

Managing Class Time Checklist

Identify the challenges you may face, during class time

Tertiary education is a new experience to many, and can be overwhelming. Use the list below to identify the things you have done, and felt, during class time. Then write the biggest obstacles you faced, and how they affected you.

<input type="checkbox"/> I arrived to class on time <input type="checkbox"/> I had the relevant textbooks with me <input type="checkbox"/> I brought a notebook/laptop with me <input type="checkbox"/> I was ready for class (i.e. found a place to sit, organised my study area etc.) <input type="checkbox"/> I took notes <input type="checkbox"/> I had all my class notes organised, ready for revision <input type="checkbox"/> Back home, I re-wrote my notes into a clear focused summary <input type="checkbox"/> I prepared myself for the next class <input type="checkbox"/> I am comfortable with EIT online <input type="checkbox"/> I have successfully kept up to speed with tutor's messages online	<input type="checkbox"/> I actively listened <input type="checkbox"/> I asked question whenever I did not understand something <input type="checkbox"/> I turned my phone off, during class <input type="checkbox"/> I remained focused in class <input type="checkbox"/> I felt comfortable with the material covered in class <input type="checkbox"/> I felt anxious about the material covered in class <input type="checkbox"/> I stick to my study time schedule plan <input type="checkbox"/> I feel on top of my required learning demands <input type="checkbox"/> I finished my school commitments before spending time with friends
Obstacles	How does the obstacle affect me?
1.	
2.	
3.	

The first step in solving a problem is recognising there is one.

Pay attention to the questions, to which you answered NO, and see if any of those can be changed to YES.

If you feel overwhelmed and would like some support and guidance, see if your friends and whānau can offer advice, ask your tutor, or simply contact the Learning Services:

learningadvisors@eit.ac.nz

Goal Setting

The next step, after identifying an issue, is to come up with a plan to solve it.

Each plan is constructed from goals that help us move forward, towards our final desired outcome.

A well-constructed goal needs to be **SMART**:

Specific

Measurable

Achievable

Realistic

Time frame

For example:

- I will finish reading the first chapter (in my text book), and take notes by this evening.
- I will write the introduction to my (coming) essay by tomorrow afternoon.

Tip: A very useful and important tip is to write small short-term goals that can be achieved and ticked off. Doing so will have a double positive benefits; it will get you closer to your end goal, you will feel better as you met your goal, and get motivated to deal with the next goal.

Once you met your goal, feel free to reward yourself; though make sure that the reward is aligned with the goal 😊

Reviewed 28 July 2025