**B. Managing My Learning**

**Activity 1**

Complete the table below to identify and reflect on those factors and plan actions for each.

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| **Recognition/ Reflection** | **Action** |
| What helps my learning? | How can I utilise this? |
| Example: *“Discussing the topic with others”* | * *Set up a study group of like-minded peers* * *Engage with the online community* |
| Repetition | Set up a time each evening to go through the class notes and PowerPoints from earlier that day |
| Going through the notes taken from that day and summarising them | Making a word document of the summary of my notes so that if I lose them I can easily find another copy of them. |
| Visual aids | Alongside written notes have visual aids like images or diagrams that I will be able to link the information to. |
| Organisation | Keep different folders for each module and colour coordinate post it notes/ highlighters etc |
| Rewards | After doing a period of studying take a 5-minute break along with a snack |
| Goal setting | If I set a goal before I start, it motivates me go get closer to the goal in order to finish something. |

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| **Recognition/Reflection** | | **Action** |
| What hinders my learning? | How can I address this factor? | |
| Example: *“I’m easily distracted”* | * *Study in a place where distractions are minimal* * *Read lecture notes before the lecture and then take notes lectures to keep me focused* | |
| Not getting a good night’s sleep | If I have an early lecture I should make sure I get a good night’s sleep so that I am fully focused for the lecture. | |
| Being stressed and anxious | Don’t leave any course work to the last minute, spread it out over the week. | |
| Being in a noisy environment | Not having music or the TV on when trying to complete course work/ readings for the next week. | |
| Procrastination | Don’t get distracted by other things when trying to study and if I have multiple things to do then make a list from most important to least and go though it in that order. | |
| Not having a tidy workspace | Tidy desk= tidy mind | |
| Time of the day | I find it best to study late afternoon/ evening so timetabling study periods to suit this. | |