

# Thinking Tool

## PLAN, DO, REFLECT

This thinking strategy assists you to break down topics into more achievable pieces.

At times, the enormous size of some topics makes even starting quite difficult.

- In the **Plan** section write down the steps you think you need to follow to get through it
- In the **Do** section write down how you are going to actually do each step
- In the **Reflect** section write down your thoughts on your progress. Do this often throughout your studying of the topic

An important step in each section is to identify people who can help you along the way; a sign of strength is to ask.

### PLAN

What do you need to do and what are the steps you will follow? Who can help you?

### DO

How are you going to do each of the steps you have planned? Who can help you?

### REFLECT

How well did you go in implementing your plan and what do you need to learn? Who can help you?