

PERSONAL EFFECTIVENESS AUDIT

Name of pupil:

Name of Mentor:

Date completed:

Date of progress check:

	YES	NO	SOMETIMES	I NEED TO STOP/KEEP/START...
📅 Organisation Do I keep track of my homework, deadlines and key dates in a planner or digital calendar?				
🎯 Goal-Setting Do I set clear, realistic goals for what I want to achieve for each week or study session?				
👥 Support Do I ask for help when I need it, or do I avoid seeking support?				
🕒 Time Management Do I start tasks early, or do I leave things until the last minute?				
⚡ Motivation Do I keep going even when a task is boring or challenging?				
🔍 Reflection Do I review my progress regularly and think about how I can improve?				