



Study Skills individual Action Plan (Example)

Name:

Date: Week 2

Strengths	Evidence e.g. Unis, VARK, learning style	Target Where do I want to be by the end of this course?	Sources of help People, resources etc	Reflections on progress
1. Organisation & time- management. 2. 3	My NVQ course Tutor commented at my strong organisational skills.	I want to be even better planned. I'd like to feel able to set aside regular study time without feeling guilty about the family.	I read the 'Time management' chapter in 'study skills' book & followed advice. I will ask my tutor about the average expected study time to produce a year 1 assignment.	I prepared for the course by buying a folder & dividers, & I have set up a study area at home & timetabled 'private study time' on Tuesday & Friday evenings 7-10pm & Sundays 1-4pm. My family have been told not to disturb me!
Areas for Development				
1. Academic Reading 2 3	I have read little or no academic material since leaving school - I have a 'block' on starting, probably because my confidence is low.	To be able to read an article in an academic journal in one sitting, & to be able to make sense of it.	Reading speed exercises. Tutor recommendations on course books. It's been good to realise that everyone else on the course feels equally anxious about the academic side of things.	I did the ' <i>Reading speed</i> ' exercises for a week using a 'proper' newspaper & have already got more used to reading. I'm going to keep up the newspaper reading & have been practising skim & scan techniques. It was encouraging to find I wasn't slower than everyone else, when we discussed our reading speeds in class, I'm still worried about the written side of things, though.