**Overall Completed Checklist:**

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| --- | --- | --- | --- | --- |
|  | My Priority Level | Started? | Completed? | Completion Date: |
| Check out my confidence levels: complete the task “Assessing you confidence” on page 8 of How To Win | \* | ✓ | ✓ | November 12 |
| Complete the “Diamond 9” exercise for week 2 of the course ( if you haven’t already done it). Work out what really makes you tick and establish what your ambitions and targets are | \*\* | ✓ | ✓ | October 12 |
| Work out for yourself what are likely to be your main enemies during this final year: write them down, then work out tactics for overcoming them | \*\*\* | ✓ | ✓ | October-November 12 |
| Make the decision not just to read things, but to use them. How will you know that you are doing this? | \*\*\* | ✓ | ✓ | October-Dec 12 (Literature Review) |
| Decide what classification of degree you are realistically going to aim for. | \*\*\* | ✓ | ✓ | November 12 |
| Write down the study avoidance tactics that you are really good at…ask a few friends what their best work avoidance tactics are | \*\* | ✓ | ✓ | October 12 |
| Make a list of 5 changes that you are going to make in your day to day study habits, post them on a wall where you will see them every day | \*\* | ✓ | ✓ | 16th October 12 |
| Make 3 resolutions about improvements that you are going to make in your approach to time management, post them on the wall where you can see them everyday. | \*\*\* | ✓ | ✓ | October 12 |
| Re establish contact with a good old friend who has nothing to do with your final year who may be able to help you keep it in perspective from time to time during the year | \* | ✓ | ✓ | October 12 |
| Check out your stress levels and look carefully through the tips for managing stress in chapter 1 of How To Win. Pick out the three techniques that are personally most useful to you | \*\*\* | ✓ | ✓ | October-Nov 12 |
| Read through the material on learning payoff, make a list of what you feel you are getting from the main things that you do regularly during your studying | \*\* | ✓ | ✓ | 2nd November 12 |
| Tidy up the way you refer to other peoples work in your own writing, make sure you really have a strong grip on what is required in terms of referencing. This will be vital in your dissertation. | \*\*\* | ✓ | ✓ | November 12 |
| Look at a piece of coursework that you have completed recently. Draft out three completely different attempts at the introductory paragraph. Which one should you have used? | \*\* | Pending | Pending | - |
| How a current piece of assessed coursework, draft out three ways of rounding off the work in a strong stimulating way to gain ‘last impression’ marks. | \*\* | ✓ | ✓ | November 12 |
| Reappraise the importance of showing what you know in assessed courseworks, write down three ways in which you can get better credit for what you know. | \*\*\* | ✓ | ✓ | 27th October 12 |
| Think about the lecturers on the IMB programme, make some preliminary decisions about which of them would make the best referees when it comes to making job applications. Do they regard you favourably now? What could you do to help make them regard you more favourably? | \*\*\* | ✓ | ✓ | 24th October 12 |
| Work out what evidence you have that can be shown to future employers of your written communications skills. Build a collection of such evidence on MyPortfolio | \*\*\* | Pending | Pending | - |
| Improve your presentation and powerpoint skills, how will you demonstrate your strengths to potential employers? | \*\*\* | ✓ | ✓ | Over-time |
| Look at how you write emails and the language that you use. Does this need polishing up? Check out the materials on business writing skills. | \*\*\* | ✓ | ✓ | 30th October 12 |
| Review your planning techniques for long essays, dissertations and reports. Are you planning as effectively as you could do? | \*\*\* | ✓ | ✓ | Nov-Dec 12 |
| Think seriously about the level of work expected at third year. How will you explicitly demonstrate this deeper level of understanding, analysis and writing? | \*\*\* | ✓ | ✓ | Over-time |
| Think about your writing style and how best you can research the expectations of your lecturers who will be marking that all important final exams, coursework and dissertation | \*\*\* | ✓ | ✓ | 4th November 12 |
| Make a list of 20 things that you have got to show to employers to indicate what a wonderful prospect you are. Think about how you are going to organise these in MyPortfolio | \*\* | ✓ | ✓ | 17th December 12 |
| Remind yourself of the processes which you know DON’T Have high learning payoff when revising for exams. How are you going to avoid them? | \*\*\* | ✓ | ✓ | 6th March 13 |
| Set yourself an early start date for systematic, organised, non-hectic revision and then make that start. | \*\* | ✓ | ✓ | 6th March 13 |
