



ACADEMIC SKILLS: ENHANCING FUTURE SUCCESS IN BUSINESS MANAGEMENT

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1. **Introduction** by Tanya Eftimova

Academic and professional success requires an enhanced methodology because of the constantly influencing universe of business executives. This study takes a gander at how significant certain scholastic capacities are in deciding one's future achievement. Individuals should be outfitted with different abilities as the corporate world gets increasingly powerful.

"Time management," "Referencing," "Teamwork," and "Analytical and Critical thinking" are among the centre points.

This paper looks to explain the meaning of these capacities by looking at accessible material and featuring their helpfulness in different scholarly and expert settings. For those wanting to prevail in the difficult and serious field of business the board, fathoming the unobtrusive communications between these abilities is fundamental.

2. Discussion by T.E.

2.1. Time Management / Organizing Study

2.1.1. Importance

As referred to by Gunn (2023), time management remains as a foundation for scholastic and expert victory, assuming a critical part in the compelling use of assets. Its importance lies in engaging people to focus on errands, guaranteeing that they comply with time constraints and work out some kind of harmony between academic commitments and personal life. In academia, efficient time management fosters a conducive environment for learning, research, and the cultivation of critical thinking skills. Professionally, it is indispensable for meeting project milestones, enhancing productivity, and navigating the demands of a fast-paced business landscape. A mastery of time management not only propels academic excellence but also lays the groundwork for sustained success in the professional arena (Gunn, 2023).

2.1.2. Published Literature

Heo, Bonk and Doo (2021), underscore the paramount importance of effective time management. Heo, Bonk and Doo (2021) also reveal a positive correlation between time management skills and academic performance, emphasizing the role it plays in reducing stress and increasing productivity among students. Additionally, Covey's time management matrix, outlined in "The 7 Habits of Highly Effective People," provides a practical framework for categorizing tasks based on urgency and importance, aiding individuals in allocating their time judiciously (Partridge, 2022). The works of Partridge (2022) further contribute to the discourse, offering insights into prioritization techniques and the psychology of time.

2.1.3 Application & Examples

In academic settings, students are often faced with multiple assignments, exams, and extracurricular commitments. Effective time management becomes evident when individuals strategically allocate time to research, study, and engage in collaborative projects, ensuring they meet academic requirements without sacrificing personal well-being (Hurd and Singh, 2020). In the professional realm, meeting project deadlines is a testament to adept time management. For instance, a project manager orchestrates team efforts, ensuring that each team member's tasks are synchronized, leading to the timely completion of project milestones (Indeed, 2023). In the business world, executives adept at time management balance strategic planning, decision-making, and daily operational responsibilities. Moreover, consider the entrepreneur juggling multiple aspects of a startup. Time management becomes instrumental in allocating time to product development, marketing, and financial planning, ultimately determining the venture's success (Indeed, 2023).

Effective time management is not merely a skill but a strategic advantage, permeating through academic and professional spheres. The ability to allocate time judiciously is a hallmark of success, contributing to individual growth, organizational efficiency, and the attainment of goals.

Teamwork

by **Nedelina Radoslavova Hadzhihristova** and **Radian Zlatanov Tanev**

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Like Time Management, also Teamwork plays an important role in making the work of an organization successful.

When a group of people work together, and they perform different activities and tasks to achieve a certain goal it is called teamwork.

It requires the participation of everyone on the team.

Creating team good is not easy. The goal can only be achieved with good teamwork and turn defeat into success. It is teamwork that makes people

achieve unexpectedly goals. Team flexibility, speed and rapid change is very important for high-performance organizations. (Katzenbach, 1998).

1.Characteristics of a Team

Everyone on the team has one common goal and it could be for sales, developing a new process or managing a group (Maginn, 2003). Achieving the goal is the reason the group exists.

The other important thing is that people must work together to achieve their goal. Everyone on the team depends on the other's experience, perspective, and desire (Gaines, 2006).

Teamwork brings together employees of an organization with different skills and this enables the personal to grow in different areas. When everyone comes together to tackle a problem, and everyone has their point of view the result is always amazing (Maginn 2003).

2.Published Literature

According to Barnes (2008) work teams have always been an important feature of an organization. It is very rare to find a person who can work alone. One of the main reasons for business organization is to bring people together because that way they work more effectively and have greater success than if they worked alone (Aronoff & Ward, 1997).

There is another reason and that is that in large organizations many of the task must be performed by a group of people and this is where teamwork comes in. Barnes also say that teamwork was not as popular as it is now. Work teams are becoming increasingly popular as most organizations realize that they can improve their work and operations by getting their employees to work together (Beyerlein & Johnson, 2001). Employers are given more resource and authority to have greater control over decision affecting their work. If teams want to work together, they need to understand how to make good decision. It must be

understood who leadership power will have, but decisions must be made collectively (Robbins, Judge & Judge, 2008).

