**B. Managing My Learning**

 **Activity 1**

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

|  |  |
| --- | --- |
| **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*
 |
| Diary  | * Weekly/daily to do lists splits workload into manageable tasks
 |
| Accessing lecture notes early and only recording vital notes  | * Only recording vital information from lecturer/discussions which is not included in presentations on blackboard (when possible).
* Helps me to engage in class
 |
| Speaking with classmates  | * Helps to offload my thoughts and gain new ones.
* Re-assurance
 |
| Organisation of information | * Re-writing notes if needed to ensure neat handwriting
* Notes that make sense when revisited
* Use of laptop
* Notebook dedicated to each subject
 |
| Watching documentaries | * Find time to discover and watch pieces that are related to a topic
 |
| Taking a break  | * Dedicating time every day or having days off such at weekend to relax and have piece of mind that work will be completed in time.
* Enjoy other aspects of life – friends/family/yoga/netball for overall wellbeing
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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*
 |
| Worries | * Try not to feel worried about the work I’m producing – have more self confidence and not over thinking.
 |
| Organisation  | * Keeping up to date with organisation throughout the entire year
* Not leaving tasks till the last minute
* Breaking tasks into smaller pieces - planning
 |
| Time Management  | * Dedicating enough time to pieces of work – not underestimating.
 |
| Being too work dedicated  | * Making sure to enjoy any breaks I have and not worrying about University when I don’t need to.
 |
| Chatting to friends  | * Make sure to balance social/work life
* Study in a quiet area with use of headphones
 |
|  |  |

**Activity 2**

* Make a timeline so that you are aware of all the potential busy periods and plan the year to ensure that you allocate sufficient time for each module to include reading time, writing time and any other aspects of the module where you need to allocate time.

Busy Times Ahead:

1. College graduation: Make sure I will catch up with work missed.
2. Occasions such as birthdays: Organise so I can enjoy the occasion
3. Reading week: - Set out time I will complete tasks.
4. Christmas and New Year: - Dedicating time to complete enough work as possible at beginning of holidays to ensure I enjoy each special day.
5. Placement: - Keeping up to date with placement tasks/folder.