

Time for action – Checklist

Have you:

- got connected to the university's internet/intranet and explored the new student area if there is one?
- made good efforts to get socially integrated?
- checked out your academic timetable and located rooms?
- started dealing with the information overload by setting up files etc.?
- checked out the library and bookshop?
- explored any online reading lists if these are available?
- accessed any other support services that you will need?
- considered your motivation and how it compares to that of a friend?
- recognised the role of your own emotions and self-efficacy in your development and success?

Time for action – Checklist

Have you:

- reflected upon your progress to date?
- completed the SWOT analysis in order to see what you have already and what you want to develop?
- identified your targets for development?
- made your targets SMART?
- made a personal development plan?
- visualised what you want to achieve?
- identified what resistance you might face and considered how to overcome it?
- fixed review date(s) and method(s) for review and updating of your plans?

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Have you:

- practised your interpersonal skills by asking closed, open and reflective questions?
- learnt to recognise both your own emotional responses and those of others?
- considered how you can use your knowledge of non-verbal communications?
- thought about how you might use alternative strategies to resolve conflict?
- asserted yourself when you had the need to do it?
- considered when and where you need to use persuasion techniques?
- asked for feedback on how you are doing?

Time for action – Checklist

Have you:

- considered what you need to do to upgrade your self-nurturing skills?
- thought through the transition to living independently?
- made plans for managing your time effectively so as to achieve your goals?
- calculated a budget to help you with managing your money?
- learnt methods for handling stress and developed relaxation techniques?
- developed techniques for getting to sleep and sleeping soundly?
- given sufficient attention to your health, including diet, exercise and health problems?
- considered the impact of any destructive behaviour patterns you may have adopted and what you might do to change these?
- made yourself aware of sources of help and support?

Time for action – Checklist

Have you:

- considered what you need to do to upgrade your learning skills?
- identified how you learn and your own learning styles?
- recognised the role of reflection in your learning?
- considered how you need to develop your critical thinking skills?
- developed your note taking, mind mapping and brainstorming skills?
- appreciated what you need to do to understand your assessments?
- identified what grade or grades you hope to get and included this in your personal development planning?
- recognised the special problems of working in a team completing group assignments successfully?
- considered what leadership style you might adopt and what leadership skills you might need to develop, in order to lead a course work group successfully?

Time for action – Checklist

Have you:

- clearly identified your research question or working hypothesis?
- designed your methodology, giving due consideration to research ethics and how you will obtain the informed consent of participants?
- written up your proposal?
- considered how you will conduct primary source research?
- identified how you will use secondary source material?
- recognised what is required for a literature review?
- developed skills for research interviews and recording the outcome?
- thought about how you will review and evaluate your research findings?

Time for action – Checklist

Have you:

- recognised what stylistic conventions are important for writing up your work?
- thought about how to write developed introductions and summary conclusions?
- learnt how to structure your arguments in the main body of your report?
- recognised what you need to do to improve the graphic presentation of your work?
- appreciated the importance of avoiding plagiarism and of source referencing correctly?
- understood how you could improve your grades through feedback from tutor, peer and self assessment?
- considered what else you need to know in order to write an extended essay, dissertation or thesis?
- thought about what is required to give really effective presentations and to overcome any anxiety about speaking in public?

Time for action – Checklist

Have you:

- checked out what you need to do to achieve the results that you want?
- made a realistic revision schedule and built in rewards for yourself?
- reviewed all your notes and handouts?
- made mind maps or other study aids?
- reviewed previous examination papers and given yourself mock attempts?
- checked out the venues, times and dates of your exam; made sure that you can find the venue and arrive in good time; and know what you need to take with you?
- done your best in the examination hall, selected the right questions and used all the time productively?
- remembered to relax afterwards?

Time for action – Checklist

Have you:

- considered why you might need to upgrade skills in order to obtain a suitable internship, placement or job?
- explored a range of sources and identified a number of suitable positions to apply for?
- recognised what employers are looking for in the internship, placement or job selection process?
- reviewed what you have to offer to employers?
- matched your skill set to the internship, placement or job you are applying for?

Time for action – Checklist

Have you:

- considered why you need to upgrade your application skills?
- developed content for the application process that will attract a potential employer?
- recognised what is required in order to complete application forms that will present you in the best light?
- developed your CV in order to gain maximum impact?
- started to develop a digital identity in order to maintain an online presence?
- understood how to write cover letters/emails that employers will want to read?
- thought about what to do if you don't get shortlisted for interview or assessment centre?

Time for action – Checklist

Have you:

- considered what you need to do to upgrade your skills for interviews and assessment centres?
- thought about what you need to prepare for interview, including research and personal presentation?
- given attention to planning for success, including positive thinking and visualisation?
- recognised the importance of developing your interview skills, including preparation of STARS and your own questions to ask?
- understood what is required to perform effectively at assessment centre?
- thought about appointment or rejection and how to handle it, including asking for feedback from employers who give you a rejection?
- thought about what you learnt and how you might use it in the future?

Time for action – Checklist

Have you:

- considered why you will need to continue developing yourself and upgrading your skills after your current course of studies?
- thought about developing yourself further in higher levels of education?
- examined how you could develop yourself within a professional career?
- thought about how you might deal with work role transitions, unexpected changes of circumstances and how you could draw on your own transferable skills?
- considered self-employment and entrepreneurship as an alternative to employment?
- thought about developing your commitment to lifelong learning together with personal growth and development?

