

Skills for Success in Psychology

Module ECPS4022

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MLA 1 Skills Audit

Part A: Skills Audit

Instructions

For each skill area, rate yourself from **1-5** based on the following scoring criteria:

Score	Description
1	I need significant support
2	I am developing this skill
3	I am reasonably competent
4	I am confident
5	I could help others with this skill

Skills Self-Assessment

Skill Area	1	2	3	4	5
Academic Reading	☐	☐	3	☐	☐
Academic Writing	☐	☐	3	☐	☐

Confidence in Learning	☐	☐	3	☐	☐
Critical Thinking	☐	☐	3	☐	☐
Digital Skills	☐	☐	☐	☐	5
AI Literacy	☐	☐	☐	4	☐
Resilience & Managing Setbacks	☐	2	☐	☐	☐
Presentation & Communication Skills	1	☐	☐	☐	☐

Skill Area	1	2	3	4	5
Academic Reading	☐	☐	3	☐	☐
Academic Writing	☐	☐	3	☐	☐
Confidence in Learning	☐	☐	3	☐	☐
Critical Thinking	☐	☐	3	☐	☐
Digital Skills	☐	☐	☐	☐	5
AI Literacy	☐	☐	☐	4	☐
Resilience & Managing Setbacks	☐	2	☐	☐	☐

Presentation & Communication Skills	1	☐	☐	☐	☐
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Academic Reading

Can you:

- Read journal articles independently?
- Identify key findings?
- Make notes effectively?

My reflection:

I can read articles independently. I can identify the key findings. I struggle to make notes that will support me in exams or revision.

Academic Writing

Can you:

- Structure essays?
- Write in an academic style?
- Use APA referencing?

My reflection:

I can structure essays to an extent but tend to struggle to get into the flow at first. I can write in an academic style but am always open to enhance this skill. I have only previously used Harvard referencing, I am not confident with APA as I am unfamiliar with this referencing style.

Confidence

Think about:

- Asking questions in class
- Contributing to discussions
- Meeting new people on the course

My reflection:

I struggle to do all the above. I am currently on the path to getting support for this.

Critical Thinking

Can you:

- Evaluate evidence?
- Identify weaknesses in research?
- Compare different viewpoints?

My reflection:

I can evaluate evidence effectively in relation to case studies and scientific evidence within psychology and counselling. I can identify the weaknesses within research, such as credibility and lack of evidence. I can compare different viewpoints within the subject area.

Digital Skills

Think about:

- Using Microsoft 365
- Learning online
- Managing files and documents

My reflection:

I can confidently use the digital areas as listed.

AI Literacy

Can you:

- Use generative AI responsibly?
- Create effective prompts?
- Critically evaluate AI outputs?
- Understand academic integrity guidance?

My reflection:

I do not know much about AI. In the past I have used AI to create essay plans, but this is as far as my knowledge goes.

Resilience

Think about:

- Managing workload
- Recovering from setbacks
- Handling feedback constructively

My reflection:

Managing workload can be overwhelming unless I have given myself time to organise it. Having something in place to recover from setbacks would make a difference within well-being, I could improve my resilience in this area. I struggle to handle constructive feedback, but I don't try to shy away from it.

Presentation Skills

Can you:

- Speak confidently to a group?
- Explain ideas clearly?
- Create engaging presentations?

My reflection:

I cannot speak confidently to a group as I get easily overwhelmed with the amount of people engaging all at once. I can explain my ideas clearly to another person. I can create engaging presentations as this is an area I am very familiar with.

Part B: Identifying Priorities

Look at your scores and identify the areas where you scored lowest.

My strongest skills

1. IT
2. Academic Reading
3. Academic Writing

Skills I most want to improve

1. Presentations
2. Resilience
3. Confidence

Part C: Goal Setting

Creating SMART Goals

SMART goals are:

My SMART Goals

Goal 1

Skill Area:

Confidence

SMART Goal:

I will socialise more and create relationships with classmates to improve my confidence within group work and group projects.

How will I measure success?

I will measure success via creating more of a known environment that I can feel comfortable in, this includes getting to know the people within my class by spending time with them during university.

Target date:

End of the first semester.

Goal 2

Skill Area:

Referencing

SMART Goal:

I will learn and practice to be able reference correctly throughout text and within reference lists until I am able to reference independently.

How will I measure success?

I will measure success by being confident to reference websites and books correctly, I will also get the reference books provided by the university to support the learning.

