**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* |
| Organising & planning | * Take note of when assessments are due * Read lecture notes prior to lectures and try to gain a small understanding before |
| Prioritising | * Ensuring that tasks are completed in order of what is most important or what needs to be done sooner |
| Researching | * If I don’t understand a certain topic that is being covered, I can research it and ensure that I do not fall behind. |
| Reading | * Ensure to read relevant books and articles related to the subject that I am studying. * Do the required reading and read more around the subject to broaden my knowledge and understanding. |
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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* | |
| Poor time management | * Make a study plan to ensure that I am allocating enough time to my studies. * Do not leave assessments to the last minute. When given a task to do, start it asap, to ensure that I have enough time to do readings, research and seek help if needed. | |
| Failing to prepare | * Read lecture notes before the lectures, to make sure I have a sound understanding of what is being discussed. * Make sure to read emails and be aware of any changes to timetable, or extra tasks that lecturers require of you to complete before a lecture. | |
| Not seeking help | * If having any trouble at all, seek help from peers or from lecturer. Do not hold back because if I do not understand one thing, and decide to ignore it, then the next topic may be related and will be even harder to understand, therefore there is a knock on effect which will build up and therefore cause problems. | |
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