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Reflective Report Task 3

During this my learning experience in this module, time management has helped me in many a variety of different ways. For example, controlling how much time I spend doing specific activities. Before using the Eisenhower method, this method is having two different sections which are classed as urgent and non-urgent. This method has allowed me to prioritise which activities I need to do first and which are not as important. This helps me to give myself enough time to study which also helps in the improvement of my grades. I found this technique very useful to help me separate my work life and personal life. This has helped me to feel confident in myself with how I manage time.

This technique has also helped me to balance my free time along with studying instead of having to rush and not have enough time to meet deadlines, reducing overall stress. Before I did not know about the Eisenhower technique however now it allows me to set short- and long-term goals which increases the efficiency of my work.

In conclusion, the time management techniques I have learned, particularly the Eisenhower method, has had a positive impact on my ability to manage my time effectively. By helping me prioritise tasks based on urgency and importance, I've been able to improve my focus, productivity, and reduce stress. This method has also allowed me to create a better balance between my academic life and personal life, giving me more control over my schedule. Overall, learning to manage my time effectively has boosted my confidence, helped me set achievable goals, and helped to improve my academic performance. I now feel more organised and capable of handling both short- and long-term tasks efficiently.

References: Cameron, S. (2008) The Business Student's Handbook: Skills For Study And Employment. Fourth edn. Harlow: Pearson Education.