

Gibbs' Reflective Cycle – Planning Worksheet

Reflection on Academic and Digital Skills Development (1500 words)

Use this worksheet to plan your ideas before writing your full reflective essay. Choose ONE experience from your first term (e.g., referencing, academic writing, using the online library, presenting, using AI responsibly, time management, digital platforms such as Moodle/Teams, etc.).

1. Description – What happened?

(Brief and factual: no analysis yet)

- **What experience are you focusing on?**
- **When and where did it happen?**
- **Who was involved?**
- **What was your role or task?**
- **What digital/academic skill was involved?**

2. Feelings – What were you thinking and feeling?

(Be honest; this helps deepen reflection)

- **How did you feel before the experience?**
- **How did you feel during the experience?**
- **How did you feel after the experience?**
- **Did your feelings change at any point? Why?**

3. Evaluation – What was good and bad about the experience?

(Consider strengths and challenges)

- **Positive aspects (what went well?)**
- **What were the challenges or difficulties?**
- **Did anything surprise you?**
- **How did this experience support OR challenge your transition to university?**

4. Analysis – What meaning can you make of the experience?

(Use academic reasoning—why did things happen this way?)

- **What have you learned about yourself as a learner?**
- **What academic/digital skills were you developing?**
- **Why were the positive or negative aspects significant?**

5. Conclusion – What could you have done differently?

(Not a summary—this is about alternative actions)

- **What might you do differently next time?**
- **What knowledge or skills do you need to build?**
- **What have you learned that will shape your future approach?**

6. Action Plan – What will you do next?

(Forward-looking: practical, realistic steps)

- **Short-term actions (within this module/term):**
- **Long-term actions (across your degree):**
- **What support or resources will you use?**
(e.g., library tutorials, Digital Skills Hub, writing workshops, AI guidance, tutors)