Overview of 'Metacognition' Toolbox

Self-Monitoring (Click here for the related tools)

'Self-monitoring' is an important component of 'Metacognition', which refers to being aware of and monitoring our own performance. When executing a task, we can self-monitor by observing and recording our actions, the strategies adopted, and task progress. This helps us gain insights into personal habits and their corresponding outcomes, allowing for a continuous review of whether current performance aligns with our original goals or plans.

Suitable situations:

- Tends to act impulsively or spontaneously and lacks self-monitoring, often causing actions to drift away from the original goal or plan.
- Rarely checks work progress and quality during task execution and fails to adjust pace of work according to the actual situation.

Relevant tools		Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
11a.	Homework Navigator	✔				
11b.	Study Blueprint		✔			
11c.	Work & Activity Planner			✔	✔	✔
11d.	Exam Preparation Guide		✔			
11e.	Reminder Tools	✔	✔	✔	✔	✔

Suitable situations:

- Lacks attention to detail when executing tasks and makes frequent careless mistakes.
- Lacks the habit of proactively reviewing or proofreading work upon completion, making it hard to detect errors and correct them timely.

Relevant tools		Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
11e.	Reminder Tools	✔	✔	✔	✔	✔
11f.	Spelling Correction Station	✔	✔	✔		
11g.	Essay Checkpoint	✔	✔	✔		
11h.	Homework Magnifier	✔				
11i.	Smart Exam Checker		✔			

Suitable situation:

- Shows limited awareness of changes in physical and emotional state during task execution, making it difficult to recognise internal impulses, distractions, or emotional fluctuations to initiate early self-regulation.

Relevant tools		Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
11j.	Self-Awareness Tools	✔	✔	✔	✔	✔

'Effective Questions' available Download tool

Self-Evaluation  (Click here for the related tools)

'Self-evaluation' refers to proactively reviewing our overall performance and strategies in an objective manner upon completing a task. Apart from detecting errors, self-evaluation helps us identify own strengths and areas for growth in academic learning, interpersonal collaboration, or problem-solving. By establishing the habit of self-evaluation, we can gain a better understanding of our strengths and weaknesses, thereby driving continuous improvement in learning strategies, social interactions, and daily performance.

Suitable situation:

- Fails to effectively review personal learning outcomes or behavioural performance, resulting in a lack of basis for self-reflection and improvement.

Relevant tools	Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
11k. Small Wins Journal	✔	✔	✔	✔	✔
11l. Social Perspective Map					✔
11m. The R.E.A.P. Mirror	✔	✔	✔	✔	✔

Suitable situation:

- Habitually holds an overly negative view of personal performance.
- Easily spirals into self-denial and struggles to objectively identify personal strengths.

Relevant tools	Completing Homework	Preparing for Assessment	Managing School Routines	Managing Daily Routines	Interacting with Others
11k. Small Wins Journal	✔	✔	✔	✔	✔
11n. Gratitude Journal	✔	✔	✔	✔	✔

'Effective Questions' available Download tool

Note

The tool '11m. The R.E.A.P. Mirror' can be used throughout and after the coaching process to build a systematic self-reflection habit.