects your memorization in a different way.

	Sabaq	Sabqi	Manzil
Arabic	سَبَق	سَبَقِي	مَنْزِل
Meaning	New lesson	Recent revision	Old revision
What it is	The new verses you memorize today	The portions you memorized in the last few days	The portions you memorized long ago
How much	Small — a few lines or verses, set by your teacher	The last 1-2 pages or last week's Sabaq	A fixed daily portion, e.g. part of a Juz
Goal	Memorize it perfectly today	Keep it fresh before it fades	Never lose what you worked hard to learn

The golden rule

Sabaq builds your Hifz. **Sabqi** protects this week's work. **Manzil** protects everything else. Students who skip Sabqi and Manzil memorize fast — and forget faster.

How They Work Together

Think of your memorization like a garden:

- **Sabaq** is planting new seeds (today's verses).
- **Sabqi** is watering this week's seedlings (they dry out fastest).

- **Manzil** is watering the whole garden (older plants need regular water too).

A practical daily flow (adjust times with your teacher):

1. **Start with Sabaq** (15–20 min) — memorize today's new portion using the 5-step method in Section 3. Recite it to your teacher or parent.
2. **Then Sabqi** (10–15 min) — recite the last few days' portions from memory. Fix any wobbles immediately.
3. **Then Manzil** (15–30 min) — recite your daily Manzil portion from memory, looking at the mushaf only when stuck.
4. **End with dua** — thank Allah and ask Him to keep your Hifz strong.

Total: roughly 45–60 minutes. Beginners may start with 20–30 minutes and grow.

What To Do When a Portion Is Forgotten

Forgetting is normal — even strong huffaz forget. What matters is your response:

1. **Do not panic and do not skip it.** Mark it in your Mistake & Weak-Portion Log (page 15).
2. **Re-learn it like new Sabaq** — small pieces, repetition, recite from memory.
3. **Move it to Sabqi** for the next few days until it is strong again.
4. **Tell your teacher** — they may adjust your Manzil to include it.
5. **Be patient.** A portion re-learned after forgetting often becomes stronger than before.

Remember

Forgetting is not failure — it is your brain telling you that portion needs more revision. Every hafiz you admire has re-learned forgotten portions many times.

3. Memorization Techniques

The 5-Step Method

Use these five steps for every new Sabaq. Do not skip steps — each one has a job.

- 1. Listen.** Listen to your teacher or a trusted reciter read the portion 2–3 times. Listen for the exact pronunciation, stops, and melody.
- 2. Read.** Read the portion yourself from the mushaf 5–7 times, slowly and correctly. Your eyes and tongue must agree before your memory can work.
- 3. Repeat.** Close the mushaf and repeat one small piece (one verse or even half a verse) 10–20 times until it flows without thinking.
- 4. Recite from memory.** Recite the whole portion from memory, without looking. If you get stuck, look once, then start again from the beginning.
- 5. Check.** Recite it to your teacher or parent, or record yourself and compare with the mushaf. Fix every mistake now — a mistake memorized is a mistake doubled.

Remember

Step 5 is the most skipped and the most important. Unchecked memorization feels strong but breaks under pressure. Always check.

Small Portions and Repetition

- **Memorize small.** One verse perfectly memorized beats five verses half-memorized. Your teacher sets the size — trust it.
- **Repeat more than feels necessary.** When you think “I’ve got it,” repeat 5 more times. That extra repetition is what carries it to tomorrow.
- **One sitting, one portion.** Finish today’s Sabaq fully before adding more.

Connecting Verses

Verses are links in a chain — memorize the **connections**, not just the verses:

- When you learn verse 2, always recite verse 1 + verse 2 together.

- When you learn verse 3, recite 1 + 2 + 3 together.
- The **end of one verse and the start of the next** is where most mistakes hide — repeat those joints extra times.

Daily Revision

Revision is not optional — it is half of Hifz. Follow this rhythm:

- **Same day:** revise new Sabaq 2–3 times during the day (e.g. before sleep).
- **Next 7 days:** it lives in your Sabqi — recite it daily.
- **After that:** it joins your Manzil cycle — it will come around regularly.

