

# Learning during the module

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## Introduction

In the course of this semester, I have learned about many different topics (organizing study, academic writing, using the library and to gather information, etc.) In this report I will review and examine the experiences and reflect on some of the leanings (time management, summarizing, paraphrasing and public speaking, and giving presentations) that I had in this module in the university. To do this, I will use the Gibbs' Reflective Cycle<sup>1</sup> that we learn about in the in-class lecturers. The structure that this paper will follow for each topic would be:

- **What was the lecture about? Brief explanation of the topic**
- **How did I feel during the lecture? Confused/ Worried?**
- **Was it useful? How? What was good? What wasn't so good?**
- **What experts have said about the topic?**
- **What will I focus on to improving?**
- **What is my future action plan?**

## Time management

During this session I learned what is Time management and the principles used, what take time, and what is SMART<sup>2</sup> goals.

Additionally, I learn about daily time management and daily/weekly to-do lists and how we can create time log.

Before the "Time management" lecture I thought that I was familiar with the matter. During the lesson, I realize that I was wrong, and I knew almost nothing of the topics covered. I felt enthusiastic to learn more about the subject.

I found the study to be really useful and I could see how I can put it in practice in my daily routine. As I owner of a small gardening and landscaping company I am struggling with my time management, juggling from task to task and not being efficient as I could be during the course of working day.

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<sup>1</sup> MindTools Content team (n.d.) Gibbs' Reflective Cycle - <https://www.mindtools.com/pages/article/reflective-cycle.htm> (accessed on 27 August 2022)

<sup>2</sup> MindTools Content team (n.d.) SMART goals - <https://www.mindtools.com/pages/article/smart-goals.htm> (accessed on 27 August 2022)

It was great that we learn how to set SMART goals (Specific, Measurable, Achievable, Realistic, and Time-Related). Additionally, I found it great that we had 4 practice activities during the lecture that helped me better understand the matter and put it practice. Moreover, learning about the Eisenhower Matrix<sup>3</sup> and how to organize and prioritize tasks by urgency and importance was very beneficial to me.

I did not like it that much that during the lecture we learned about Time management as a way to be more productive, but we could have also reviewed the time management as the ability to structure, defend and optimize our time so that our schedule becomes a reflection of our values, beliefs, and philosophy. I learned about this approach<sup>4</sup> from Brad Aeon<sup>5</sup>, a graduate researcher at Concordia University's John Molson School of Business.

Being involved in the topic I was eager to learn more and start reading the Dr. Sara Perry<sup>6</sup> work<sup>7</sup> and she suggest sitting down at the beginning of the week and putting every task that I have in my schedule, prioritizing what I need to get done and by when.

Taking her advice in consideration I am planning to focus on improving my time management skills by organize and prioritize the task that I have. My plan is to use the Eisenhower Matrix that we learned about. The matrix will help me prioritize my tasks and make decisions about which of my many tasks I should focus on each day. My action plan is to:

1. **Classify urgent and important tasks**

***Urgent tasks-*** These are tasks that require my immediate attention and in most cases are time-sensitive and deadline-driven.

***Important tasks-*** These are the tasks that contribute to my values, mission and long-term goals.

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<sup>3</sup> Team Asana (22 October 2021) The Eisenhower Matrix: How to prioritize your to-do list- <https://asana.com/resources/eisenhower-matrix> (accessed on 27 August 2022)

<sup>4</sup> Brad Aeon (n.d.) WHY EXPERTS SAY OUR IDEAS OF TIME MANAGEMENT ARE ALL WRONG Brad Aeon- <https://www.inverse.com/mind-body/you-likely-have-the-wrong-idea-about-time-management-researchers-say#:~:text=%E2%80%9CI%20would%20define%20time%20management,your%20time%20with%20your%20ideals>. (accessed on 27 August 2022)

<sup>5</sup> Brad Aeon (n.d.) Time Management Researcher & Expert- <https://bradaeon.com/> (accessed on 27 August 2022)

