

Reflection of learning

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Write an appropriately structured academic report where you reflect on your learning in this module, using a recognised model of reflection (one). Discuss 3-4 topics from those covered during the term (listed below) and reflect on how useful they have been to you, taking into consideration what you already knew and any learning you undertook outside of the classroom. You will need to explain the chosen model of reflection and apply it to each topic. You will also need to analyse published literature relating to the specific topics you discuss and use the feedback you received on all in-class activities.

Academic and employability skills

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1

Table of content

I.	Introduction.....	page3
II.	Time management....	Page 4-5
III.	Note-taking....	page 6
IV.	Paraphrasing	page 6
V.	Summarising	page 7
VI.	Reflection.....	page7
VII.	Referencing.....	page8
VIII.	Conclusion	page8

Introduction

In this report I will present to you my 2000 words of academic and employability skills, and I will also cover Time management , paraphrasing, Note-taking and I will give some examples and explain to you why it is good to have a well-managed time, also I will give some examples of Kolb's theory and I will explain why his theory is one of the best 4 stages useful for learning also what I found usefully of the book called 'eat the frog' and why I found Mr Brain Tracy's theory which was also very useful and great even when it comes to a day-to day situation if you are working or a stay at home parent . I will also reflect on my learning before and after starting term 1 on Academic and employability skills and academic writing. I will give some references to back up my knowledge and I will give some links with the references if you would like to check on my information, I have provided to you. Hope you enjoy, Thank you.

Time management

Time Management plays a very important role not only in organizations but also in our personal lives. (www.managementstudyguide.com)

Time Management includes:

- Effective Planning – you plan each day one step ahead and mark each day with tasks you must do.
- Setting goals and objectives – set your self-goals to finish tasks in great time and less stress.
- Setting deadlines- setting deadlines also helps with making sure you finish and over go each task to make sure it is ready for the deadline.
- Delegation of responsibilities – making sure all your delegations and responsibilities are first and start with the hard task before you start with the smallest task and being responsible for the work you have done.
- Prioritizing activities as per their importance- putting the important task first ahead of the non-important ones which you can leave for last.
- Spending the right time on the right activity. Equalizing each task so you don't over do it and lose time for the other tasks you have to do.

As Brain Tracy said in one of his books “Eat the Frog”

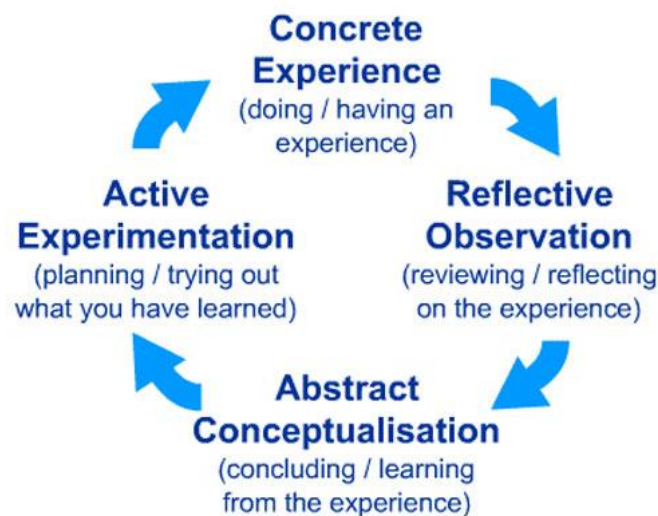
Its best to identify your 3 most important tasks that contribute the most value to your business and career and Overcome the greatest enemies to your personal productivity Employ 7 leverage factors to get more done faster and easier than ever before.

(Time Management (The Brian Tracy Success Library)

Brain Tracy is just saying to fix and find solutions to the hardest task first as soon as you wake up get ready for the day mark your self a board with all the tasks you have to be doing and well that means you are now better organized and climbing the ladder to have better time management skill as even the book “Eat the frog” tells you to mark hardest tasks and start with them first, everyone does their tasks different and some people like to start with the easiest task first and finish with the hardest ones but after learning and reading about time management I now consider starting the hardest tasks first and leaving the small ones for last as I will have more free time and less stress to think about the hard and longer tasks.

Before I started this lesson, I had a bit of experience with time management as I worked in a construction industry and I had to organise my whole day before I would start anything but even then at work I would sometimes start with the easiest task and leave the hardest task till the end but after realising that didn't really help me with time I started doing it the other way I would start with the hardest task and leave the smaller tasks till the end, because of

course you cannot start with painting the walls before sanding them down so they are all neat with no bumps I mean you could but that would be unprofessional. Also, the 80/20 rule Explained Personal Success The 80/20 rule is one of the most helpful concepts for life and time management, It is also known as the Pareto Principle, this rule suggests that 20 percent of your activities will account for 80 percent of your results. Meaning you should change the way you set goals forever.



