Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor Group:\_\_\_\_\_\_\_\_\_

**Study Skills Audit**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Always | Sometimes | Never |
| I keep track of my school work in a diary/list/planner/SMHW |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| When faced with a large project or test, I break it down into smaller tasks. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I prioritise my homework over my social life |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I plan out when I will complete each piece of homework. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| When I do my homework, I have a dedicated, neat space to work that has all the materials I need to do my assignments. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I hand in assignments on time and complete. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| When I get handouts or assignments at school, I keep them neat, tidy and organised |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I feel prepared when I walk into class. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I pay attention when people talk to me. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I can follow verbal instructions. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I can explain things to other people. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I feel confident doing a presentation. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I feel confident in asking or answering questions in class. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I make sure I understand the assignment before I leave class. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I organise and carry out relevant research for each assignment. |  |  |  |
| Can you evidence this? | | | |
|  | Always | Sometimes | Never |
| I proof read each assignment before handing in. |  |  |  |
| Can you evidence this? | | | |

My three key targets after completing this audit are: