ACTIVITY 7

STAR – SITUATION, TASK, ACTION, RESULT

It is good to be able to recognise your skills and what you are good at. It is also important to be able to give examples of when you have demonstrated these skills and used them to positive effect. If you keep a record of this you can use the examples on application forms or in interviews.

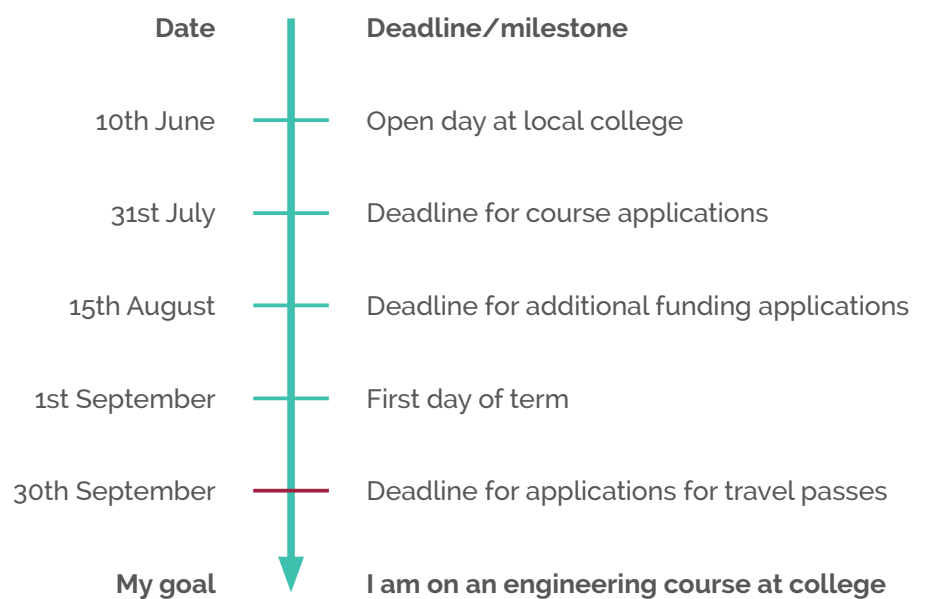| The skill you used	Situation – what was the challenge you had to tackle?	Task – how did you plan to deal with this challenge?	Action – what did you do, what didn't you do?	Result – what was the outcome, what did you learn from the situation and how you handled it?

ACTIVITY 8
IMPORTANT TIMELINES

When you want to get into an opportunity such as a course, training programme or job, there are usually important dates by when you have to apply for the opportunity, for funding or for support.

It's important to keep track of these dates and deadlines, particularly if you want to apply for several opportunities (either because you want to keep their options open or to have a fall-back plan if your first choice doesn't work out).

On a blank sheet of paper, write down the opportunity you want to get at the top of the page, and then to draw a timeline down the middle the bottom. On one side of the timeline, write down the key milestones or deadlines, and on the other side write when these will happen. For example:

The opportunity I want to apply for: Engineering course at college

Date	Deadline/milestone
10th June	Open day at local college
31st July	Deadline for course applications
15th August	Deadline for additional funding applications
1st September	First day of term
30th September	Deadline for applications for travel passes
My goal	**I am on an engineering course at college**

Once you have identified all the important dates and deadlines, you can put these into a diary (such as the one included in the RUBLE) or enter them onto a calendar. Alternatively, you can complete the 'At-a-Glance' planner on the next page, so you can keep track of everything you need to do in one place.

If you think you might experience any barriers to meeting any of the identified deadlines, you can use activity 6 to think about what you can do to overcome these.

ACTIVITY 8
At-a-glance planner

Once you have drawn timelines with all the deadlines for the opportunities you are applying for, complete this At-a-Glance planner. Decide what time period your planner will cover (i.e. do you need to put weeks or months along the top?) and then add in your deadlines. As you meet each deadline, put a cross through it to show what you have achieved.

The opportunity I am applying for:	What I need to do and by when (add dates of weeks or months under the arrow below)												My goal: