

REFLECTION



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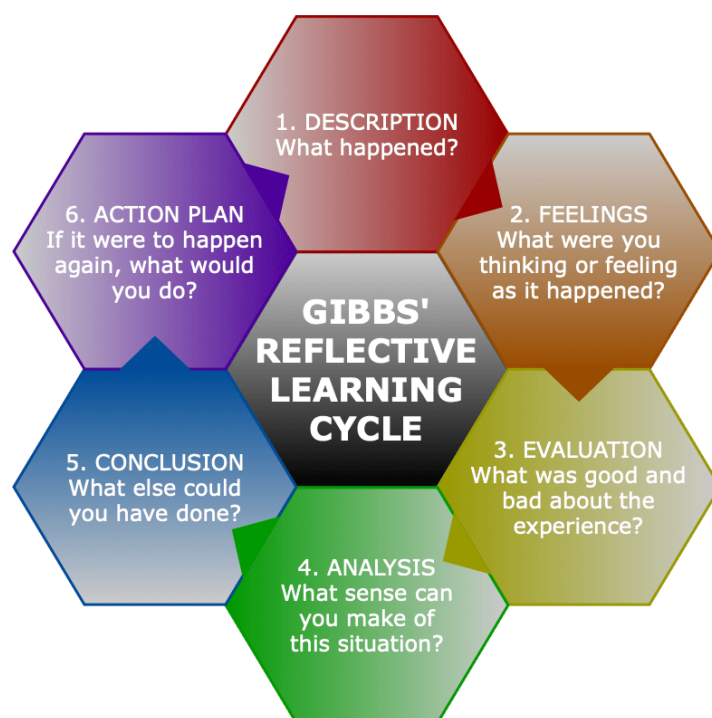
Time Management Reflection Using the GIBS Cycle

1.Introduction

Time management is critical for succeeding in both life and work. In this reflective essay, I will analyse my time management practises using the Gibbs Reflective Cycle. Description, Feelings, Evaluation, Analysis, Action Plans, and Conclusion are the six stages of the Gibbs Reflective Cycle. I hope to find areas for development and establish action plans for better time management by engaging in this reflective process. This thought is based on my personal views and experiences.

2. Description

I've been struggling to manage my time well for the last few months. Multiple projects and deadlines frequently overwhelmed me, resulting in increased stress and decreased productivity. I regularly procrastinated and engaged in inefficient activities, which resulted in a lack of focus and efficiency. I also realised that I was constantly multitasking, which added to my sense of being overwhelmed and unable to accomplish activities within the time constraints. I've struggled with time management ever since I began my studies. I've always struggled to finish tasks and assignments by the deadlines that were set. I've been forced to work under pressure as a result, which has had a bad effect on the calibre of my work. Due to the stress and worry this has caused, my academic performance has been impacted.



3. Feelings

The continual sensation of being behind schedule, as well as the stress that comes with it, left me frustrated and demotivated. I was frequently anxious as a result of the increasing workload and the dread of not being able to fulfil deadlines. Furthermore, I felt terrible for wasting time on meaningless activities and not making better use of my time. These negative feelings had an impact on my general well-being and led to my unhappiness with my time management abilities. When it comes to time management, I feel conflicted. I'm embarrassed by my poor time management on the one hand. I believe that since I am aware of its significance, I ought to be performing better.

However, I am discouraged since it feels like time management is an impossible task. I feel too overwhelmed to think about balancing job, family, and personal obligations.

4.Evaluation

Reflecting on my present time management practises reveals that my current strategy is unproductive and unsustainable. My ability to manage work efficiently has been hampered by a lack of structure and prioritisation in my daily routine. Procrastination has been a chronic problem for me, generating extra stress and lowering the quality of my work. Despite being promoted as a time-saving approach, multitasking has just contributed to the chaos and hampered my ability to focus fully on individual activities.

5.Analysis

I examined the fundamental aspects in order to go further into the main reasons of my time management issues. One important reason was a lack of understanding about how much time various jobs took. I consistently overestimated the amount of time required for completion, which resulted in excessive expectations and consequent delays. Another element was a proclivity to prioritise urgent activities above essential ones, so ignoring long-term goals and personal development. Furthermore, a fear of failure added to my procrastination behaviour, as I would frequently postpone work to avoid any criticism or disappointment.

My poor time management abilities have harmed my academic success, which has harmed my self-confidence and self-esteem. I've always felt insufficient and this has kept me from reaching my full potential. In addition, my poor time management abilities have harmed my personal life, particularly my connections with family and friends. I'm always behind on my coursework, which prevents me from spending quality time with my family.

6.Action Plans

I've devised a number of concrete ways to overcome my time management shortcomings. To create clarity and concentration, I will first use effective goal-setting strategies, such as SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals. This will allow me to more efficiently prioritise jobs and dedicate suitable attention to each. Second, I want to use time-tracking tools and practises, such as the Pomodoro Technique, to better understand how I spend my time. I can increase production by identifying time-wasting tasks and eliminating or reducing them. In addition, I will make a daily and weekly calendar, devoting time to key work and minimising distractions. Finally, I intend to concentrate on conquering my fear of failure by self-reflection, positive affirmations, and seeking assistance from mentors or peers.

I plan to try the following to enhance my time management abilities:

- 1) Create a daily and weekly calendar - I will plan out all of my activities for each day and week. This will assist me in efficiently planning my schedule and ensuring that I have enough time for each task.
- 2) Determine my priorities - I will prioritise my duties and begin with the most critical ones. This will assist me in avoiding unneeded distractions and focusing on what is important.

3) Establish realistic objectives and timelines - For each assignment, I will establish feasible goals and timeframes for completion. This will allow me to escape the last-minute rush and finish my assignment on time

4) Reduce distractions - When focusing on critical duties, I will eliminate any distractions, such as social media and other useless activities.

5) Take regular breaks - When working on duties, I will take regular pauses. This will assist to freshen my thoughts and keep me from becoming burnt out.

7. Conclusion

Reflecting on my time management experiences with the GIBS Cycle has been an eye-opening journey. I've learned useful insights about my own skills and shortcomings, as well as the elements that contribute to my time management difficulties. I am confident in my abilities to enhance my time management skills and attain higher productivity and balance in both my personal and professional life by developing successful action plans. Continuous self-reflection and review will be critical to my continuous development in this area, assuring consistent progress in time management.

Time management is an important component of both personal and professional success, and it is a skill that demands consistent work and dedication. This reflective essay has allowed me to assess my time management practises and their impact on my career and personal life. I received insights into my sentiments and actions as a result of the Gibbs reflective cycle, and I built an action plan to assist me improve my time management abilities. Finally, excellent time management will allow me to become a more productive and efficient team leader, and I hope to continue honing this skill for my personal and organisational success.

8. Reference list

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9.Video

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