Kolb's experiential learning theory works on two levels it is a four-stage cycle of learning also four separate learning styles. Much of Kolb's theory is concerned with the learner's internal cognitive processes. Kolb explains that learning involves the acquisition of abstract concepts that can be applied flexibly in a range of situations. (www.verywellmind.com/kolbs-learning-styles-2795155)

Kolb's learning styles are best-known and widely used learning styles theories. Psychologist David Kolb first outlined his theory of learning styles in 1984. He believed that our individual learning styles emerge due to our genetic life, and the demands of our current environment. In addition to describing four different learning styles, Kolb also developed a theory of experiential learning and learning style inventory. In his experiential theory, learning is viewed as a four-stage cycle. First, immediate and concrete experiences serve as a basis for observation. then the individual reflects on these observations and begins to build a general theory of what this information might mean.

In the next step, the learner forms abstract concepts and generalizations based on their hypothesis. Finally, the learner tests the implications of these concepts in new situations. After this step, the process once again cycles back to the first stage of the experiential process.

Note-taking.

Note-taking is a very good skill to have as it is very handy even if you are at home looking after your little ones and you start to cook but you don't have all the things you need to start or finish the meal and you have to go collect one of your children from school, you can take notes of all the missing pieces and then when you are out to collect your child you can pop in to the store and buy it. As I work as a constructor I need to take notes of all the product I buy and all the work I have done to keep me updated and to see if anything is missing so I can go and buy it to finish the work I am doing.

Good examples on Notetaking are Better notes will help you remember concepts, develop meaningful learning skills, and gain a better understanding of a topic. Effective notes will even lead to less stress when test time comes around! Learning how to take better study notes in class helps improve recall and understanding of what you are learning because it ensures that you are listening better and reading what information is given to you and you then take them and put them in your own words. (www.oxfordlearning.com)

Paraphrasing

- Paraphrasing is the method of taking someone else's ideas and changing them into your own words, it is the opposite of quoting because you are not copying and pasting word by word you are putting it all in your own words making sure all the right information is covered and take into consideration that it all has to have one meaning, like let's say 'Belfast is part of England' and if you paraphrase it you can say "England took over Belfast" the main ideas need to come through but the words have to be your own. It's most straightforward, paraphrasing is taking an idea that someone else has written about and putting it into your own words. There are two steps to this: firstly, you need to understand the original idea that you have read, and secondly you need to write it again in your own words. It is important to be able to paraphrase because once you have good practice of this, you can explain something someone told you in your own words.

(libguides.derby.ac.uk)

Summarising

Time management involves deciding what tasks are the most urgent and handling them first. Important but non-urgent tasks should also be prioritized but can be tackled gradually before their due date. Other tasks can be completed when you have nothing essential on your to-do list. Note-taking is best and you are more organized and have a better plan on what you need and what you are missing paraphrasing is words that are not quoted but given other information and putting them into your own words and I have also provided articles and given book names and referenced all my information I have learned in this class also in this term, before I started Academic and employability skills I was not really experienced with time management even though I have a bit from work but I had no experience on academic writing or paraphrasing and now looking back when I first started and what I know now it helped me a lot I have learned the 80/20 rule, Kolb's theory and I have read Brian Tracy's books .

I never before knew the meaning or summarising and now after this lesson I have learned and now know more about how to and what is the meaning of summarising.

Reflection on learning

Learning about academic and employability skills helped me through this whole term and this I can have for me through my whole life as this type of education is very useful in life and of course at work, being at work I take more time on the hardest task and being at home I take notes and prepare my self to have a better organized life and work and at home I am now better managing my time.

I am now only concentrating on my most important task and leave the non-important at the end. Going into the lessons every Thursday made me Happy because I know that I will learn again something new, moreover I have now seen why Brian Tracy's book is a useful and good book to read and to listen to, others point of views also matter and his point is very clear and very useful for my lifestyle.

References

- Braintracy.com
- libguides.derby.ac.uk
- (www.managementstudyguide.com)
- www.oxfordlearning.com-
- [Time Management - Meaning and its Importance \(managementstudyguide.com\)](http://www.managementstudyguide.com)
- www.verywellmind.com/kolbs-learning-styles-2795155

Conclusion

I have written a report on Academic and employability skills and I have covered this topics, Time management, Notetaking, Paraphrasing, I have included some articles and books and I have explained and given examples on good time management and I have talked and went through Brain Tracy's theory , Kolb's theory and I have also explained the 80/20 rule , and I have talked about why and how time management and notetaking helps me in Day-to -day life and also at work a well organized set yourself goals really helps you a lot putting the hardest and longest tasks firsts also helps because you have less stress and gain more confidence on what you are doing and how you are structuring your work I will tell you it was a bit hard as English is not my first or main language but I am proud of myself for coming so far as I have come today, I hope you enjoyed reading my 2000 word report . thank you.