Personal Study Plan

Introduction

You have chosen to study for one of the best professions out there. However, experience tells us that most of you prematurely quit your studies. There are basically two main reasons as to why. After having started some of you will find that your expectations of what ICT involves is not in line with the reality and you decide this study is not the one for you. If this is you, you’d want to find the reality about ICT as soon as possible.

The second reason for quitting is because you are starting to fall behind. You are having trouble with keeping up your homework, the assignments, language and the level of skill needed. You might even have difficulties with planning and activities in your personal life get in the way of study progress. Most of these reasons for falling behind are easily dealt with and can in most cases be avoided by a plan. You are definitely in the right place, you just need some help to get you right back on track. We want to help you avoid the feeling of having to quit. One of the most important ways to do so is recognizing when you start to fall behind and realizing that you do so. Then you need to act accordingly to get yourself back on track. Waiting till your grades are showing your decline might be too late into the process.

The traffic light assignment and your SLC conversations are going to help you out formulate a Study plan for when things start to fall between the cracks.

**Step 1**

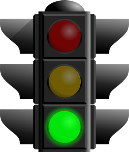
Do the following

1. Collect the information you have gathered from the motivation assignment read it through and formulate what you wish to achieve the upcoming year. What is your objective? (Appendix first box)
2. Conduct a Strengths and weakness analyses on your study behavior What are your strong points when it comes to studying ? (for example, you might be a very disciplined person or responsible ) What are your know weaknesses when it comes to studying (for example you get easily distracted or might suffer from procrastination) Use your experience from your former education or what your friend or family have expressed. Be honest and realistic, it’s you personal plan and we all have strong points and pitfalls. If you would like to know to what extend you suffer from procrastination take the following test:
   1. Dutch: <https://office.studiemeesters.nl/survey/do?id=T8QAbvEI#0>
   2. English: <https://www.mindtools.com/pages/article/newHTE_99.htm>

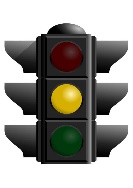
**Step 2**

Traffic light

The traffic light method is a good way to get some insight in to your own behavior and have some actions in place which you can act upon when you find yourself in need. Most of the time we just let things happen. If you consider what to do before it has occurred it becomes easier to manage yourself with the right actions and you get less anxious or frustrated. The traffic light uses three colors to help you determine the status of your studies. You will find that this traffic light method is the beginning of learning skills for risc management and status reporting

Green - When you find yourself in the green area there’s no need to worry just yet. A couple of nights out, a bit of procrastination will not leave you behind on your studies and it’s easy to catch up as you go. You know exactly the amount of work on your plate an can easily plan and manage it. You feel good and motivated.

1. Describe how you act when operating in the green area. How can we and your friend and family determine you are doing fine in your studies and do not need additional support?

Orange - Finding yourself in this stage you might start to see an increase in the amount of work that you still need to do and procrastination gets in the way. You might also realize you do not really grasp the lectures or understand what you have been learning. You experience difficulties in getting things done and handed in on time. You are lagging behind. You start to feel less motivated, are not attending classes as much etc. Your grades are not sufficient and the amount of resits are increasing. Putting in additional hours is not getting you back on track. You need a solid plan and a good conversation with your study coach to be able to switch back to green.

1. Describe how you will start to act when operating in the orange area. What are you actions, emotions and behavior
2. Describe which actions should be done when you find yourself in this stage. What needs to be done to get back into the green area who do you need to inform, who can help you out. What do you need to stop doing (consider you weaknesses/strengths / motivation and what might happen)

Red - When you find yourself in this stage it’s almost impossible to get back to orange or green. Red means you will not achieve your objective and need to consider alternative options. However you might find it hard to give up because of consequences or not having an alternative in place. You start procrastinating heavily and let things happen instead of taking control. You might get a negative study advise. We regularly see students in this stage still thinking they can repair and catch up out of shame, guilt or sense of failure it’s hard to give up and take action. Realizing your in a red area is very important, not only financially but also emotionally. The sooner you face the truth the better we can make decisions which are better for you. Of course you as well as we are going to try our best to prevent you from finding yourself into this area. But when you do, know the course of action you are going to take.

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3. When trying to get back to orange is not realistic, what would be the actions you could undertake.

BIJLAGE 1: Personal Study plan

\* Note, make as much room by adding spaces as needed. You are not restricted to the amount of space given!

My Objective for this upcoming year

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| * By the end of this year I will have achieved: Being able to push myself into making a proper planning so I won’t procrastinate that much any more. I keep on saying that I like to be under pressure because I perform better, but the truth is that if I say that I perform worse. So I should just use my time well and get a planning going to prevent me from saying “I like pressure”. I know I can be very well disciplined and have alot of moments that I just push myself to do better and start earlier with things to learn and improve myself, but the thing is I don’t do that all the time and alot of times I procrastinate which results in failures and a bad mood. * My motivation to do so is: I sometimes fail to perform well and don’t have enough time to fix that, this makes everything way harder than it should be and I need to put in more effort to fix the failures I’ve had. |

In order to achieve my Objective I will

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| * I will Learn/Apply/Act: To push myself to make a planning and stay true to it so I won’t have regrets if I fail. * My strengths I will apply: The thrive to perform better and push forward. * Tools I will use: A planning, probably excel. * People I will approach: Parents, friends, sister to make sure I stay on the right path. * I am going to ask the following people to help me out when I find myself in the orange area: Parents, SLC, Friends. * I need to arrange the following in order to get in touch with them. A meeting, but not too late. The moment I feel like I am in the orange area I should arrange a meeting with them by either messaging them or walk to them. * I am going to evaluate my progress and traffic light status at least: 2 times a week. * My reward for achieving my objective will be: Having a good mood, being proud of myself, feeling that I accomplished something and having proper grades. |

I am in the Green area when/ I will apply the following actions:

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| Got a great planning, keep myself true to the planning and as a result getting good grades and not fail as often.  At the same time prevent procrastination and being able to push myself to the limits on all important tasks I got to do and not agree with the lowest possible grade to succeed but go for the highest possible grade that is achievable for me. |

I am in the Orange area when/ I will apply the following actions:

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| Message the SLC or go to the office of the SLC to arrange a meeting to check together what to do and how I can fix myself.  Try to push myself into a proper planning again and tell my parents to check if I do the things I got to do. |

I am in the Red area when/ I will apply the following actions:

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| Check on where I can still have possibilites on succeeding and otherwise check where I can improve to not make the same mistakes that resulted in coming into the red area. If I see that it is not possible to get back on track then I will arrange a meeting with my SLC and see what alternatives I have. |

Link to the sogger test on studiemeesters.nl: https://www.studiemeesters.nl/de-ontspannen-sogger/?IA=5&IB=6&IC=6&IIA=2&IIB=2&IIC=2&D=41&C=38&A=38&B=75&undefined=2