| Map out a flexible revision timetable. Including planned time off and plenty of variety. Leaving time for those things that take longer than expected. | \*\*\* | ✓ | ✓ | 11th March 13 |
| Set out to find out something every day about ‘what I didn’t know I would have to do’. Pave the way towards being able to do it. | \* | ✓ | ✓ | NA |
| Start systematically refreshing the things that you’ve already learned, so that some of them get ‘polished’ every day. Don’t get preoccupied with the things that remain that you don’t yet understand. | \*\* | ✓ | ✓ | 30th March 13 |
| Rate your exam technique using the exercise in Chapter 5 of How To Win, decide on two potential improvements | \*\*\* | Pending | Pending | - |
| Look at an old exam paper from one of your courses, note the structure of the paper, what level of knowledge will you be expected to have? Find a model answer paper if you can. What was the examiner looking for? | \*\* | ✓ | ✓ | 4th April 13 |
| Plan out how you would approach one of your exams; look at how the time is shared out between different questions or sections. | \*\*\* | ✓ | ✓ | 9th April 13 |
| Before the exams spend a couple of hours answering an old exam paper under exam conditions, then mark it by going back to the course materials or main text. What would you have given yourself? What could you have improved? | \*\* | Pending | Pending | - |
| Research old exam papers for what is likely to come up, are there patters? Or should you look for topics, which have not cropped up for a few years. | \*\*\* | ✓ | ✓ | 5th December 12 |
| Start designing your own exam questions; see how successfully you can answer them. | \*\*\* | ✓ | ✓ | 5th April 13 |
| Research the UCL Alumni Association, get ready to join. | \*\*\* | ✓ | ✓ | 21st December 12 |
| Talk to some people who are already doing postgraduate (Masters courses), ask them about their courses and the level of work, is this something that would appeal to you next year? | \*\*\* | ✓ | ✓ | 6th December 12 |
| If you are interested in research, think about some of the areas possible open to you next year..Find out who you could talk to in UCL about it. | \* | ✓ | ✓ | 9th December 12 |
| Look at your CV as it currently stands, how could it serve you better? | \*\*\* | ✓ | ✓ | 19th October 13/ |
| Look at three other peoples CVs, decide whats best and worst about them. What could you learn from them that might be helpful for your own CV/ | \*\*\* | ✓ | ✓ | 27th October 12 |
| Look at the materials on CV writing, and work on your own CV and improve it. Get feedback from other students, what do they think of it? | \*\* | ✓ | ✓ | 30th October 12 |
| How are you going to integrate the use of MyPortfolio with your CV? How will you use it with potential employers? | \*\*\* | ✓ | ✓ | 19th January 13 |
| Choose two or three lecturers who could be approached to be your academic referees. Ask them if they are willing to do so. | \*\*\* | ✓ | ✓ | 23rd November 12 |
| Choose two people to be personal referees to whom potential employers can talk about you and your suitability for a role. | \*\*\* | ✓ | ✓ | 30th November 12 |
| Consider your presence on social and professional networking sites. What does your facebook presence say about you? What would an employer think? Sites such as LinkedIn are increasingly being used to informally check people out. Make sure you have all your ‘ducks in a line’… no surprises! | \*\* | ✓ | ✓ | 1st March 13 |
| Pay a visit to the UCL Careers Service. What available to help you? Make an appointment to talk with a specialist about what you may want to do after your degree. | \*\*\* | ✓ | ✓ | 19th November 12 |
| Make a space for the job files you will be creating | \*\* | ✓ | ✓ | 26th November 12 |
| Plan to use MyPortfolio for your job files, work out how best to structure the materials | \* | Pending | Pending | - |
| Draft a template application letter, use MyPortfolio to help you. | \*\* | ✓ | ✓ | 11th January 13 (task done independently of MyPortfolio) |
| Adjust your CV yet avail, does it still need work. Do you need to consider minor adjustments of focus for some types of job application? | \*\* | ✓ | ✓ | 14th January 13 (Minor alterations made for accommodate updates) |
| Find some fellow students who are prepared to role-play interview practice, get used to answering their questions. And you theirs, give each other feedback on how the responses could be improved | \*\* | Pending | Pending | - |
| Look at Tough Interview Questions and How To Answer Them from the reading list… how ready are you? | \*\*\* | ✓ | ✓ | 30th January 13 |
| Tape record yourself answering practice questions, listen to yourself, are there any points about your manner , tone or style of language that need to be improved? | \*\* | Pending | Pending | - |
| Review your wardrobe, do you have clothes suitable for attending an interview? | \*\* | ✓ | ✓ | 31st January 13 |