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by Ionut Calin

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Assessment 1: *Learning in the Digital Era*

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Module Name: *Learning in the Digital Era*

Module Code: ACCA4025

Submission Date:

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1.0 Introduction

In this word document I was by developing new talents, we deepen our understanding of the world and provide ourselves with the means to lead more fruitful and satisfying lives. are only 24 hours in a day, and it never feels like enough. With countless tasks and responsibilities vying for my attention, it is easy to become overwhelmed and feel like I are constantly playing catch-up. This is where the importance of effective time management comes into play. I explore time management and how it can help me to make the most of our limited time, particularly in the workplace's. Whether I am a busy professional, a student juggling multiple commitments, or simply someone looking to improve their productivity, mastering time management skills can have a significant impact on my success and overall well-being. So, I will discover the strategies and techniques that can help me to become more efficient and productive with my time.

2.1 Time Management

Time management is the ability to use my time efficiently or productively, especially at work. There is a link between time management and academic success [Adams and Blair, 2019]. It can be concluded that enjoyable time management can affect effective learning.

One of the many important aspects that define me as a student ability to, Self-regulated learning is effective time management. Self-regulated learning tactics such as reading, writing, listening, researching, note-taking, memorizing, and working with peers can have a greater direct impact on action learning than other aspects. Effective time management can significantly help me reduce stress, achieve a better work-life balance, and help me be more productive at work.

When I effectively manage my time, I accomplish more and have more time for pursuits that I genuinely like. Time management properly entails:

Making a To-do list

Setting out time for each task on my to-do list

Putting such things on my schedule for later.

I can simply stick to my schedule and get my daily duties done without worrying about them if I will follow this pattern. I will have already scheduled my time in a way that will prevent mistakes

like missing deadlines or forgetting errands, so I do not need to worry about either of those happening. (Marija Kojic, 2016)

¹³ 2.2 Critical Thinking

Critical thinking is defined as the ability to question, acknowledge and test previously made assumptions, recognize ambiguity, investigate, interpret, evaluate, justify, and reflect, and explain, express, and justify positions.

¹⁵ Analyzing arguments, drawing conclusions through inductive or deductive reasoning, making judgments or evaluations, and making decisions or solving problems are all components of critical thinking [Michael Bay-Borelli, 2020]. Background information ¹⁸ is a prerequisite for permission, but it is not sufficient

Critical thinking in a specific field. Crucial thinking requires from me both cognitive skills and attitudes. These mental attitudes or habits I can be considered ³ openness and fairness, curiosity, adaptability, tendency to seek reason, desire for my knowledge and respect for different perspectives and openness to reflection. ²¹ Critical thinking has both universal and domain-specific components. (Darling-Hammond et al., 2020)

Decisive thinking enables efficient information collection, rapid information processing and intelligent data analysis.

Critical Thinking is certainly not an inborn ability; rather, through practice and experience, it is developed and refined. It is cultivated in instructive settings and expert conditions where people are urged to participate in scientific exercises, discussions, and conversations.

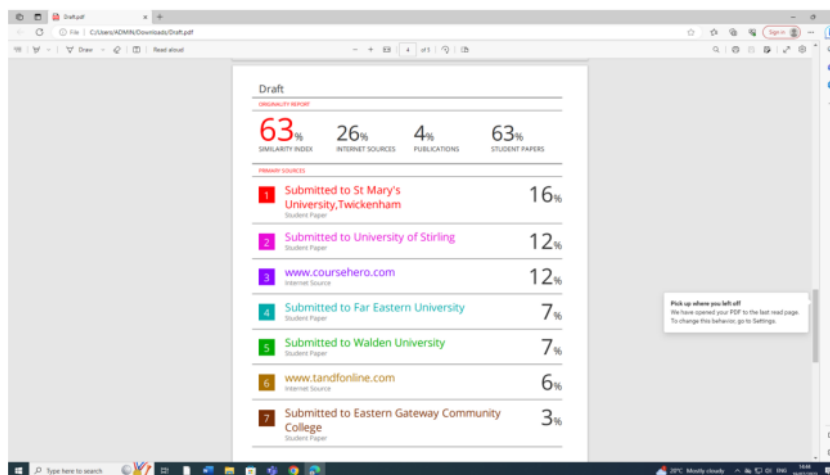
By developing decisive reasoning abilities, I can become better prepared to explore through the tremendous measure of data accessible, recognize deception or control, and move toward issues with certainty and capability. It prompts better direction, more hearty critical thinking capacities, and at last upgrades mental capacities.

Critical thinking abilities enable people to evaluate complicated circumstances, recognize dangers and possibilities, and build successful strategies in a fast-paced and changing corporate environment. Employers respect critical thinkers who can assess material objectively, offer provocative questions, and put forward original ideas. Employees may approach problems with a logical and methodical perspective by using critical thinking, which results in more

effective problem-solving and better decision-making. Critical thinkers are also skilled at obtaining and analyzing pertinent material, which strengthens their capacity for making defensible decisions. (Sharma, Gergiev and Andersen, 2022)

3.0 Reflection

5 Plagiarism implies utilizing somebody else's words or thoughts without appropriately crediting the first creator (Bergen, n.d.) r. After I will type in academic paper I construct upon the work of others and utilize various credible sources for data and proof. To maintain a strategic distance from copyright infringement, I would like to accurately consolidate these sources into my content. So, to avoid plagiarism Keeping track of the sources I will consult in my research and if I will have access to a plagiarism checker to see exactly what I am doing like other sources. My first percentage was 63% after that I paraphrased to ensure that I lower the score which is now 25%.



