Academic Skills Inventory & Reflection

This will allow you to see a relative rating or priority of each skill that needs development in your academic toolbox.

	Importance 6-10	Current Ability 1-5	Priority
1. I am aware of how I learn best, and how to reflect on and evaluate my own work effectively			
2. I am well motivated and know how to set myself manageable goals			
3. I have good time and space management skills, and am able to organize my workload			
4. I have strategies for getting going with a new task or assignment			
5. I am confident of my research skills			
6. I am aware of which strategies suit me best for reading under different conditions			
7. I am able to make, organize, store, find, and use my notes effectively			
8. I am able to use lecture time effectively and get the best out of lecture			
9. I know how to prepare for and deliver oral presentations, playing to my strengths			
10. I know how to make the most of group work and seminars			
11. I am able to manage a range of writing tasks appropriately			
12. I know how to use technology to help in academic study			
13. I am able to think critically and analytically, and evaluate my own and others' arguments			
14. I have good memory strategies			
15. I have good revision strategies and exam study techniques			

With which skills do you need the most help?

Who or what resources can help you?

Effective Learning & Study Strategies
What kind of learning are you setting yourself up for?

Recognition → Understanding → Mastery → Application
1. **Recognition** of the content and/or correct solutions when shown
2. **Understanding** of the concepts and/or problem solving steps
3. **Mastery** of the concepts or problems so that they can be easily and quickly described or solved
4. **Application** of concept mastery and problem solving skills so concepts can be easily and quickly used in new contexts and new problems can be solved

Passive study techniques → Low-level Learning

These have limited usefulness for long-term retention. They can create a sense of false confidence with strong recognition of content, but they do not build skills in making connections, application, analysis, or synthesis of information.

- Memorizing vocabulary
- Re-reading text(s)
- Re-reading notes
- Summarizing notes
- Re-viewing problems
- Re-viewing mistakes

Active study techniques → High-level Learning

These have been shown to be more effective for developing long-term memory and faster retrieval. They also generally lead to deeper comprehension and more fluent application, analysis, and synthesis of information, especially in new contexts.

+ Comparing and contrasting vocabulary
+ Comparing & contrasting concepts or problems
+ Summarizing & reorganizing notes or text (s)
+ Re-doing problems
+ Talking through facts in context, concepts, & problems
+ Identifying patterns in questions/problems
+ Reflecting on why/how mistakes were made

Which active study techniques are you currently **not** using?

What are some **action steps** you can take to transition to more effective active study techniques?