

Assessment 2: Individual Recording

AI Acknowledgement:

I hereby state that in the process of making and completing the second assessment which is the individual recording, I did not use any AI tools to generate text, photos, or sound. This assessment was done through my own efforts and skills. Thank you.

Link to the video:

<https://canva.link/v8duar8jgy4ew3i>

Video Script: (some words can be different from the presentation audio)

Honestly, I still see myself as an amateur when it comes to time management as I did not come up with time management plan until this year. Now, I'm eager to change the way I handle my tasks and my time as I want to avoid procrastination, be more responsible with my time and become better in handling tasks and projects.

This is the outline for my time management plan, as you can see, the first one is to create a calendar, then have a notebook dedicated to write down To-do lists and schedule, then practise having undivided focus and lastly allocate specific time for enjoyment.

I will create a calendar and note down the important dates which includes classes, assignment due dates and exams dates. This will be an important habit as it helps to quickly check and be reminded on those important dates as it also helps me to remain on track and avoid realising that I have tasks at the last minute.

I will have a dedicated notebook to write down To-do lists and I would break them into smaller sections and schedule them on specific date and time. Why this is important? Because it helps to have clear goals on what to do and how much to do in a specific time frame which then helps me to be more efficient in managing daily routines

Then, I will practise having undivided focus by developing the discipline to focus on tasks without wasting time with my phone, and I will make a habit of turning on 'Focus mode' in my phone

which helps to temporarily block necessary notification while I am working on my assignments or studying, and this will help me to reduce wasting time and complete tasks within time.

Lastly, I will allocate specific time to do activities which I find enjoyable such as listening to music, watching TV and scrolling through social media as it will help control my impulses and can negotiate my mind that I can have fun later if I finish the tasks now.

After successfully following they plan, I can be certain that I will be able to remember important dates, be clear on how I'm going to spend the whole day, finish the assignments on time and then eventually be more productive and procrastinate less. That's all from me, Thank you for listening.

References

Harvard Summer School. (2022, October 14). *8 Time Management Tips for Students*. Harvard Summer School.
<https://summer.harvard.edu/blog/8-time-management-tips-for-students/#1-Create-a-Calendar>