3. Effective Teamwork

According to West, (2004) says that the success of a team depends on many things. People who work in the team must be willing and able to strive to complete tasks. Team workers must understand and listen to each other. Jones and Beyerlein (1997) found that there 5 principles for successful teams that, if followed, will be successful:

- The organization must redesign work and focus on customer and team members.
- The team leader must have training
- The team need to change the culture that is likely to meet resistance
- They have to build the epic defence in front of the employees
- Must have a business strategy and perceive themselves as business partners

4. Why Working Teams Fail

According to Maginn (2003), a team without a clear goal is like a ship without a destination. A team need a clear and achievable goal, it states what the team need to achieve. It makes motivation and determination. When people don't understand what the purpose of teamwork is the result can be disastrous Maginn (2003). So that team leader needs to explain what the overall goal is and find out of everyone understands it.

Also, team members must believe that the goal is achievable (Katzenbach & Smith, 2001) if people don't believe they will surely fail. According to Humphrey (2000), teamwork is an advantage, but sometimes errors occur on the part of leadership, participation, desire, and quality.

Without leadership there will be no discipline (Yeatts & Hyten, 1998), people have different skills, knowledge, abilities and therefore it is important that everyone participates because, this will lead to success of the team. It is also, very important that team members have training in different areas, this will lead to greater success of the team (Humphrey, 2000).

5. Practical Implications of Working Teams

Sometimes it is very difficult to get people to come out of themselves and work in a team. An organisation sometimes needs to work harder to motivate employees to work as a team. In some organizations employees were rewarded (Schuman, 2010). Also, this is a temporary solution because it may happen that the organization is not able to present the employee benefit as agreed a problem may arise and the organization and its performance will decrease. Also, if employees do not understand how a team should function it can lead to problems.

Dealing with difficult group members and getting them to focus on the work objective can be difficult (Jones & Beyerlein 1999). Sometimes it will be difficult to agree on important issues and rules this can be a problem and take time to discuss instead of (Griffin & Moorhead, 2011). In the organization that uses work teams must be ready for all challenges and problems that way arises.

6. Examples

In today's competitive world, it is very difficult for an organization to cope with isolation. According to research, when people work in a team and everyone unites their strength, skills, and abilities, they will do much better than people who work alone. Also, would make a greater contribution to the organization than individually (Barnes, 2008). Teams can be created for anything like action team, problem teams, project teams. We take as an example the new products and processes and their development they have different requirements, design as well as construction processes.

A team must be formed that has enough knowledge, engineers, and designers so they will be successful (Baert & Govaerts, 2012). Working teams create opportunities for team members to learn and grow in their careers.

Time Management by Filip Ionescu

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Abstract

"Not enough time to finish", we often say, "sorry, I am late", or "somehow, I completely forgot about this"... well, today we will do a short research and try to understand better how to manage our time efficiently.

Introduction

Everyone has a time management issue. Some find themselves in serious difficulty, while others only need to adjust minor details. This writing will then be useful to the reader by bringing to light more details about how to manage our precious Chronos.

While gathering information about this topic, I found myself between two questions: from the vast list of methods and advices available in literature and media, which ones do really take us to significant results? Which method is more dynamic and easy to apply? I found Dr. Ali Abdal's presentation touching almost all crucial points, while keeping the conversation light, optimistic and very enjoyable, and I followed his example, combining documented information, with refreshing logic.

Discussion and Literature

a.The Choice to be satisfied

Running after productivity and efficiency, we often push our limits and try to achieve more in a certain period of time. The result is often not arriving to the finish line, not touching our daily goals. It's easy then to fall in the "unsatisfied people" stress hole. That's why we need to consciously realise we cannot do more and more every day, and then we can be fulfilled with our daily achievements and preserve our good mood for the next opportunity.

b. Protected time

Having a protected time in our daily schedule means to establish a period in which we can do whatever we want, without any obligation or interruption (Corporate Coach Group, n.d.). Knowing exactly when we can have that “window” of time without any other activity, dedicated just for us alone, gives us the necessary break to clear up, relax, recharge and start again.

c. Parkinson’s law

“Work expands to fill the time that we allocate to it”(Asana, n.d.).

In other words, if we decide that we need four hours to finish a certain task, then the time that we will spend to finish that task will be of four hours. The advice here is for us to set theoretical (artificial) deadlines, even in activities where we do not necessary put deadlines. Setting limits, we’re going to set that activity a precise time and have much more probability to start and (also!) finish in time.

d. Daily highlight

When making our everyday schedule and decide what to do, we need to choose one important, satisfying or urgent thing that will become our “highlight thing to do” which will be the only thing we need to do that day, and once done, brings in our daily satisfaction.

Inverting this simple principle, when our daily list is crowded with many important/urgent things to do, it becomes difficult to really get all done by the end of the day, messing up our results(Knapp J. and Zeratsky J. 2018).

e. We own our time

Usually we do think we do not have enough time to do what we want, but in reality, in any given moment, we are doing what we most want to be doing (How To Take Control Of Your Time, 2018).

