

Skills Checklist for Success

What do I need to improve?



- **Managing my time-** Planning and prioritizing- what to do every day-every week
- **Remembering** what to do and when to do it
- **Getting work** completed on time
- **Organizing** my notes and course materials
- **Learning and Study Skills –Understanding and Memorization**
- **Paying attention** dealing with distractions (internal)
- **Dealing** with external **distractions**
- **Getting started** (task initiation)
- **Planning & managing** assignments – completing to deadline
- **Problem solving:** Learning and resolving challenges on your own initiative
- **Staying on track:** keeping focus on why you are in college.
- **Reflecting on past behaviour** and outcomes and learning from it
- **Good Academic writing skills** : Essays, Reports, Projects
- **Presentation Skills** : Preparing and Presenting n Class
- **Team work** : getting use to team projects and team learning

For help on any of the above areas, please contact an

Academic Success Coach