Target date:

End of the first semester

Goal 3**Skill Area:**

Resilience

SMART Goal:

I would like to improve my resilience when struggling to find my way, words or within general attempts of understanding without giving up or becoming frustrated, this also would include being able to accept constructive criticism.

How will I measure success?

I will measure success by, being able to produce several drafts of work to give myself a chance to improve/perfect my work overtime and not on the first attempt. I will also ask people to read over my work and allow them to give feedback.

Target date:

End of the second semester.

Part D: Commitment Statement

During my first semester in Psychology, I will focus on developing my confidence as it will help me not only on the course but also within my career and daily life. I will also develop my resilience within feedback to support my academic writing skills and enhance my essays and general studies.

MLA2 Psychology Myth Busting

“We only use 10% of our brain.”

MLA6 Digital Habits Audit

MY DIGITAL HABITS REVIEW

Understanding How Technology Affects My Learning

Name: Mali Lomas

Date: 7/10/26

PART 1: SCREEN TIME

Step 1: Check Your Screen Time

Use your phone, tablet, laptop, or app usage reports to estimate your average daily screen time.

My average daily screen time: 10hrs 9mins

What am I using screens for?

Tick all that apply:

☐ Studying

- ✓ Social media
- ✓ Messaging
- ✓ Streaming (Netflix, YouTube etc.)

☐ Gaming

- ✓ Shopping

☐ News

☐ Other: _____

Reflection

1. What surprised me most about my screen time?

What surprised me was how much time I spend scrolling, it seems to take up a lot of my study time and time in general.

2. Which activities take up most of my screen time?

The activities that take up most of my screen time are YouTube and TikTok. YouTube is used primarily as background noise as I struggle to study in silence, TikTok is an app that I cannot seem to not use daily.

3. How much of my screen time helps me achieve my academic goals?

When achieving my academic goals much of my screen time is used to help me study as YouTube sits high daily with 15hrs on average as I struggle to study in silence, so this background noise acts as a motivator for me.

Critical Evaluation

Benefits of my current screen use

- ☒ Helps to motivate study.
- ☒ Creates an environment I am comfortable in.
- ☒ Stops me from going on other apps.

Drawbacks of my current screen use

- △ In the night or early morning it distracts me.
- △ Can be a distraction in class.
- △ Losing study/reading time.

Overall judgement

Do I think my screen time is helping or hindering my success at university?

Currently, I do feel as though my screen time is an indicator that I have found a way in which I am able to study productively. I think it is helping my success at university as I am aware of what helps me to study and I use it as a motivator. However, I do feel as though many apps the screentime should be reduced due to a lack of concentration sometimes.

PART 2: MULTITASKING HABITS

How often do I multitask while studying?

Circle one number for each statement.

Statement	Never	Rarely	Sometimes	Often	Very Often
I check my phone while studying	1	2	3	4	5
I switch between multiple tabs/apps	1	2	3	4	5
I respond to messages during study sessions	1	2	3	4	5
I watch videos while completing coursework	1	2	3	4	5
I use social media during study breaks that become longer than planned	1	2	3	4	5

Reflection

Think of a recent study session.

What was I trying to do?

I was writing the final draft of my essay; I was ahead of schedule.

What distractions or additional activities did I engage in?

I would leave to go out with friends while I was in the headspace of writing my essay and upon return I had forgotten my thought pattern and decided to leave it.

Did multitasking help or reduce my productivity? Why?

Attempting to juggle social life and my essay was hard, however it was clear to me that I was doing it all wrong and unorganised, I realised I needed to allocate these activities a time rather than randomising them.

Critical Evaluation

One strength of my multitasking habits:

One strength of my multitasking habits is that I can do further research while writing essays. If ever I was to question if there was something extra I could add, I would research it along side, this strength continues for all types of research.

One weakness of my multitasking habits:

I struggle to type/write and listen to someone speaking, this limits the important notes I can take in lectures while also trying to engage with the lectures.

Overall conclusion:

In conclusion, I am self-aware about what I struggle with and what my strengths are, this can help me become more productive with my digital skills leading to more advanced strengths which will benefit me throughout university.

PART 3: PROCRASTINATION

Which of the following apply to me?

Tick all that apply.

- ☐ I delay starting assignments.
- ☐ I leave work until deadlines are close.
- ☐ I spend time on easier tasks instead of difficult tasks.
- ☐ I tell myself "I'll start later."
- ☒ I use social media to avoid studying.
- ☐ I feel overwhelmed and avoid getting started.
- ☒ I distract myself when a task becomes difficult.

