

After your Personal Tutor meeting

To get the most out of your meeting, it is useful to take a short time to record and reflect on what you discussed and what has come out of it.

Summary: what were the main points covered?	
What was most helpful / important for me?	Why?
Is there anything I'm not clear about?	What can I do?
Actions for me to take	By when
Actions for others (who?)	By when

Action Plan

Goals	How will I assess my achievement?
What are my existing strengths?	
What external factors will help me?	
What do I see as the challenges / barriers?	
What advice did I get for dealing with those challenges?	