Our time is entirely on our control: when we want to visit a friend, we will go see him, and if we find ourselves on the road, is because we decided to do so. Our own decisions determine what is happening with our time, how we use it. Why

this observation? Because generally, people complain that they are not in control of their own time.

Yes, we are actively choosing how to use our time, what to do and what not to, during the day. So, step one, we need to recognise that we are always in control of our own time and the reason we do not do a certain activity is that we do not give that activity the necessary p r i o r i t y .

f.To-Do List

Simply putting all things we need to do on a written, small, always visible and why not, attractive daily To-Do list, helps improve the way we manage our time and achieve results. Calling out the basic law of productivity, who states that our brain must stay focused on continuously finding new ideas, not on “freeze & conserve” ideas, the reason we forget to do important things is mainly because we did not put them on a simple To-Do list. Not at all secondary, as soon we finish doing the activity, the simple gesture of cancelling it from the list, gives us a healthy satisfaction (CMI, 2019).

g.“Hell Yeah”, or “No” – What’s worth doing

So many times we are tempted to easily say “yes” to anything coming our way, even if we do not accept it totally. There is no fulfilment in doing so. If we focus better in that moment, enquire more about people and facts, we will discover that our available time is limited, and start to say “no, thank you”, giving our time the right value.

The profound difference between those two ways to respond to a problem/invitation/question stays exactly in doing things we consider important, with complete commitment, and not wasting our time in activities we’re not passionate of(Sivers, D. 2020).

h.Delegation

“Dollar value of your time”(Mind tools Content Team, 2022).

This principle looks merely mathematic, but our time has a value in a certain currency. Let’s suppose that one hour of our day at work, worth 30 dollars; if we delegate someone to do our exact job for less than 30 dollars, we obtain a free hour for ourselves and also save some funds, for future projects.

Conclusion

Considering the medium amount of time and attention people engage to find answers lately, our short list presents some fast and easy to apply methods which could really bring significant results in our activity. Certainly, some of these methods we are already using, but now we can test also some new idea. Taking this list in consideration, we can decide which one of the methods suits us better.

Time Management by **Valentina Kostadinova**

Time management is one of the most important aspect in today's world. Whether being a businessman or a student, managing time is equally important for everyone. Time is a resource that is needed to be used efficiently and must not be wasted. In today's fast paced world, every activity is bound with a specific time and not doing that on time most of the time means that you do not achieve the goal (Mario, 2023). For example, students are given assignments to submit on or before the prescribed time. If they finish their assignment after prescribed time then that would mean failure.

Time management is the process whereby an individual plans and controls how much time he has to spend on a certain activity (Pant, 2016). Planning the activities according to time ensures that the activities are completed before time and there is lesser stress of the tasks because when the tasks are completed on time, burden of finishing the task finishes which lowers the stress on the individual.

Managing time enhances the efficiency and productivity of individuals. Being able to complete tasks on time ensures the achievement of goals and hence productivity and efficiency of the individual is increased. The person applying time management techniques to his routine may also be able to get good professional reputation (Burkeman, 2021). Achieving goals on time would increase the value of the individual and that would bring good reputation to the individual.

The opportunities for the advancement increases for the person managing time well. When doing and finishing activities on time, there is enough time available for more productive activities (Burkeman, 2021). This is the reason that the person managing time well has favourable circumstances to achieve the personal and professional goals in life. Due to enhanced productivity, good

professional reputation and more opportunities for advancements, personal and professional goals become easy to achieve.

There are several techniques that an individual can apply to manage time. Simply becoming organised enables a person to manage time well. Prioritisation of activities can enable a person to manage time. For this, an individual needs to simply decide which activities are more important for him and then deciding which of these activities are required to be completed at what time. The next step is to implementing the decided schedule. It is easy to decide what to do but it should be of utmost importance to decide when to do that. Scheduling is very important too (Pant, 2016). Another technique to improve time management skill is by setting goals. Setting goals and then achieving the goals enhances the efficiency of the individual. Setting SMART goals enables the individual achieving the goals easily. SMART here means goals that specific, measurable, achievable, realistic and time bound.

Time blocking is another technique that can be used. In this technique the individual can specify a block of time that he should use for a specific activity. For example, a student can block the time of 4 hours between 2 pm to 6 pm for studying her daily lessons. This ensures the achievement of desired goals. Multi tasking should be ignored when applying time management because multi tasking leads to errors that has negative impact on efficiency and productivity of the person. Having a structured daily routine that has very less interruptions also helps in managing time well. Managing health is also very important for managing time. Poor health may lead to wastage of time while recovering from a health problem (Mario, 2023). Regular review of the activities and reflecting on the performance helps a person in determining and overcoming the problems that are affecting the performance and thereby it helps the individual in improving time management skills.

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