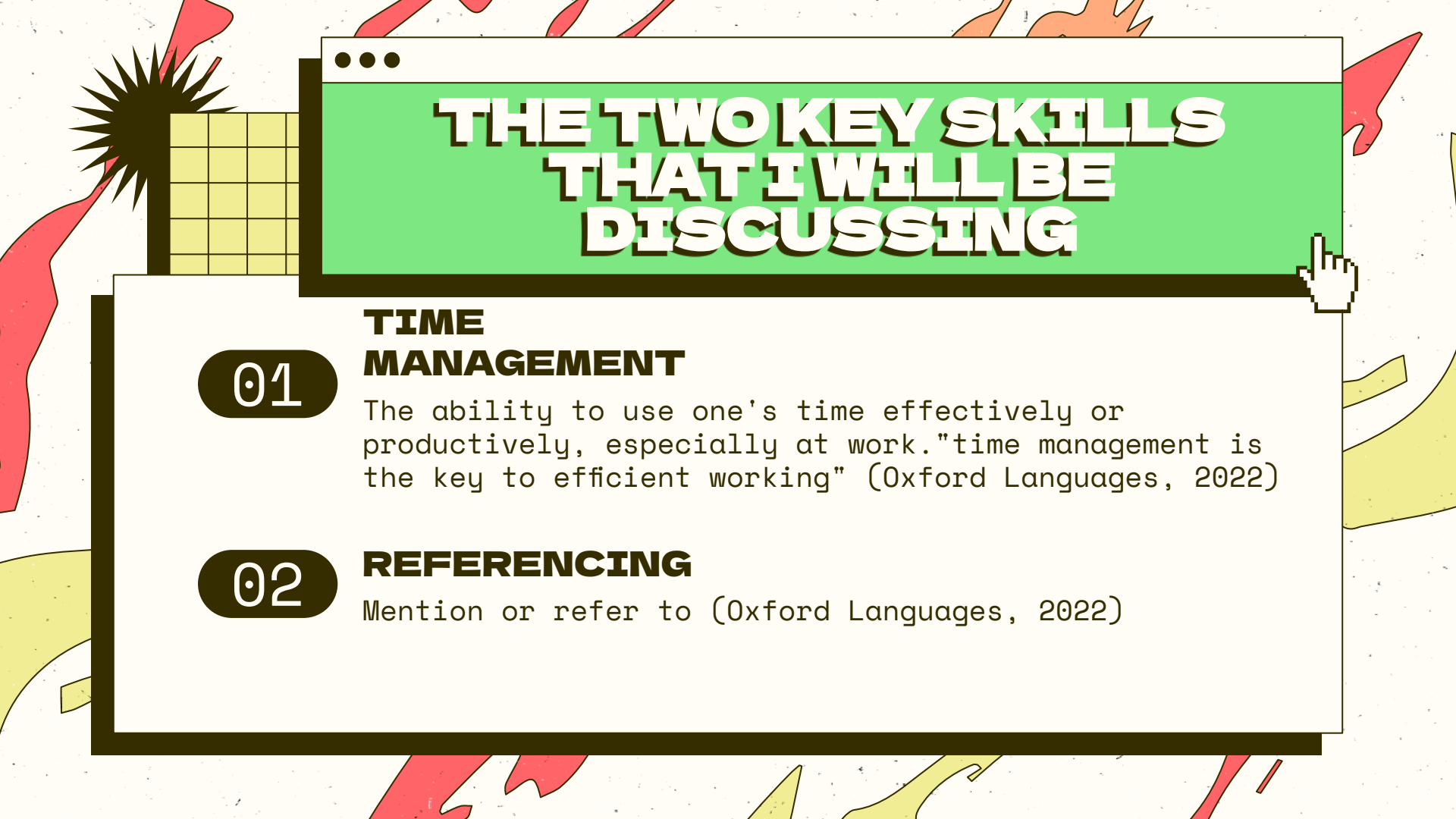


SKILLS IMPORTANT FOR

FUTURE STUDIES

Ffion Winfield



THE TWO KEY SKILLS THAT I WILL BE DISCUSSING



01

TIME MANAGEMENT

The ability to use one's time effectively or productively, especially at work. "time management is the key to efficient working" (Oxford Languages, 2022)

