**Planning Worksheet for Students**

**Preparing to Meet with your Academic Advisor**

Complete this worksheet in preparation for your meeting with your Academic Advisor.

This sheet can assist with your self-reflection and planning.

We would encourage you to complete this worksheet once a semester for each meeting you have with your advisor.

**Year:**

**Semester:**

**A. Record any questions that you have for your academic advisor**

**B. Reflect on your experience so far:**   
• Explore how things are going for you at College

* Your academic performance; attendance & participation in your course; subject choices, college life in general; extracurricular experiences.

• What was the hardest thing last year? How did you manage this?

• Think about your strengths and areas where you are doing well

* Think about the skills you have developed & your achievements to date. Focus on the positive steps you have made with regard to your academic progress and personal goals.

**C. Planning ahead:**

What are your goals and plans for the coming semester / year? List 2-3 goals for the year ahead. Think about an action plan for the remainder of this year.

Discuss with your advisor opportunities that may be available to you as part of your University experience.

**Record of extra-curricular activities:**

The table below may be useful to record and keep track of the many experiences you might have throughout your University experience. This might include: extracurricular activities, volunteering, clubs and societies, and any other activities you are involved in throughout your time at the University of Galway.

<https://www.universityofgalway.ie/colleges-and-schools/arts-social-sciences-and-celticstudies/extra-curricular-programs/>

We would encourage you to think about the kinds of skills and competencies you develop as part of these experiences. Discuss these experiences with your advisor and reflect on the skills and opportunities they provide. This information will help you craft your CV, as well as being a running list of your skills and accomplishments

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| **Activity** | **Position/ Description/Responsibilities** | **Duration** | **Key competencies and skills** |
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