**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*
 |
| “Doing extra reading” | * Thoroughly go over the recommended reading list
* Set time aside after each lecture to reflect and read over the work completed
 |
| “Time management” | * Make a timetable for each week of the work to be completed
* Set aside the necessary amount of time each day for work to be completed
 |
| “A Quiet Environment” | * Study alone in a place with minimal distractions
 |
| “Taking time to understand the topic” | * Researching the topic before the lecture
* Going over lecture notes before and after the class
 |
| “Plan my revision” | * Revise over each topic after it has been completed
* Set aside a few hours every day or each week to allow for solid revision
 |
| “Take adequate breaks” | * Takes 15-minute breaks every hour whilst completing work or revising
 |

|  |  |
| --- | --- |
| **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*
 |
| “Procrastination” | * Complete my work as soon as it is set
* Plan my use of time effectively
 |
| “Attention Span” | * Study for an adequate amount of time
* Take regular breaks
 |
| “Confidence” | * Ask more questions during lectures
* Avoid hesitation whilst completing assignments; trust my own judgement
 |
| “Sleep Cycle” | * Ensure I get at least eight or more hours of sleep each night
 |

**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.