Making the Most of Lectures Checklist

# Time Keeping Around Lectures

[ ]  I understand the importance of time management around online and/or on-campus lectures.

[ ]  I have constructed my own weekly planner and semester overview.

[ ]  I know how to construct a planner that works for me, reflecting on who I am as a student.

[ ]  I am aware of the technology that I can use to support my time management.

[ ]  I understand the importance of reflecting on my timekeeping skills.

[ ]  I understand the importance of updating my timekeeping habits based on my reflections.

# Goal Setting for Lectures

[ ]  I know what SMART goals are and how to implement them for online and/ or on-campus lectures.

[ ]  I have constructed my own SMART goal that I can use as a template for future goals.

[ ]  I know what makes a good SMART goal.

[ ]  I know that I can use a checklist/ planner app to manage my SMART goals.

[ ]  I understand the importance of reflecting on the progress of my goals.

[ ]  I understand the importance of updating my goals based on my reflections.

# Note Taking During Lectures

[ ]  I am competent in an effective note taking strategy, such as the Cornell Method.

[ ]  I have practiced using the Cornell method.

[ ]  I understand how I can use lecture notes during my revision.

[ ]  I am aware of note taking technology that I can use in conjunction with the Cornell Method.

[ ]  I understand the importance of reflecting on my note taking to see if it is working for me.

[ ]  I understand the importance of updating my note taking strategy based on my reflections.

# Revising Your Lectures

[ ]  I am aware of the research in effective revision and memorization.

[ ]  I know of ineffective studying, such as passive re-reading (re-watching) of lecture materials.

[ ]  I have made a spaced-repetition grid using my course’s ILOs.

[ ]  I understand the importance of practicing recall (“*practice makes perfect and perfecting what I practice”*).

[ ]  I am aware of technology that can support my effective revision.

[ ]  I understand the importance of updating my revision strategies based on my reflections.

# Seeking Help About Lectures

[ ]  I know where to find lecturers’ office hours and how to arrange a (virtual) appointment.

[ ]  I know where else to seek extra help with lecture materials.