**Questionnaire: Assess Your Study Skills**

**How do I know which study skills I need to improve?**

Below is a questionnaire that will help you assess each skill more carefully. Look at each statement and decide whether you are:

**R I find this really difficult and/or do not know where to start.**

**A I am somewhat able to do this but do not always do it well.**

**G I am very confident in doing this.**

**Time Management**

|  |  |  |  |
| --- | --- | --- | --- |
| I use a calendar to plan my homework schedule | R | A | G |
| I stick to my plan and do not delay completing tasks | R | A | G |
| I am able to estimate how long a task will take me to complete | R | A | G |
| I am able to divide my time effectively for each subject | R | A | G |
| I know which subjects I struggle with and complete these tasks first | R | A | G |
| I plan breaks into my study time and stick to the break times | R | A | G |
| I always meet deadlines | R | A | G |
| I have time to take part in hobbies and activities I find relaxing | R | A | G |

**Understanding New Information**

|  |  |  |  |
| --- | --- | --- | --- |
| When I work on a topic I don’t understand, I begin with a mind-map | R | A | G |
| I am able to identify the key knowledge that I need to learn | R | A | G |
| I chunk the key knowledge into manageable sections to learn | R | A | G |
| I highlight key words and check I fully understand their meaning | R | A | G |
| I use flow diagrams to help organise the information | R | A | G |
| I work out what questions I would like to ask to help me understand | R | A | G |
| I try explaining the ideas aloud to myself to help identify problems. | R | A | G |

**Choosing the best strategies to revise**

|  |  |  |  |
| --- | --- | --- | --- |
| I know how and am able to remember key knowledge and vocabulary. | R | A | G |
| I use reading strategies to help me process new information. | R | A | G |
| I know what activities will help me improve my understanding | R | A | G |
| I know which strategies will help me produce sophisticated responses | R | A | G |

**Checking and setting new targets**

|  |  |  |  |
| --- | --- | --- | --- |
| I am confident in creating a revision schedule and planning my tasks | R | A | G |
| I know what strategies I need to use to help me learn | R | A | G |
| I know how to check for knowledge gaps | R | A | G |
| I know how to set myself targets for development | R | A | G |
| I find responding to feedback from staff useful and effective | R | A | G |
| I can review my progress with confidence | R | A | G |
| I am a confident collaborator and revise with my peers | R | A | G |
| I know when to ask for help and how to get the advice I need | R | A | G |

**Results**

Add up the number you scored in each column and record results in the table below:

Total

|  |  |  |  |
| --- | --- | --- | --- |
| **Study skill** | R | A | G |
| Time Management |  |  |  |
| Understanding new information |  |  |  |
| Choosing strategies to help you revise |  |  |  |
| Checking and setting targets |  |  |  |

**What shall I do next?**

**Time management** is the most essential first skill to master.

Mostly Red: Time is precious! Read this section urgently!

**Mostly Amber:** It takes as much energy to wish as it does to plan. Read “How do I stick to my plans?”.

Mostly Green: For every minute spent organising, an hour is created. You are time rich!

**Understanding new information.**

Mostly Red: It always seems impossible until it’s done. Use this section to get started.

**Mostly Amber:** You manage to jump some hurdles. Use this section to finish the race.

Mostly Green: You know for sure what you don’t know and what you don’t know is where you start!

**Choosing strategies to help you revise**

Mostly Red: Rowing harder won’t help if the boat is heading in the wrong direction. Read this section to help guide you.

**Mostly Amber:** The essence of strategy is choosing what not to do! Read

Mostly Green: Strategising ninja! When you know a goal cannot be reached, you don’t adjust the goal, you adjust the strategies for reaching it!

**Checking and setting new targets**

Mostly Red: The odds of hitting your target go up immediately when you aim at it!

**Mostly Amber:** Focus on the possibilities for success not the potential for failure.

Mostly Green: You strive for progress not perfection and understand that it is the journey that makes it worthwhile.