

Action Plan for Learning

Learning Success Checklist

Name _____

Course _____

Tutor _____

- I attend class regularly
- I discuss my progress with my instructor
- I discuss course content with my classmates
- I use my agenda or other scheduler to record all important due dates and exams
- I do not use mobile devices in class
- I do not email, Facebook, twitter, etc while doing school work (shut them down!)
- I have exchanged email/phone with one classmate so that I can get notes if I miss a class

- I have clear learning goals
- I understand the learning outcomes for the course

- I understand the difference between facts and concepts
- I identify the important concepts in each class, chapter, course
- I only record important points in my class notes
- I review my class notes regularly
- I organize my handouts, loose papers, etc every day

- I always have the assignment instructions in front of me when working on assignments
- I integrate my classroom learning and reading into all of my assignments (integration of theory)

- I know how to use my text books effectively
- I always scan the chapter before I start reading
- I know how to skim
- I always read the chapter preview and summary

- I know how to prepare for a test
- I study regularly so that I do not have to cram

- I know that I can get help for issues of procrastination, concentration, etc
- I go to the Learning Centre for support and resources

Next Steps

Goal	Possible Obstacles	Possible Solutions	Action Plan	By when?