**Reflection**

**Reflection before action**

* Why am I proposing to do this? What do I need to get out of it? How does it fit with my work on the project as a whole?
* How am I going to set about doing this?
* What relevant resources do I already have? How can I use them? What others do I need?
* How long will I allow myself to do this work? What is my target date for completing it?
* How will I know when I have achieved my goal, and done so to a satisfactory standard?

**Reflection during action**

* Is what I am doing now going to get me to my goal – or is it just a sideline?
* Could changing how I’m working help me to get this task done better or more quickly?
* Am I on track for finishing this task when I’d planned, and if not, what am I going to do about it?
* Do I have some other resources I could draw on to help me?
* If I feel something is going wrong but can’t pinpoint what, would talking about what I’m doing with a sympathetic friend help me to uncover the problem and find a solution?
* Suppose my tutor could see what I’m doing – the process, not the outcome. What feedback and mark do I think he or she would give me? Can I use this imagined feedback to improve what I’m doing? How could I improve that imagined mark?

**Reflection after action**

* What went well? What can I learn from that for the rest of my work on this module?
* What didn’t go so well? How did I recover from my problems? What can I learn from that for the rest of my work on this module?
* Right at the end of your work on the module another useful question is: What would I do differently if I did the project again?
* Have I reached an acceptable standard, both according to what the module team and my tutor have told me and according to my own judgement?
* Have I met the learning outcomes for this piece of work?
* If not, what am I going to change?

**Evaluating what you write**

* Have I chosen appropriate content?
* Have I included everything I need to?
* Have I met the learning outcomes?
* Is there anything irrelevant I should cut out so that what I am writing is properly focused?
* Am I sure everything I say is accurate?
* If I have gone beyond general knowledge in the subject area, have I backed up what I say with evidence from my own work or reference to some authority in the subject?