**A preparation and reflection template**

Completing this template will help you to make the most of your tutor contact time – you will arrive prepared, your discussion will have a purpose and structure and, afterwards, you will be able to meaningfully reflect on whether you can now move forward with any issues or concerns you raised.

**Before the meeting**

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| --- | --- | --- |
| **To aid my progress at university, is there anything I want to change, develop, or achieve?** | **What specifically will I need to do to reach this goal? (SMART target)** | **Before your meeting, please rate your confidence in this area (1 being not confident at all, through to 5 being fully confident)** |
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|  |  |  |

**After the meeting**

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| **Please rate your confidence again in your chosen area (1 being not confident at all, through to 5 being fully confident)** |
| **What do your self-rating scores above indicate? Do you now have a clear way forward to address any issues you discussed with your tutor?** |
| **Following your tutor meeting, what will be the first step you take to achieve your SMART goal(s)?** |
| **How will you know when you have achieved your goal(s)?** |