<sup>6</sup> Dr. Sara Perry(n.d.) Director of Research and Engagement - <https://academicbookfuture.org/tag/sara-perry/> (accessed on 27 August 2022)

<sup>7</sup> Briana Garcia (1 September 2021) <https://baylorliariat.com/2021/09/01/expert-in-time-management-gives-advice/> (accessed on 27 August 2022)

## **2. Complete the "do" quadrant**

*This quadrant consists of tasks that contribute to my goal and have a deadline approaching.*

## **3. Move to the "decide" quadrant**

*This quadrant consists of tasks that are not urgent but are important. They are important for my long-term goals but are not urgent and can be scheduled for another time.*

## **4. Complete the "delegate" quadrant**

*This quadrant consists of tasks that can be scheduled for a later time, or I can delegate them to someone else. These tasks might appear important, but they do not contribute to my productivity.*

## **5. Eliminate unnecessary tasks**

*From my to-do list, I will identify the tasks that take away from my productivity and don't contribute to my goals. These are general activities that I use to procrastinate.*

## Summarizing

The lecture of "Summarizing" was concentrated on what is summarizing and the reasons behind it. Additionally, we learned when we should use this technique and what is the difference from summarizing and paraphrasing.

Before the in-class lesson about the matter I had no knowledge about it. During the lesson I felt confused up-until the practice activity part. The examples given by the lecturer help me better understand and gain knowledge about the subject.

I found the lecture to be useful because I learned how to form memories of what I have read or heard and to analyze and evaluate the information included.

I would find the lecture better if we had more practice activities during the lesson as it would help me better understand how to put in practice the gained knowledge and obtain some experience by doing it.

According to Shona McCombes<sup>8</sup> to write a summary I should not involve critiquing or analyzing the source of the information but rather I should provide an accurate account of the most important key points and ideas.

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<sup>8</sup> Shona McCombes (14 July 20021) How to Write a Summary | Guide & Examples - <https://www.scribbr.com/working-with-sources/how-to-summarize/> (accessed on 27 August 2022)

I am planning on improving my summarizing skills. To do so I have created an action plan that will help me develop a better summarizing skill:

**1. Writing Brief Summaries**

*I am planning to start writing brief summarizing of the movies that I watch with my girlfriend. After that I will have her read the summaries I wrote and provide me with feedback. This kind of practical work will improve my skills quickly*

**2. Practice Aloud**

*The next time someone ask me about a movie/TV show or a book I will try go provide a summary in two or three sentences, focusing only on the main details. This kind of practice will help me make a habit of conveying meaningful information in a concise and well-organized manner.*

**3. Review Examples of Summaries**

*I will start to read movies and books summaries to get an overview of what a well-written summary is like. That way I will have insights into what should be included in a good summary.*

## Paraphrasing

The “Paraphrasing” lecture was centered around what is paraphrasing, the paraphrasing techniques and practices.

The lecture was useful because I understand how to use paraphrasing in the meaning to write the ideas of another person in my own words. Knowing how to use synonyms, changing word class, and changing word order was a valuable knowledge gained during the lecture. Additionally, the in-class practice activities help me better understand how to use above mentioned techniques.

I found the lecture really useful as it helps me understand how to use paraphrasing and how to avoid overuse of direct quotations and I find it more concise than quoting. Using this technique, I find myself thinking more about what the text and the person saying the words actually means.

It was great that during the lesson we had many practice activities that help me get full understanding regarding the matter. The course about the topic was well structured and immerse and I can not find any negative things about it.

I am eager to get more practice by using the paraphrasing technique in my future reports for the University. To be able to do so and benefit fully from the technique I will make use of the work<sup>9</sup> of Courtney Gahan and Jack Caulfield that stated that in academic writing, it's usually better to integrate sources by paraphrasing instead of quoting. It shows that I have understood the source and I had read it thoroughly.

I have constructed a simple action plan to get better at paraphrasing:

1. **In order to improve my paraphrasing skills, first I will have to enrich my vocabulary.**

*I am planning to start reading more books in order to get a rich vocabulary.*

2. **Read the topic and develop an understanding.**

*Before I even start to paraphrase a text, I need to make sure that I have understood it completely.*

3. **More information leads to better paraphrasing.**

*I will start making notes while reading a text that I want to paraphrase. The notes will include the main points and some details.*

4. **Write in my own words.**

*I will read the text and my notes two or three times before starting to write it in my own words.*

## Public speaking and giving presentations

During week 9, I had to prepare an oral presentation in which I had to analyze my employability skills in relation to my own business. I had to evaluate the skills I already have and the skills I need to improve in order to be successful entrepreneur.

Before the presentation I was feeling really worried because, I am not used to give presentation and public speaking. While I was presenting, I got nervous and forgot some parts of the presentation that I was intending to speak about.

Despite my nervousness, I found the task to be great as I have obtained experience and gained a bit of confidence about my presentation and public speaking skills.

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<sup>9</sup> Courtney Gahan (n.d.) How to Paraphrase | Step-by-Step Guide & Examples-  
<https://www.scribbr.com/working-with-sources/how-to-paraphrase/> (accessed on 27 August 2022)

After the presentation I start to read more about the public speaking and presenting and I stumble on Wayne Burgraff<sup>10</sup> work, American philosopher, who said that for every minute presentation there should be one hour of preparation<sup>11</sup>.

Additionally, the author Lilly Walters of the book “Secrets of Successful Speakers<sup>12</sup>” states that the success of presentation will be judged by what the listeners learned, not by what knowledge I have sent.

Having that in mind I have outline action plan to improve my public speaking skills:

1. **Overcome anxiety**

*I believe that I can overcome anxiety by preparing better for the presentation/public speaking.*

2. **Videotape Myself or I will get a friend/girlfriend to critique my performance.**

*This way I can identify the mistakes that I make and find a way to resolve it.*

3. **Make eye contact and avoid reading from a script.**

*I will need to practice maintaining eye contact while presenting/public speaking in order to connect to the audience, rather to read from the prepared text and lose the audience attention.*

## Conclusion

I have learned many new things during this module but I am still eager to learn more. The topics covered by the lecturers got me engaged in the lessons and in-class activities and got me enthusiastic to start studying and learning again.

As a whole, the whole semester was great and I have only positive feeling about it. Quite a couple of times, I felt confused but the practice activities help me grasp the matter and understand it. That is why I would like to get more such activities as they would be beneficial to me and I believe for the whole class.

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<sup>10</sup> Fcnwrtr (20 March 2014) Wayne Burgraff <https://todaysauthor.com/tag/wayne-burgraff/> (accessed on 27 August 2022)

<sup>11</sup> isabellafor (29 March 2018) 10 Public Speaking Tips Straight From the Experts <https://www.thelawyerportal.com/blog/10-public-speaking-tips-direct-experts/> (accessed on 27 August 2022)

<sup>12</sup> Lilly Walters (22 July 1993) Secrets of Successful Speakers: How You Can Motivate, Captivate, and Persuade (accessed on 27 August 2022)

I find the knowledge gained from lectures useful and I am putting it in practice in my daily life. Especially the “Time management” session that we had on week 1. Since then, I have become more organized and productive by using the knowledge gained.

I am planning to follow these steps to get my learning better for the next module:

**1. Making more detailed notes during the in-class sessions**

*This way I improve my focus attention to detail during the lesson. I also always come back to my notes to recap and that will boost my comprehension and retention of the knowledge gained.*

**2. Structure my learning sessions**

*I am planning to make daily learning session by 1 hour followed by break of 15 minutes and then another learning session. This way I can avoid overlearning and I will be able to stay focused on the matter that I learn about.*

**3. Test myself**

*Testing myself on the learned matter or asking a friend/girlfriend to test me via quiz will help me evaluate my knowledge and find knowledge gaps that I can fill in. Additionally, this will help me recognizing and learn from my own errors and improves the long-term retention of information.*

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