02

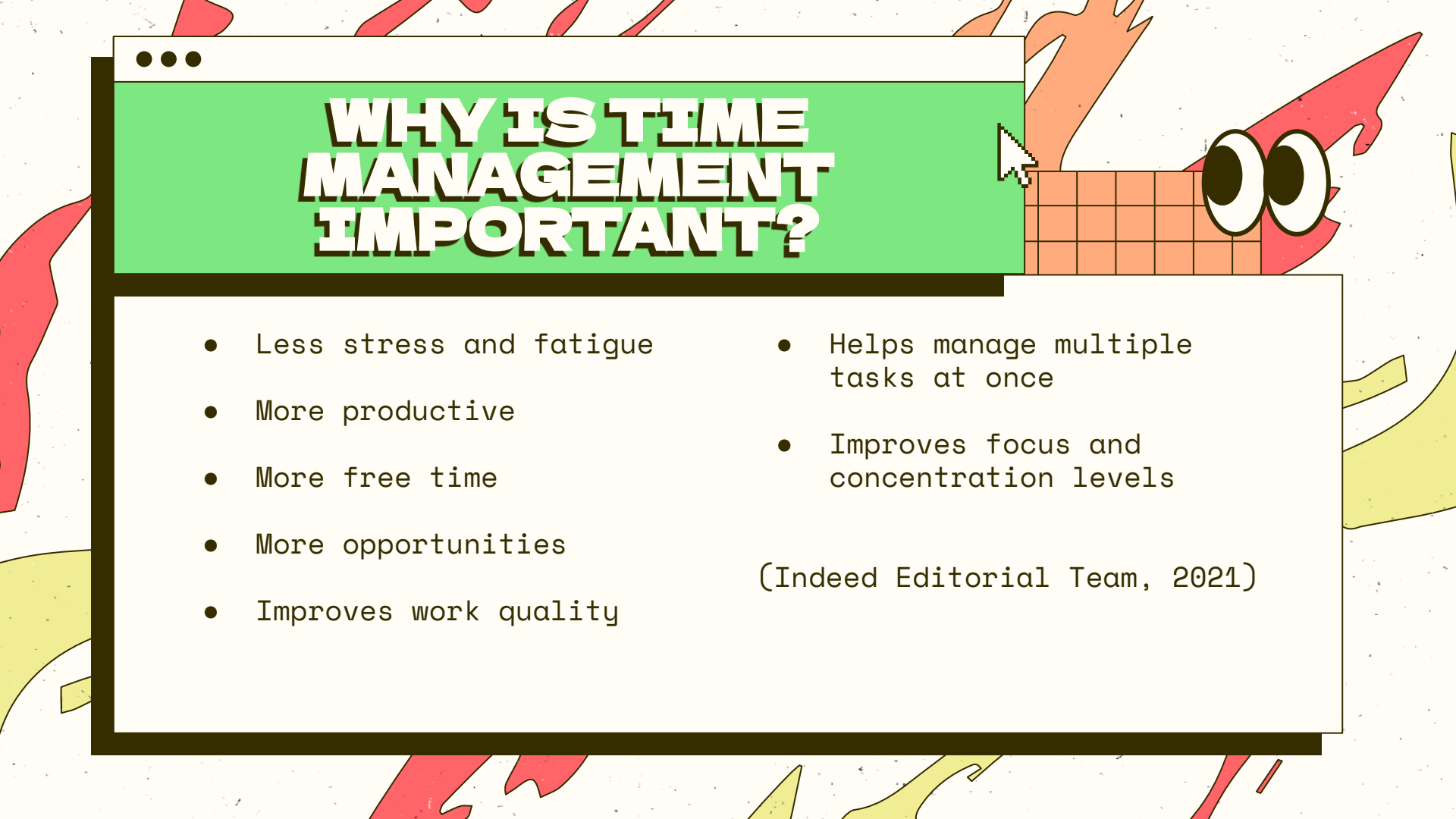
REFERENCING

Mention or refer to (Oxford Languages, 2022)