Reciting to a Teacher or Parent

Reciting aloud to a listener does three things: it finds hidden mistakes, it trains you to recite under attention, and it makes the memory stronger. Recite your Sabaq to your teacher daily if possible, and to a parent on other days. Read slowly — speed hides mistakes.

Creating a Focused Practice Environment

Tick what you will do for every session:

- ☐ Same quiet place, away from TV and noise
- ☐ Phone on silent and out of reach
- ☐ Mushaf open, pen and planner ready
- ☐ Wudu done, sitting comfortably
- ☐ Short dua before starting (e.g. Rabbi zidni 'ilma)
- ☐ One task at a time — no multitasking

4. Hifz Planning & Tracking

Daily Sabaq Tracker

Write each day's new portion. Your teacher checks the "Heard ☐

Date	Surah	From (ayah)	To (ayah)	Repetitions	Heard ☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Tip: if you cannot finish a Sabaq perfectly, do not enlarge tomorrow's — repeat today's until it is solid.

Sabqi Tracker

Recite your recent portions from memory every day. Note mistakes so you can fix them the same day.

Date	Portion revised (surah:ayah)	Mistakes (count)	Fixed same day ☐	Listened by
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	

Tip: Sabqi should feel easy. If it feels hard, your Sabaq was too big — tell your teacher.

Manzil Tracker

Your daily Manzil keeps old memorization alive. Write what you recited and how it went.

Date	Manzil portion (juz / pages)	Time taken	Mistakes	Strong ☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Tip: recite Manzil from memory. Look at the mushaf only when stuck — then repeat that spot 5 times.

Weekly Hifz Planner

Plan the week on Sunday (or your first day). Keep it realistic — a plan you follow beats a perfect plan you abandon.

Day	Sabaq goal	Sabqi goal	Manzil goal	Done ☐
Monday				☐
Tuesday				☐
Wednesday				☐
Thursday				☐
Friday				☐
Saturday				☐
Sunday				☐

End-of-week check: days completed: _____ / 7 Best day: _____
 Hardest day: _____

Monthly Progress Tracker

Month: _____	New verses memorized	Sabqi days done	Manzil days done	Notes
Week 1				
Week 2				
Week 3				
Week 4				
Total				

This month's goal: _____

Did I reach it? ☐ Yes, alhamdulillah ☐ Partly ☐ No — my plan for next month:

Surah / Juz Progress Tracker

Shade or tick each Juz as you progress. Use: S = Started, M = Memorized, R = Strong revision.

Juz	Status	Date completed	Juz	Status	Date completed
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

Surahs memorized outside Juz order (write the surah name and date):

#	Surah	Date memorized	Strong ☐
1			☐
2			☐
3			☐
4			☐
5			☐
6			☐
7			☐
8			☐
9			☐
10			☐
11			☐
12			☐

Tip

Many students memorize short surahs (like those in Juz 30) before starting Juz order. Log them here so nothing gets lost. Once a surah is "Strong", move it into your Manzil cycle.

Mistake & Weak-Portion Log

Every mistake you write down is a mistake you will fix. Be honest — this log is your secret weapon.

Date	Portion (surah:ayah)	What went wrong	Times re-revised	Fixed ☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Rule: any portion with 3+ mistakes goes back to Sabqi for 3 days.

Parent / Tutor Notes

Use this space for observations, adjustments, and encouragement. Date each note.

Date: _____

Date: _____

Date: _____

Extra Tracking Pages

Photocopy or reprint these pages as often as you need them. A planner you can keep using is a planner that works.

Daily Sabaq Tracker — Continued

Date	Surah	From (ayah)	To (ayah)	Repetitions	Heard ☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Sabqi Tracker — Continued

Date	Portion revised (surah:ayah)	Mistakes (count)	Fixed same day ☐	Listened by
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	
			☐	

Weekly Hifz Planner — Continued

Day	Sabaq goal	Sabqi goal	Manzil goal	Done ☐
Monday				☐
Tuesday				☐
Wednesday				☐
Thursday				☐
Friday				☐
Saturday				☐
Sunday				☐

End-of-week check: days completed: _____ / 7 Best day: _____

Hardest day: _____

5. Review & Assessment

Weekly Revision Checklist

At the end of each week, tick honestly. This checklist keeps the three pillars balanced.

