How did you find your weekly planner? How could you improve/ maintain it?

For the most part, this week's planner worked well because it was structured and gave me an hour-by-hour focus; If I didn't use it, I think I would have procrastinated a lot more. The fact I scheduled in time for my hobbies was good because I wouldn't have gone jogging outside or attended my online piano lesson if I hadn't: I would have kept on studying. However, towards the end of the week I was really tired and found it difficult to stick to my planner. For next week's planner that I will make on Sunday, I will take a Wednesday off from uni work and move my study slots to Saturday. Also, I will create SMART goals for each task I need to do during the week for each course. I will give each task a time that I think I will need to complete it and I will spread that time over the week so I am not focusing on one lecture topic for too long. Working in an online study group for French was very useful (not for my other subjects) so I will allocate some more time to this type of studying to discuss the week's learning outcomes from lectures. I learnt ten more words this week in a study group than I normally do by myself, so this is really working for me.

How did your SMART goals work for you? How did they work in the context of your planner?

I need to be more specific with the M and T of my SMART goals. I had a vague idea of when I had completed my goals to the standard that I had set, but I haven't yet mastered the art of deciding how I will successfully measure my progress. I am going to give myself 1 hour on Monday to read some more on SMART goals so I can improve the measurability of my own. My SMART goals for French were easiest because I could quantify how many verbs I knew well and how many words I had learned; but for philosophy it was harder because I am dealing with concepts. I think I will try measure my philosophy goals in terms of how many flashcards I get correct, and the grades for my essays. For history, I want to make SMART goals that I can use in lectures. I want my goals to focus on the notes that I take during the lecture; I will develop SMART goals for: how much of the lectures notes are in my own words, how much of the lecture I could recall by looking at the key words in the left margin of my notes, how well I could answer the ILO questions that I made myself. SMART goals seem to be working well in the context of my planner. I am going to add them to my google calendar and google tasks app: this way they will sync over my phone and laptop and I will be able to write them quicker than using a pen and paper.

How successful was your note taking? How well were you able to revise with them?

This notetaking method is working well for me. It forces me to pay attention more to the lecture and to interact by thinking deeply about what the lecturer is saying, rather than focusing totally on writing. I have found them to be a good revision tool because I can easily test myself to see how well I know the content. Going forward, I need to note the slide number and rough time of any difficult sections so I can revisit the slot in the lecture recording. I didn't do this last week because the virtual lecture was so interesting, so I ended up wasting time watching through the recording to find the 5-minute segment that I didn't understand. I understood everything else really well because I was able to link it to a course that I did last year. I might do my essay on this topic because I find it so fascinating.

How successful was your revision? How did you measure your progress?

Revision for French was the easiest to measure and I can track my progress clearly by doing vocabulary and grammar tests (online and ones that I make for myself). History revision works really well with my Cornell style notes because I can cover the notes and test my recall on a topic. If I get stuck, I read my notes and use the ILOs to guide my extra reading on the topic. I need to implement the same technique in philosophy: I think it will work well with philosophy too because the nature of the subjects is quite similar. I will try to do the same thing (self-testing with Cornell notes) for philosophy next week to see if it works just as well as it does for history. The only adaptation to make is that philosophy is more abstract, and I was reading that abstract concepts are harder to remember. I will try come up with my own concrete example during the online and on-campus lectures and during my revision. If I am not recalling

as much in philosophy, I will see my tutor during his virtual office hour to ask for their advice on the matter.

START

- Use Cornell Notes for Philosophy Lectures
- Put daily SMART goals into google calendar/ google tasks and sync it on laptop and mobile
- 1-2 more online French study groups on Zoom to discuss lecture content
- Better define M and T of SMART goals (will read more on the topic)
- Take note of lecture slide number and time of difficult segments
- Using philosophy tutor's office hours more
- Devising concrete examples of abstract concepts in philosophy

STOP

- Working over my planned study time breaks (I was really tired and need short breaks)
- Taking traditional notes in philosophy
- Sticking exactly to the timetabled slots; it's more important that I am studying during the slot than what I am doing in the slot (maybe for next week I will add a few subjects to each slot so I can chose and tick off what subject I do, studying the other options in another slot)
- Writing down French vocab in a notepad: use an app instead for quickness

CONTINUE

- Attending online piano lesson and independent workout outside (I feel refreshed afterwards)
- Making flashcards for self-testing
- Making a planner on Sundays for the week ahead
- Reflecting and updating my planner and SMART goals (I feel productive and my grades have improved)
- Using the space repetition grid: I feel like I am retaining and recalling information over longer periods of time, which is superb!
- Attending all online and on-campus lectures as I was totally on top of my workload last week!