**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 my time | * *Make a timetable of all my classes every week to make sure I know what’s on at what time* * *Make a to do list for all my homework.* |
| Getting enough sleep | * *Make sure to get at least 8 hours sleep every night to gain full concentration for studies.* |
| Make time for short breaks or a hobby | * *Take regular short breaks so that I don’t overwhelm myself with work and keep a good level of focus.* * *Hobbies can be a means of relaxation which is great in times of stress.* |
| Understand my notes well | * *Read over notes after each lecture to get the information in my head.* |
| Ask for help when needed | * *Talk to my lecturers, advisor of studies or classmates if I have any worries or problems.* |
| Find a method of learning that suits me best | * *I learn best visually. I colour code my notes to make key information stand out. I also highlight key points to help me remember them better.* |

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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* * *Remove all technological devices from my room.* | |
| Bad time management | * *Make sure enough time is made for each task in order to complete them.* | |
| Leaving work to the last minute | * *Make sure I complete my work when I get given it so that I complete it all on time.* | |
| Loud noises | * *Study in a room that’s quiet so that it is easy to do my work without getting distracted.* | |
| Working in a messy room | * *Make sure my room is tidy so that I don’t feel surrounded by mess. With a tidy room my studying will feel much more relaxed.* | |
| Procrastination | * *Make sure to do a task as an when I get given it and don’t delay my work.* | |
| Feeling anxious | * *Calm myself down by doing something that relaxes me for a small break, for example watch a video or listen to music.* | |