01

TIME MANAGEMENT

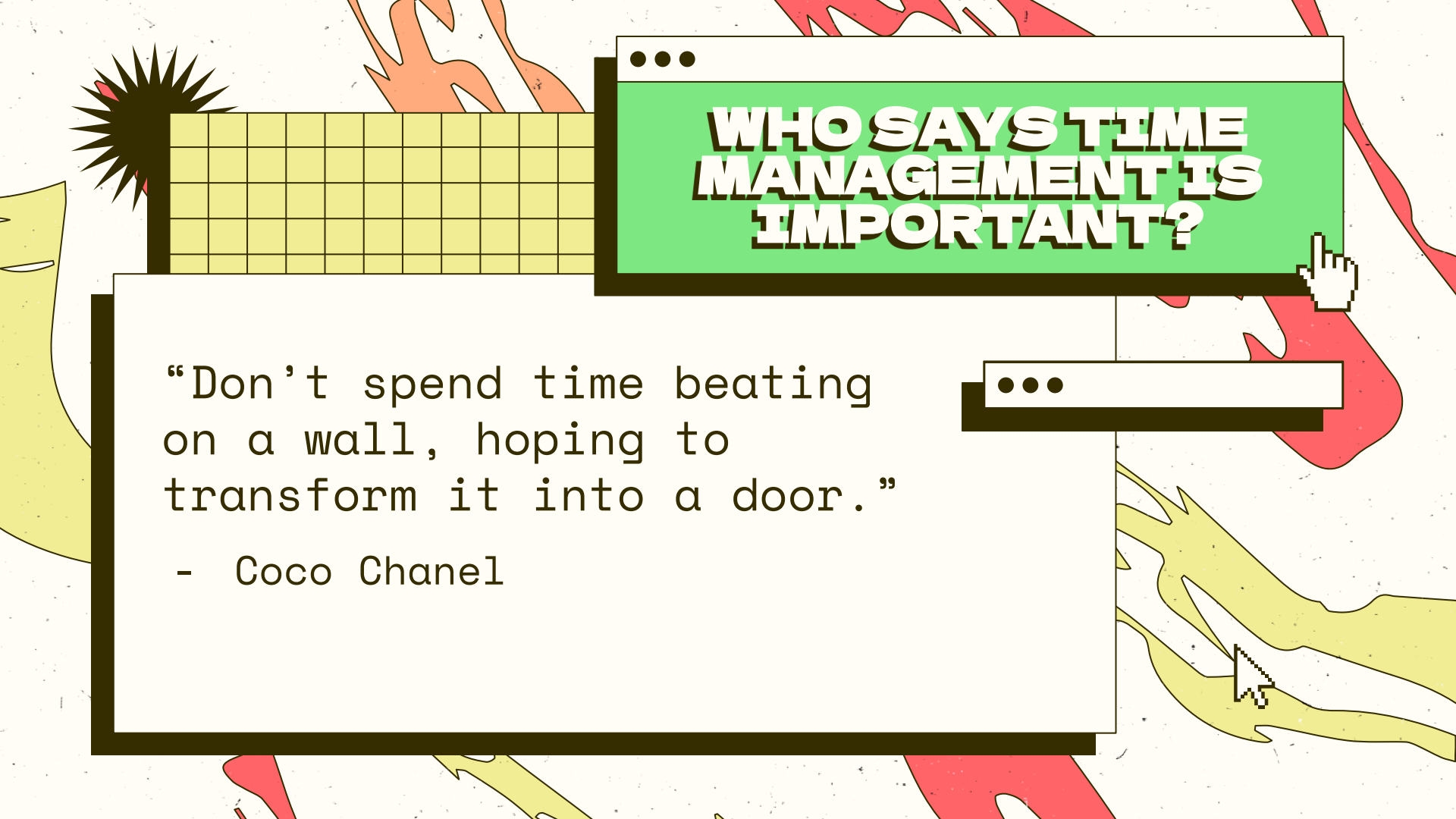
?



WHY IS TIME MANAGEMENT IMPORTANT?

