

Skills That Support Academic Study

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Introduction The areas I will be discussing to support academic study are Time Management, Research and Critical Thinking.

Time Management

Cottrell (2019, p. 125) says that "If you use time effectively, this gives you a choice in how you spend the time saved". This allows you to focus your time on more important areas and allows you to cope better and achieve realistic results. As a reward this allows further time and opens further opportunities.

According to Moore *et al* (2010, p. 135) "there are three big time management issues for students: Planning, Procrastination and Perfectionism. "Time must be planned effectively to allow the required time to undertake the daily work required, planning is an important key stage to time management This is done by creating a list of tasks, allowing enough time for each task to be completed by their deadlines, this is important as it provides a guarantee that targets can be achieved. An example of procrastination includes the delay of an important task, this can further add stress and delay to future tasks and hinder your progress and further reducing your confidence in completing that task, so to summarise, it is best practice to find ways to complete these tasks as soon as possible as this allows a more balanced and less frantic workload. Perfectionism is another area where attention is required as this can hinder the time available to conduct your workload, it is important to find a balance, spending too much time on something that might be less important than spending more time on the collective tasks is a clear example of an area where time can be wasted, prioritise what is important and realistic.

Bedford and Wilson (2009, p. 11) claims that "Try mapping out your week a day at a time like a timetable. Put in things you cannot avoid such as lecture periods, time at work." A timetable is always important as you can see what you must do for the day or week. It also helps to plan when you have free time to do different activities such as go for food with family or have free time to do whatever you want to do.

Research

Day (2018, p. 57) Believes that "A sensible approach to researching an assignment is to move from the general to the specific; that is, to find and read relevant textbooks and review articles." To do this It is best to read the contents page of the book to find which part is relevant to the subject you are working on. This Allows enough time to understand the subject better and further improve your knowledge of the focus areas, as a result providing a better work output for the areas of interest.

Cottrell (2019, p. 233) suggest that "Research is something we all do. It starts with a 'spirit of enquiry', whether this is investigating 'best buys', sports results, new music or finding a cure for diseases. "Research is vital as it allows us to develop a better understanding of areas of interest. It gives us the ability to understand all characteristics of the research subject which then allows us to make better decisions, and further improve our knowledge and confidence. Research is conducted in almost all aspects of life, even when we don't even realise it, this goes to show how important it is as it has become second nature to many.

Moore *et al* (2010, p. 53) points out that "Research is a process of inquiry and investigation which can help to solve practical problems and increase knowledge". Research isn't just for our best interests it's important for many other aspects, one being problem solving, researching all aspects allows us a better outlook on resolving and finding solutions to existing or even future problems, this allows the individual to make better decisions and providing more positive outcomes, collecting knowledge helps everyone involved as it is a collective effort.

Critical Thinking

According to Cottrell (2017, p. 1) "Critical thinking is a cognitive activity, associated with using the mind. Learning to think in critically analytical and evaluative ways means using mental processes such as attention, categorisation, selection, and judgement." This can be displayed during a difficult situation where you take a back seat or a more distant approach to evaluate a situation to help gain more understanding of the bigger picture, this allows you more time to make an educated decision which is likely to lead to a more positive outcome to everyone involved.

Eales-Reynolds *et al* (2009, p. 1) Claims that "These abilities underpin good management and leadership. Critical thinking skills will be essential to your study and your professional practice, giving you the ability to think both critically and objectively." This is important because it allows the individual to analyse a multitude of situations, of which all may come to various conclusions, understanding the needs of others and providing the framework that others may need, this can help with developing the skills of everyone to their own comfort, each individual is different, understanding their best way of working and using a different approach to help them thrive.

Cottrell (2019, p. 255) points out that "Developing your critical ability is rather like becoming a good detective: hunting out clues, working out whether they are what they appear to be, how they fit together, how they are best interpreted, and what they all mean." This is all about understanding a situation fully from start to finish, evaluating what has happened, why it's happened, what can be done to prevent or improve the situation and reflecting on the situation for an improved experience in the future. It is also about providing the best possible outcome and having the ability to spot things and understand things from various positions, providing a fair and clear outcome. Some situations may not always be as they seem, it is important to understand why they seem that way, and then understanding why they are not.

Conclusion

To end...

Reference List

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