

Looking after yourself: checklist for students (developed by Sally Brown, Kay Sambell, Michelle Morgan and Phil Race)

		I do this very well	I do this well	I would like to be better at this	I'm not yet good at this	This is not an issue	What I need to do
1	I manage time well and I make sensible decisions about how much I can sensibly achieve at any time.						
2	I get to classes on time with everything I need for the session						
3	I make sure I take proper meal breaks, coffee breaks etc						
4	I keep myself as fit and I take exercise within my working day						
5	I have friends/colleagues/classmates/fellow students inside and outside college/uni with whom I can draw to share practice and gain advice.						
6	I interact productively with the teaching and learning support staff so I get the support I need						
7	I monitor my stress levels and am aware when it feels as if work is getting on top of me.						
8	I keep on top of my communications from the uni/college, without allowing masses of unanswered messages to pile up and I reply promptly to important requests.						
9	I manage my uni/college documentation (e.g. assignment information and course/programme handbooks) well and am able to locate them without rummaging through an unsorted pile on my desk.						
10	I reflect on my progress regularly e.g. settling in to study, feedback on assignments and option decisions						
11	I keep on top of my assignments avoiding last minute panics						
12	I have a good study-life balance						
13	I talk to my personal tutor and/or course/programme leader when I'm worried that I am falling behind with my studies						
14	I have interests/ hobbies that matter to me and I make time for them.						
15	I make time for my friends outside uni/college and don't over-share my study problems with them.						