- Less stress and fatigue
- More productive
- More free time
- More opportunities
- Improves work quality
- Helps manage multiple tasks at once
- Improves focus and concentration levels

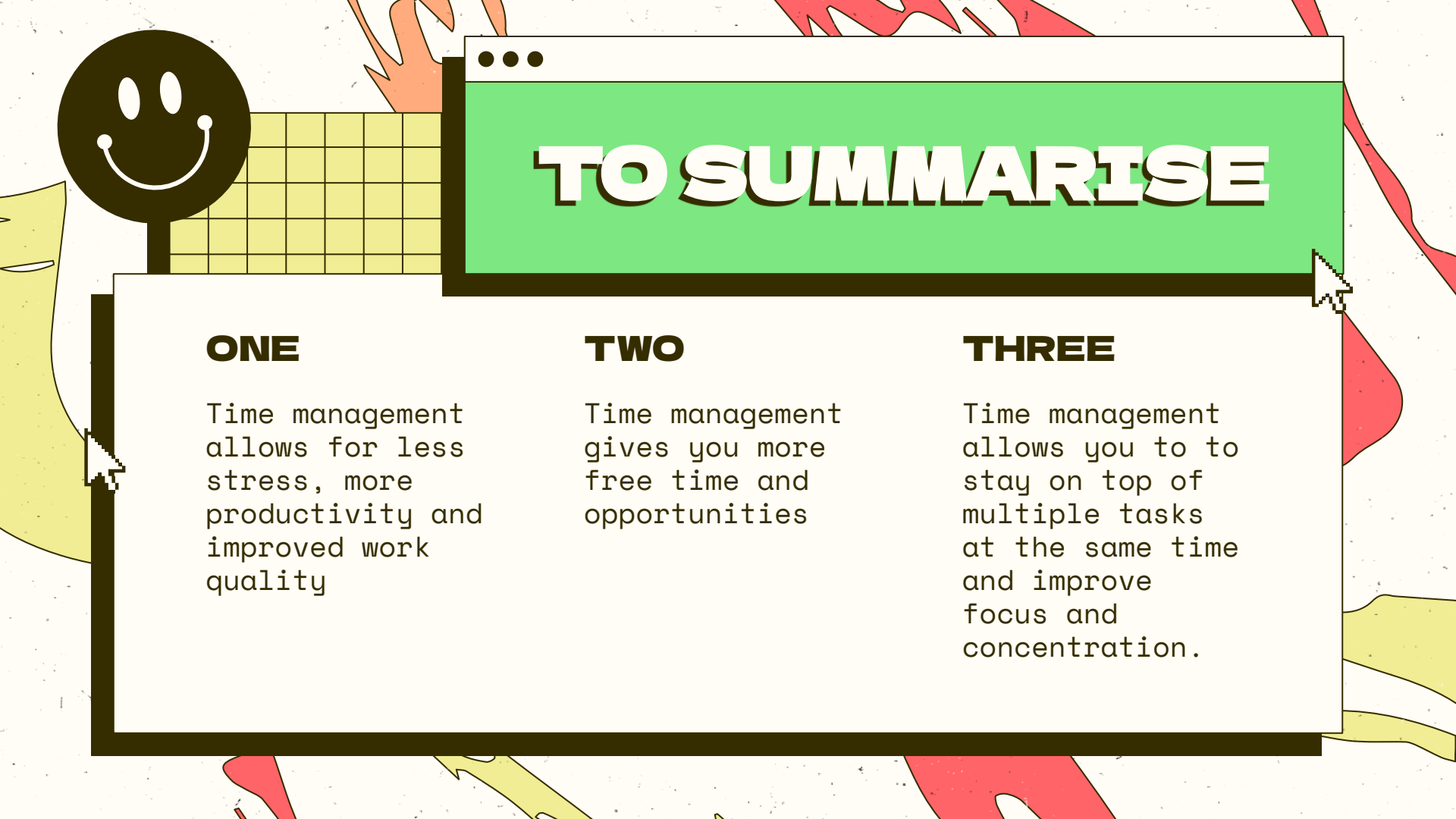
(Indeed Editorial Team, 2021)



WHO SAYS TIME MANAGEMENT IS IMPORTANT?

