**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? |
| Discussing the topic with others | * Set up a study group of like-minded peers * Engage with the online community |
|  |  |
| Re-write notes into my own words | * Take notes during lectures and tutorials * Re-write them again in shortened version, reinforcing information * Use colour co-ordination to divide it up clearly |
|  |  |
| Working in a group | * Discuss problems and worries of topic with others * Create a study group * Working in at least a pair if possible |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Recognition/Reflection** | | **Action** |
| What hinders my learning? | How can I address this factor? | |
| I can easily get stressed out and worried | * Create a study plan in order to stay on top of work, therefore helping to reduce stress. * Don’t avoid the work and let it build up by going out with friends. | |
|  |  | |
| Procrastination | * Set up a study plan instead of being a time waster * Fit in breaks in order to produce effective work during the period of time I’m working | |
|  |  | |
| 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 | |

**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.