Always I will notes and retain records accurately I will be exact and comprehensive; always make a note of the source's information before writing any notes; I will stay away from 'cut and paste' research; After reading a paragraph, I will explain what I will learn and how I will pertain to the assignment brief in my very own words. (Reading.ac.uk, 2019)

4.0 Referencing Tools

Zotero can act as my personal research assistant and makes it easier for me to gather, arrange, cite, and share my research sources. The Web, research databases, and library catalogues should all be used to save references. I may also include PDFs, photos, music, video, screenshots of websites, and reannotate. Create annotations, then include them with citations. Create bibliographies using the most popular citation formats. Initially supported by the Andrew W. Mellon Foundation, the Institute of Museum and Library Services, and the Alfred P. Sloan Foundation, Zotero was created by the Roy Rosenzweig Centre for History and New Media and is compatible with Windows, Mac OS X, and Linux. (Zambare, n.d.)

These software products' referencing styles can produce references that are consistent and accurate. It allows you to keep track of what you have read.

Allows you to plan the results of your study:

You may keep all your references in one place and organize them.

Zotero syncs with numerous computers so you may work from home, the office, or school while also saving your citation library locally. With Zotero, you may quickly save screenshots of websites and annotate them in your citation database. It is an excellent tool for storing citation data from some websites, including commercial ones and social networking ones. Through shared folders, Zotero enables you to share your citations. You may grant people or groups the ability to add and edit citations within the shared folder. (Librarian, n.d.)

With the help of the free referencing programmed Zotero, you can gather, cite, arrange, and exchange sources for research. A browser plugin that comes with Zotero detects content in your internet browser and then lets you add it to your own library with just one click.

It detects the type of text on the page itself and shows an appropriate icon (for a book, article, etc.) in the address field.

- Download and set up the desktop application
- Before installing, be sure to shut or terminate Word.

- Get the Browser Connector (Add-on) installed.
- You may do this to add sources straight from the internet. Microsoft Edge, Chrome, Firefox, and Safari may all use the connection.
- Updating your Zotero library with sources
- Before you can add in-text citations and a bibliography to a Word document, you must have references in the Zotero Library.
- Use the Zotero tab to add in-text citations and references to a Word project.
- To include in-text citations, click the Add/Edit Citations button.
- The section of the bibliography (reference list) that appears at the conclusion of the paper you are writing is created using the Insert/Edit Bibliography button. (Sharkey, n.d.)

5.0 Conclusion

In this word document I was by developing new talents, we deepen our understanding of the world and provide ourselves with the means to lead more fruitful and satisfying lives. The most crucial abilities for me is to pursue my ideal career in the future are those listed above. Time management is the ability to use my time efficiently or productively, especially at work. Self-regulated learning tactics such as reading, writing, listening, researching, note-taking, memorizing, and working with peers can have a greater direct impact on action learning than other aspects. Crucial thinking requires both cognitive skills and attitudes. These mental attitudes or habits can be considered openness and fairness, curiosity, adaptability, tendency to seek reason, desire for knowledge and respect for different perspectives and openness to reflection. Plagiarism implies utilizing somebody else's words or thoughts without appropriately crediting the first creator. These software products' referencing styles can produce references that are consistent and accurate.

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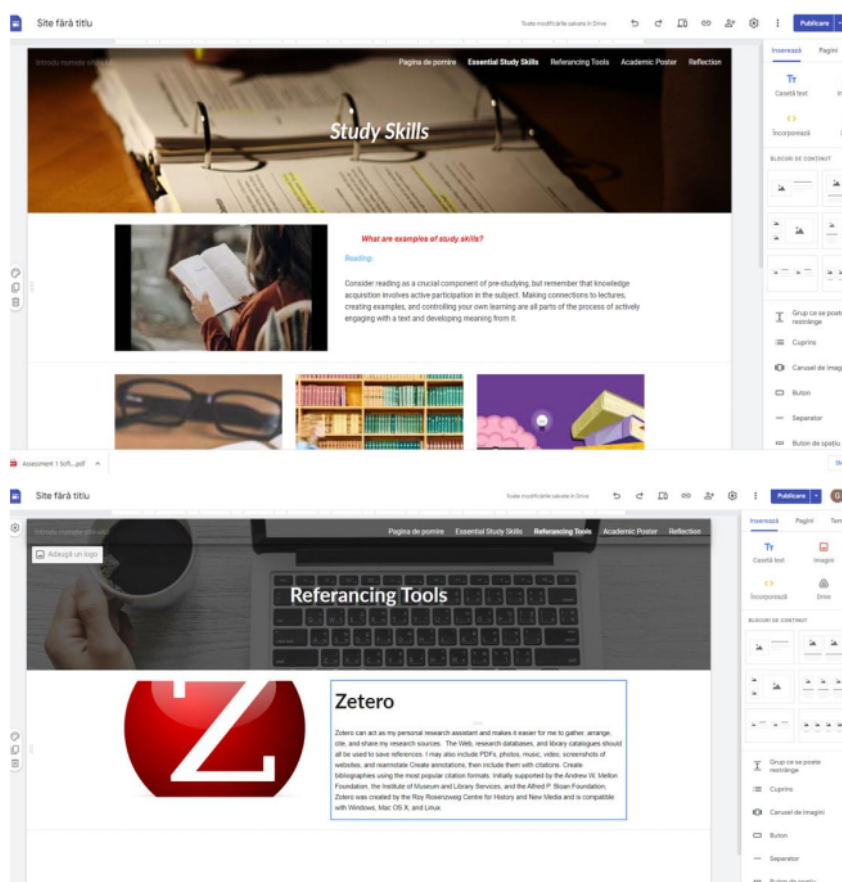
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Appendice



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