“Don’t spend time beating
on a wall, hoping to
transform it into a door.”

- Coco Chanel



TO SUMMARISE

ONE

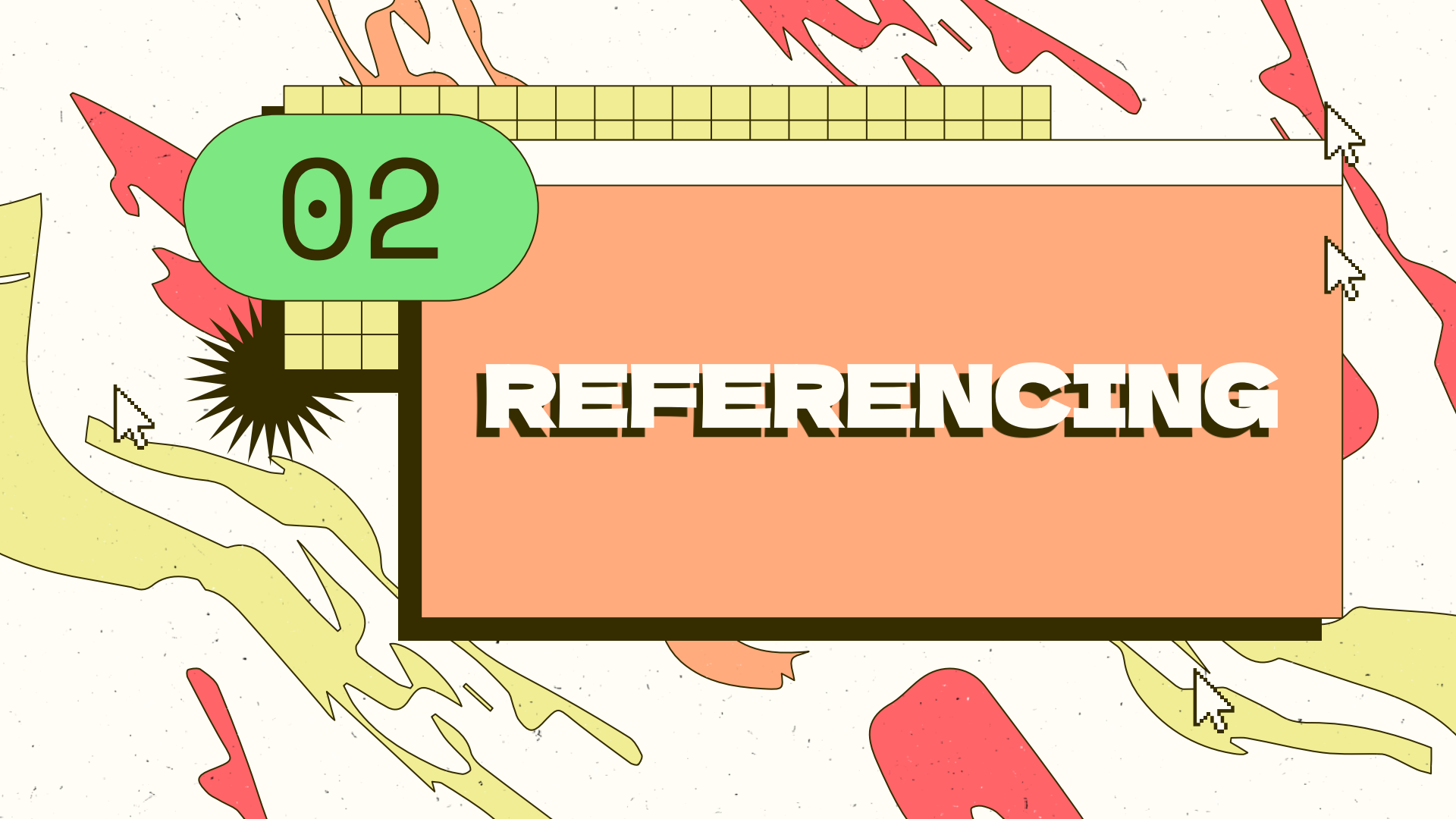
Time management allows for less stress, more productivity and improved work quality

