

CHECKLIST 3

✓	
Title of the books/journal articles/internet sites, for this session, with authors and editors:	
Full publication details (publisher's name, location and date of publication for each text) and pages covered in this session.	
Am I clear about why I am studying this text and how I will use the information I glean?	
What is my time limit for this session?	
Have I stuck to this limit?	
Did I plan in advance which texts needed full notes and which just needed highlighting?	
Did I stick to this plan?	

CHECKLIST 3 (continued)

✓	
<p>Did I manage to read a section before making notes, for every text, every time?</p> <p>If not, what was the problem?</p> <hr/>	
<p>Did I keep a critical eye on the usefulness of texts as I went along?</p> <hr/>	
<p>Did I take stock at the end of every section or chapter on which I worked?</p> <hr/>	
<p>Did I take breaks during this session, and were they the right sort of breaks (not too long or too short, without too many distracting activities during them)?</p> <hr/>	
<p>Did I produce a synopsis of some sort for each text (bullet-point notes, or a brief paragraph, or a spider chart or mind map)?</p> <hr/>	
<p>For revision material, did I produce revision cards for this material?</p> <hr/>	
<p>Have I filed the complete set of material for each text in the right place?</p> <hr/>	