

# INFS7040 Skills Diary

Name: \_\_\_\_\_

Uni ID: \_\_\_\_\_

Tutorial time and day: \_\_\_\_\_

## Purpose

The purpose of this diary is as follows:

- It is a first step in putting you in charge of your learning.
- It allows you as a student to objectify your feelings using your own language.
- By writing your ideas down, you are better able to develop and challenge them.
- To allow you to regularly reflect on your learning.
- To help you become aware of what you have learnt and how you have progressed.

### Key Dates

Personal Goals – in Week 2

Reflection 1 – in Week 4

**Submit interim diaries** – in Week 5 by Friday (to assignment submission box – diaries will be returned in tutorials)

Reflection 2 – in Week 9

Reflection 3 – in Week 12

Submit completed diaries – in Week 13 by Friday (to assignment submission box)

### Before You Start...

In the first lecture, we discussed the importance of skills. Some important skills are:

Ability to communicate our ideas	Literacy
Be able to adapt to new situations	Numeracy
Be a good problem solver	Computer and technology skills
Master academic knowledge	Time management skills
Manage personal finances	Written business communications skills
Be sensitive to change	Oral and verbal skills
Teamworking skills	Comprehension of business processes

### Personal Goals

What are my personal goals in this course? What do I want to learn?

### Personal Background and Previous Knowledge

What do I know about the topic previously? You can draw a diagram or just explain what you think the most important issues related to the topic are, and how those issues relate to each other.

## Reflection 1 – Week 4

*"I am not a teacher; only a fellow traveller of whom you asked the way. I pointed ahead – ahead of myself as well as of you."*

- George Bernard Shaw (1856-1950)

### Learning Outcomes

Think about what you have already studied in this course up to Week 4.

Have you attained any of your goals so far? If so, which ones?

For those goals you haven't attained, what strategies could you use to meet them?

What topics and skills are posing the greatest challenge to you?

What can you do to make those challenges easier?

## Reflection 2 – Week 8

*“The real voyage of discovery consists not in seeking new lands, but in seeing with new eyes.”*

– Marcel Proust (1871–1922)

### Learning Outcomes

Think about what you have already studied in this course up to Week 8.

Have you attained any of your goals so far? If so, which ones?

For those goals you haven't attained, what strategies could you use to meet them?

What topics and skills are posing the greatest challenge to you?

What can you do to make those challenges easier?

## Reflection 3 – Week 12

*“Make your study heroic, for to think great thoughts you must be heroes as well as idealists.”*  
- Oliver Wendell Holmes, Jr. (1841–1935)

### Learning Outcomes

Think about what you have already studied in this course up to Week 12.

Have you attained any of your goals so far? If so, which ones?

For those goals you haven't attained, what strategies could you use to meet them?

What topics and skills are posing the greatest challenge to you?

What can you do to make those challenges easier?