Student Planner

This booklet contains a series of sheets for you to fill in, which may help you to plan how you are going to manage your learning and other aspects of university life. It will be downloadable from the disability webspace so you can download and print it as many times as you need, or customise it for your own preferences.

Name:

Course:

Year:

Contact details:

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Instructions

You can complete these forms as often as you like, to help you work out how best to plan your time effectively. If you think it is likely that you will be reusing certain parts of the forms, consider emailing Disability Support in Student Support and Wellbeing at **student.wellbeing@ucl.ac.uk** to ask about possibly laminating some of these pages, both to enable their reuse and to save your printing credit.

These forms could be used for:

- Completing coursework to meet a deadline
- Organising your learning more effectively
- Planning your revision strategy ahead of time
- Managing other issues like opening a bank account

You could use them alone or with another person's input, and they are designed to be downloaded and adapted to your needs, so if, for example, you have any colour sensitivity, you can change the background of the forms so they're easier to read when viewing on a screen, and similarly with your individual font family/size/colour preferences.

NOTE: Some questions ask for an answer in terms of a scale from 0 to 10. In these cases, lower numbers are "worse" (eg. less confident, more anxiety-inducing, etc.) and higher numbers are "better" (eg. more confident, less anxiety-inducing, etc.)

Example

What do I need to sort out?	Open a bank account
By when do I need to have done it?	3pm today
How long do I have to sort it out?	2 hours
How important is it (on a scale from 0 to 10)?	8
How confident do I feel (on a scale from 0 to 10)?	5
Where should I start? What should I do first?	Decide which bank I want to open an account with
When should I start?	2pm today
Who could help me?	My mum – phone her for advice
How confident do I feel *now* (on a scale of 0 to 10)?	7

Action	Date	Outcome	Date
Phone mum for advice on how to open a bank account: • Which bank should I open an account with? • What should I do when I get there? Write down what she says and do it!	02/09/09	I took my ID and cheque with me to the HSBC bank near university. Then I told the man behind the counter that I needed to open a bank account and he helped me. Success!	02/09/09

How confident do I feel that I have sorted this out (on a scale from 0 to 10)?	8
Which strategies worked well?	Asking for help and making a note of what to do before I got there
What have I learned that I might use again in another situation?	If you ask for help in a bank, they don't seem to mind
What useful information do I need to record?	I was told in the bank to write down my PIN number and keep it separate from my bank card
Are there any important details I need to remember in case I need to do this again at a later date?	First go to the counter and tell them what you need to do, and then they will guide you through the process. Try and find out in advance what paperwork you will need to take with you, but don't worry if you don't have everything you need. They have training in a bank to ensure they best meet the needs of their customers, so they should be easy to deal with and helpful.

Student Action Plan: Template

What do I need to sort out?	
By when do I need to have done it?	
How long do I have to sort it out?	
How important is it (on a scale from 0 to 10)?	
How confident do I feel (on a scale from 0 to 10)?	
Where should I start? What should I do first?	
When should I start?	
Who could help me?	
How confident do I feel *now* (on a scale of 0 to 10)?	

Action	Date	Outcome	Date

How confident do I feel that I have sorted this out (on a scale from 0 to 10)?	
Which strategies worked well?	
What have I learned that I might use again in another situation?	
What useful information do I need to record?	
Are there any important details I need to remember in case I need to do this again at a later date?	

Useful Information

You can use this space to write down anything you feel might be useful, for example:

- Email addresses (disability service contacts, personal tutors, mentors, finance office, etc.)
- Bus times/timetables
- Information about university societies you're interested in (where and when they meet, how the activities are scheduled, etc.)

Consider any medical conditions you have, for example, and whether there is any related paperwork which you may want to keep all in one place, like your Needs Assessment, DSA information, etc).

For example, at UCL:

- Disability Support primary contact
    - Name:
    - Email:
    - Phone number:
- Student Psychological Services
    - Website:
    - Downloaded form's location:
    - Address:
    - Contact details (phone, email, etc):
- SENIT Suite
    - How to find it:
    - Trigger to remember password:
    - Contact:
    - Software you find helpful, for future reference:

Weekly Timetables

This could be used to record society meeting times and locations, lecture details, social plans, deadlines, revision schedules, and anything potentially useful.

Week starting: **and ending:**

DATES From: To:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Top priority for this week:

Student Planner Feedback

We would be grateful for any feedback you have on this planner, and if there's anything you would like us to change, please fill in this form and email it to **maryfhorne@hotmail.co.uk** or print it out and hand it in to Disability Support, Student Support and Wellbeing. We thank you in advance for your advice.

Name (*optional*):

Date:

Things I like about the Student Planner:

Things I don't like about the Student Planner:

Things I would change (or like to see changed) about the Student Planner:

Things I think should be added to the Student Planner:

Other comments: