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Image credit: Shershan, (n.d).

Why Bother? You've got all the time in the world...

There I sat at my desk after leaving a meeting with my line manager. Head in my hands, thinking, "Why do I even bother?"
I went into her office as happy as can be, "I've completed my list of "to-do's" from our meeting last week", I say with a big smile on my face. I take a seat, give her everything she requested. She looks at me. "Where is it?"
"Where's what?" I shakily say, as I begin scrambling through my notes. And there it is. I've only done about half of what she had asked. I couldn't believe it. I had stayed up working hours into the evening after work. I go to work every single morning 30 minutes before my actual start time. I sat at my desk feeling stressed, incompetent at my job and a bit of a failure. How could I possibly not have had enough time to do all that she asked of me?! I haven't got any time!

The answer is simple. I had bad time management. I was procrastinating. I would rather sit and have a natter with my colleagues, than spend that ten or fifteen minutes to properly look at my list of to-do's. I would then get to the evening of the night before the deadline or completion date and think "damn! I need to get that done!" and then rush through it, just so it was done. Something had to change.

As Love Island's Molly-Mae Hague (2021), said: "We all have the same 24 hours in a day.", so how can she do it all, and I can't? It's Simple.

Good Time Management.

Time Management is the ability to use one's time effectively or productively, especially at work. (The English Oxford Dictionary, 2023).

Why should we use good time management? Why should we bother? I'm getting it done eventually, Right?

Well, as Forsyth (p. 1, 2007) surmised, "Who then needs to think about time management? Everyone… can benefit from reviewing how to manage their time effectively." Lombardo and Eichinger (2008) also said, "For individuals to not only survive but also excel, time must be managed well and priorities established." Both showing that clearly, everyone can benefit from effective and good time management.

Image credit: Abrams, (2022)

Also, good Time Management can "Lead to more effective time use and ultimately more positive outcomes, including reduced job stress and increased job performance." (Claessens et al., 2007). Jamal (1984) also found that "good time management reduces job stress, which is an important impediment to job performance."

Using these, we can see that time management increases performance and Macal et al., (1990) found that those who set goals performed better than those who did not. Locke and Latham (2002) also found that "With Goal setting theory, specific difficult goals have been shown to increase performance" and "Those with the highest or most difficult goals, produced the highest levels of effort and performance."

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Linking these ideas together, we can see that setting goals as a form of good time management can lead to better performance, but it is important to note that because of the way time management works, what works for one job or person, may not work for the other, due to influential factors. (Forsyth, p. 4, 2007).

So, we know what good time management is, but what do we need to do to achieve it? Below are some ideas of how we can do that:

- ➔ Have the right attitude - Make sure you are in the right mindset and realise how effective good time management can be for you and how it can help you. (Forsyth, P. 10, 2007)

- ➔ Be organised - clean your desk, class or work space. As Kondo (2014) said, "A messy room equals a messy mind."

- ➔ Set Goals - be SMART. Specific, Measurable, Achievable, Relevant and Timely. Using the SMART method is essential to planning effective action (Ogbeiwi, 2017).

- ➔ Develop a plan - You've set your goals, now let's plan to put them into action. What do you need to do to complete your goals Or make your workspace tidy? A plan is necessary to reach your goals (Thomack, 2012).

- ➔ Find balance - Make time for yourself and your home life. Of course it's important to prioritise work or your education, but you are also important. Finding a balance between work and Home has a positive impact with job satisfaction (Gragnano, Simbula and Miglioretti, 2020).

- ➔ Believe in yourself and your abilities - Set your goals high and demand more of yourself. Yes your goals *should* be achievable, but as Mento, Locke and Klein (1992) found, "Those who demand more of themselves will do more than those who demand less of themselves." and "Goal choice is an integration of what one wants and what one believes is possible."

Be bothered to have good time management and you *will* have all the time in the world.

Element 1 Blog - References

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WHAT IS CRITICAL THINKING?

Critical thinking is defined by Oxford English Dictionary (2023) as "the objective, systematic, and rational analysis and evaluation of factual evidence in order to form a judgement on a subject, issue, etc."

"Critical Thinking means arriving at your own carefully considered conclusions instead of taking information at face value." Facione, Peter A. (Marr, B. (N.D)

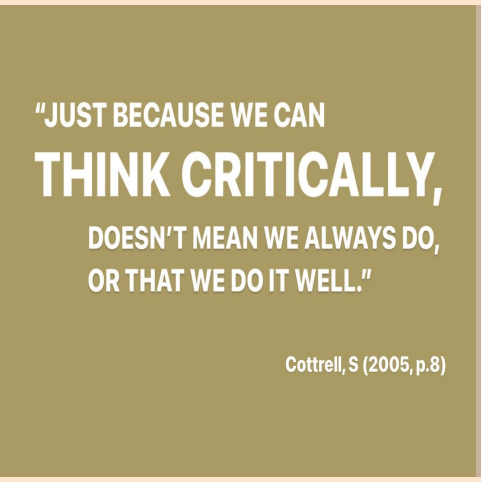

Image 1 credit: Beer, R (2023)

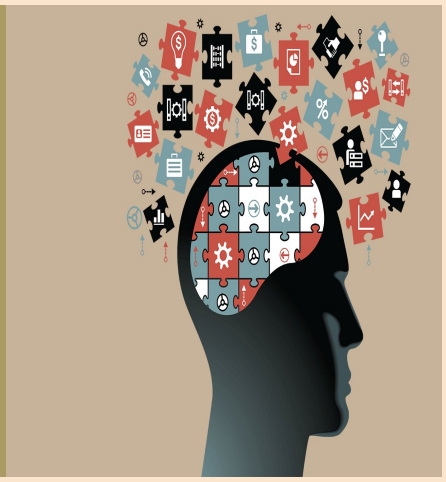

Image 2 credit: Rose, S (2009)

Being able to think critically gives you the discipline to improve your thinking skills and therefore are better prepared for success. As Schafersman, (1991, P.1) states, "We often fail to teach students how to think effectively… how to properly understand and evaluate…", This is why it is important to take the time to learn how to think critically, because this is not something we are taught.

HOW CAN IT BE DEVELOPED?

Facione's Taxonomy (1990, P.12) comprises six main skills of Critical Thinking. Using these, we can develop how we critically think.

1. ASK QUESTIONS
Find out the small things, clarify what is being said

2. ANALYSE
Examine ideas and analyse arguments

3. EVALUATE
Assess claims and arguments

4. INFER
Query evidence and draw conclusions

5. EXPLAIN
State results and present arguments

6. SELF REGULATE
Self examine and correct yourself

"Not every useful cognitive process should be thought of as Critical Thinking. Not every valuable thinking skill is a Critical Thinking skill" Facione, (1990, P. 12-13)

Element 3 Academic Poster - References

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