

What is critical thinking?

Critical thinking is the ability to think and express one's own opinions that involves questioning the ideas or beliefs of others while being open-minded.



[Source: proprofs quizzes 2021]

According to Cottrell, S. The study skills handbook. (4th edn. P.187) critical thinking means evaluating the information and evidence that supports one's beliefs, also to stand back and carefully look at a situation more than once as this will help us how we think.

Time management

Time management is important as it helps one manage their time throughout their days/weeks. It's also important as it can help you prioritize your tasks, so it makes sure that you have enough time available to complete ones upcoming tasks. Also, time management is important as it separates your personal life to your professional life. As Levin, P. States "The term "time management " is in common use. Type it into an internet search engine and you'll find millions of references to it. But take a moment to look at it literally and you'll see it's a complete contradiction in terms: time cannot be managed! Time just keeps flowing steadily past you: 60 minutes per hour, 24 hours per day, 7 days per week. There is absolutely nothing you can do to manage this flow. You'll have to live with it".



[Source: corporatefinanceinstitute 2021]

Note taking

Cottrell, S. (p.266 5th edn) says "while taking down notes always include a source and the page number so you can refer back to it to save time and looking through pages of notes".



[source: Zebra pen corp 2021]

"Note taking isn't just important for college students, it's a valuable life skill. If you are able to take good notes, you will be more effective in pursuing your goals whether you are a student, writer, or entrepreneur. There's a correlation between taking notes and creative thinking. *Creativity isn't a mythical power*, it's about having lots of ideas and melding the best ones together", according to Blackbourn, N.

Conclusion.

Time management and note taking are just 2 of many main parts of critical thinking, which means better outcomes in situations in one's day to day life, which many of us come across every day.

References:

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