Reflection

What tasks do I procrastinate on most?

The tasks I procrastinate the most are essay introductions and plans. I struggle to start projects which puts me off them; however I do not leave them to the last minute.

Why do I think I put these tasks off?

I think I put these tasks off as I know they will have to grow into something more, so by starting the essay I am making a commitment to finish it, which can be overwhelming especially if I am not confident on the topic.

How does procrastination affect my grades, stress levels or wellbeing?

Procrastination has never affected my grades, and I spend a lot of time on the assignments and never leave them last minute. My stress levels rise when I start second guessing myself or procrastinate changing or adding to my essay. A reduction in wellbeing when procrastinating is an awful feeling, however I feel as though my organisation has changed over the years due to those mistakes being made previously.

Critical Evaluation

Complete the sentence:

My procrastination behaviour is mainly caused by anxiety; the stress of the deadline forces me to complete assignments early.

The biggest consequence of these behaviours is the constant thought of the essay and knowing the feeling of relief once completed is a massive motivator for me.

PART 4: TECHNOLOGY-RELATED DISTRACTIONS

My Biggest Digital Distractions

List your top 5 distractions.

Rank	Distraction
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1	Social Media
2	Games
3	Videos
4	Texting
5	TikTok

Reflection

When am I most likely to become distracted?

I am most likely to get distracted when I am tired or have events in place.

Which apps or platforms distract me most often?

The apps that distract me the most often are TikTok and Snapchat.

How long does it usually take me to refocus after being distracted?

It can take me 30mins to 1hr to refocus after being distracted.

Critical Evaluation

How do digital distractions affect my learning?

Digital distractions affect my learning as it stops my train of thought, this leads to leaving sentences unfinished that could have been vital to the explanation of something. This can also contribute to my essays having spelling mistakes or topics in the wrong places.

How do digital distractions affect my wellbeing, sleep, or stress levels?

Digital distractions affect my well-being as it creates stress of not doing all of the activities that I should have done but wasted away my study, reading or family times. Digital distractions do not affect my sleep.

PART 5: ACTION PLAN

My Key Findings

Complete the table below.

Area	What I Learned About Myself
Screen Time	My daily screen time average is reasonable as I use the most used app as a study helper.
Multitasking	I tend to struggle in lectures with multitasking but at home I can.
Procrastination	I do not believe that I procrastinate to an extreme, however there is more time I could be contributing to study
Distractions	I do tend to become distracted from my studies, however there are habits I am able to break.

One Change I Will Make

My digital habit improvement goal:

My digital habit improvement goal is to cut down the screen time of social media to help reduce my procrastination and take advantage of my time.

What specific action will I take?

I will create a time limit for specifically TikTok which will lock the app after I have used it for that specific amount of time. Ultimately this will force me to use my time better.

How will I know I have succeeded?

I will know I have succeeded when my screen time has significantly reduced and I am able to focus on the task at hand for longer.

When will I review my progress?

Date: 10/01/26

FINAL REFLECTION

Looking at everything I have written, what is the most important thing I have learned about my digital habits?

The most important thing I have learned about my digital habits is the amount of unnecessary time spent on social media, but also that there are so many ways in which I can reduce this. Furthermore, the fact of some social media can be used in positive ways, for example, I use YouTube to help me concentrate.

What is one realistic change I can make over the next two weeks to improve my academic performance and wellbeing?

One realistic change which I can make over the next two weeks to improve my academic performance and wellbeing is to create a time limit for several apps in which are purely just a distraction. I can also find a way in which I can listen and take notes in lectures to reduce my stress when feeling as though I have missed important notes.

Microsoft CopilotMy AppsSkills for Success in PsychologyLast Imported - EndNote FusionTile: Assessment | Skills for Succe...

Clarivate

EndNote Fusion

Untitled Project

University of Wales Trinity Saint DavidLanguage (English)Mali Lomas

All References

Search Databases

Last Imported

Duplicates

Sharing

My Folders

Tags

Trash

Accessibility Statement

Privacy Policy

Terms and Conditions

Cookie Policy

Manage cookie preferences

+Add

Assign

Share

Bibliography

Delete

Add Tags

Find Full-text

Tools

Search

Last Imported

Display: 50 per pageNormal ViewCustomize

☐ Select all on this pageClear "Last imported"

Sort by:ifDate added

Drop files here
or use the + icon

MLA8 Jumbled Reference List

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