Week of: _____

- ☐ I did Sabaq on at least 5 days
- ☐ I recited my Sabaq to my teacher or parent
- ☐ I did Sabqi every day I did Sabaq
- ☐ I fixed every Sabqi mistake the same day
- ☐ I completed my daily Manzil portion
- ☐ I recited Manzil mostly from memory (not reading)
- ☐ I revised before sleeping at least 3 nights
- ☐ I filled my trackers daily

Score: _____ / 8 ☐ 7-8 Excellent ☐ 5-6 Good ☐ Below 5 — simplify next week's plan

One thing I will improve next week:

Monthly Review

Month: _____

What I memorized this month:

What I revised this month:

What went well: _____

What was difficult: _____

My teacher's/parent's comment:

Next month's goal (realistic and specific):

Recitation Self-Check

Before you recite to your teacher, check yourself. Tick each one honestly.

- ☐ I recited slowly, not rushing
- ☐ I pronounced every letter clearly (makharij)
- ☐ I observed the stops (waqf) correctly
- ☐ I did not skip or add any word
- ☐ I recited the verse connections, not isolated verses
- ☐ I checked any doubtful spot in the mushaf
- ☐ I can recite it a second time without new mistakes

If any box is unticked, revise once more before presenting. Presenting a checked portion saves everyone's time and builds your confidence.

Weak Portions Review

List the portions from your Mistake Log that need extra attention. Give each one a small action plan.

#	Weak portion (surah:ayah)	Why is it weak?	My action plan	Strong now ☐
1				☐
2				☐
3				☐
4				☐
5				☐
6				☐

How to strengthen a weak portion: re-learn it in tiny pieces → repeat each piece 20 times → connect the pieces → recite to someone → put it in Sabqi for 3 days.

Hifz Progress Assessment

Ask your teacher or parent to complete this with you every 1–2 months. Circle one per row.

Area	Strong	Good	Needs work
New memorization (Sabaq)	☐	☐	☐
Recent revision (Sabqi)	☐	☐	☐
Old revision (Manzil)	☐	☐	☐
Pronunciation (tajweed basics)	☐	☐	☐
Fluency (smooth recitation)	☐	☐	☐
Consistency (daily habit)	☐	☐	☐
Focus during sessions	☐	☐	☐

Assessor: ☐ Teacher ☐ Parent **Date:** _____

Biggest strength: _____

One area to focus on next: _____

Remember

"Needs work" is not a punishment — it is a map. It tells you exactly where your next effort should go.

6. Final Progress Review

Complete this when you finish a term, a Juz, or a big milestone. Be honest — this is for you.

Personal Reflection

What I have memorized so far:

What I am most proud of:

The hardest part of my Hifz journey so far:

How I overcame (or will overcome) it:

Strengths and Areas Needing Improvement

My three strengths:

1.

2.

3.

Two areas I want to improve:

1.

2.

Next-Step Planning

My next Hifz goal:

My daily plan to reach it:

- Sabaq:

 Sabqi:

• Manzil: _____ Time: _____

I will ask my teacher about:

My dua for the next stage:

Remember

Completing this planner does not mean you have completed Hifz — it means you have built the habits that will carry you there, in shaa Allah. Keep going.

My Hifz Commitment

I want to keep memorizing the Quran. With Allah's help, I commit to:

- ☐ Doing Sabaq, Sabqi, and Manzil regularly
- ☐ Reciting to my teacher or parent and fixing mistakes quickly
- ☐ Revising even on days I don't feel like it
- ☐ Making dua for my Hifz and keeping a sincere intention

My name: _____ **Date:** _____

My signature: _____

Quran Memorization & Revision Planner — Completion Certificate

This certificate is awarded to

for completing the **Quran Memorization & Revision Planner** and working
through its memorization and revision activities.

This certificate celebrates the completion of this practice guide. It does not grant
any formal religious qualification.

Tutor Signature	Parent/Guardian Signature	Date
_____	_____	_____

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