TWO

Time management gives you more free time and opportunities

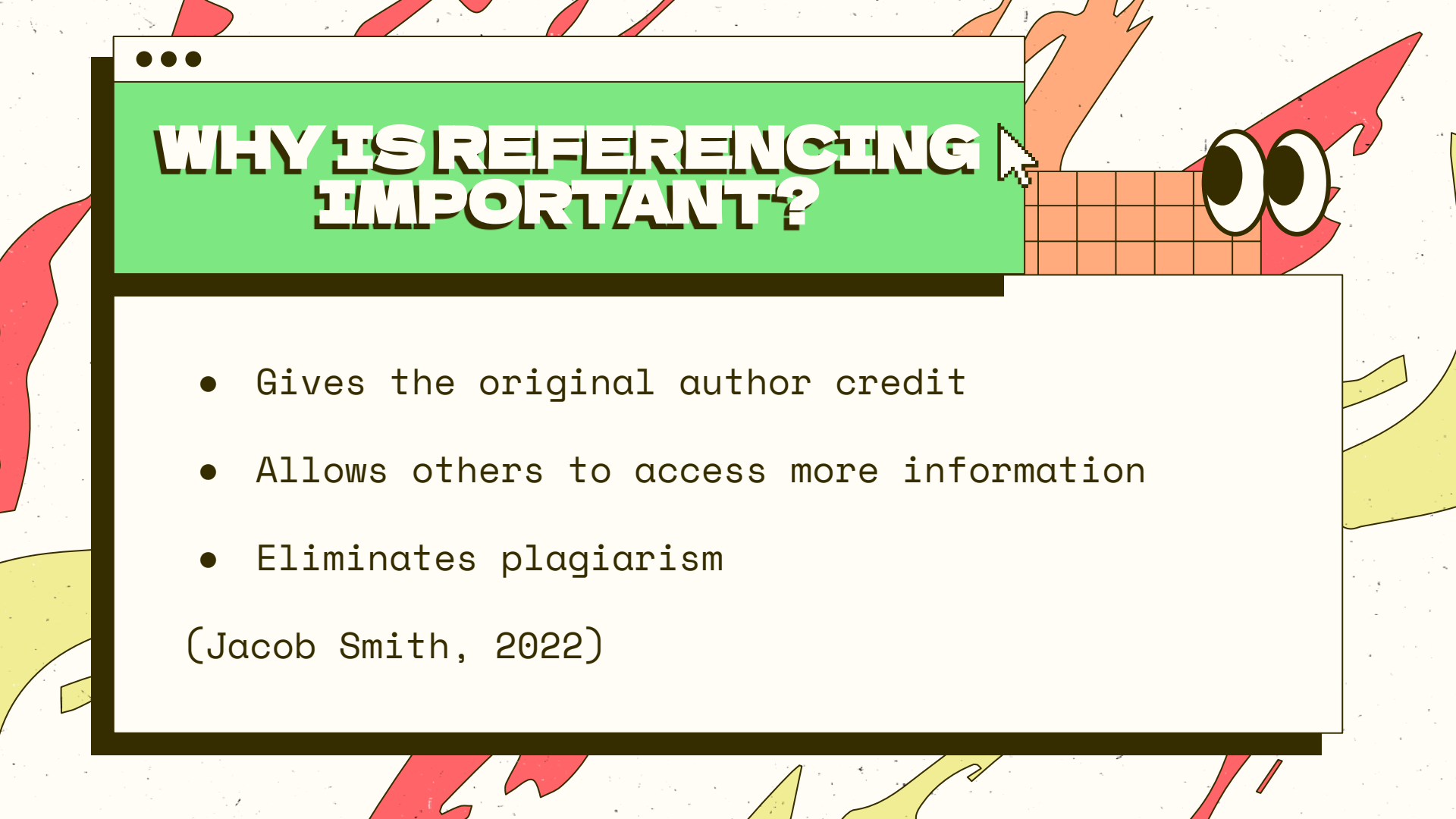
THREE

Time management allows you to stay on top of multiple tasks at the same time and improve focus and concentration.



02

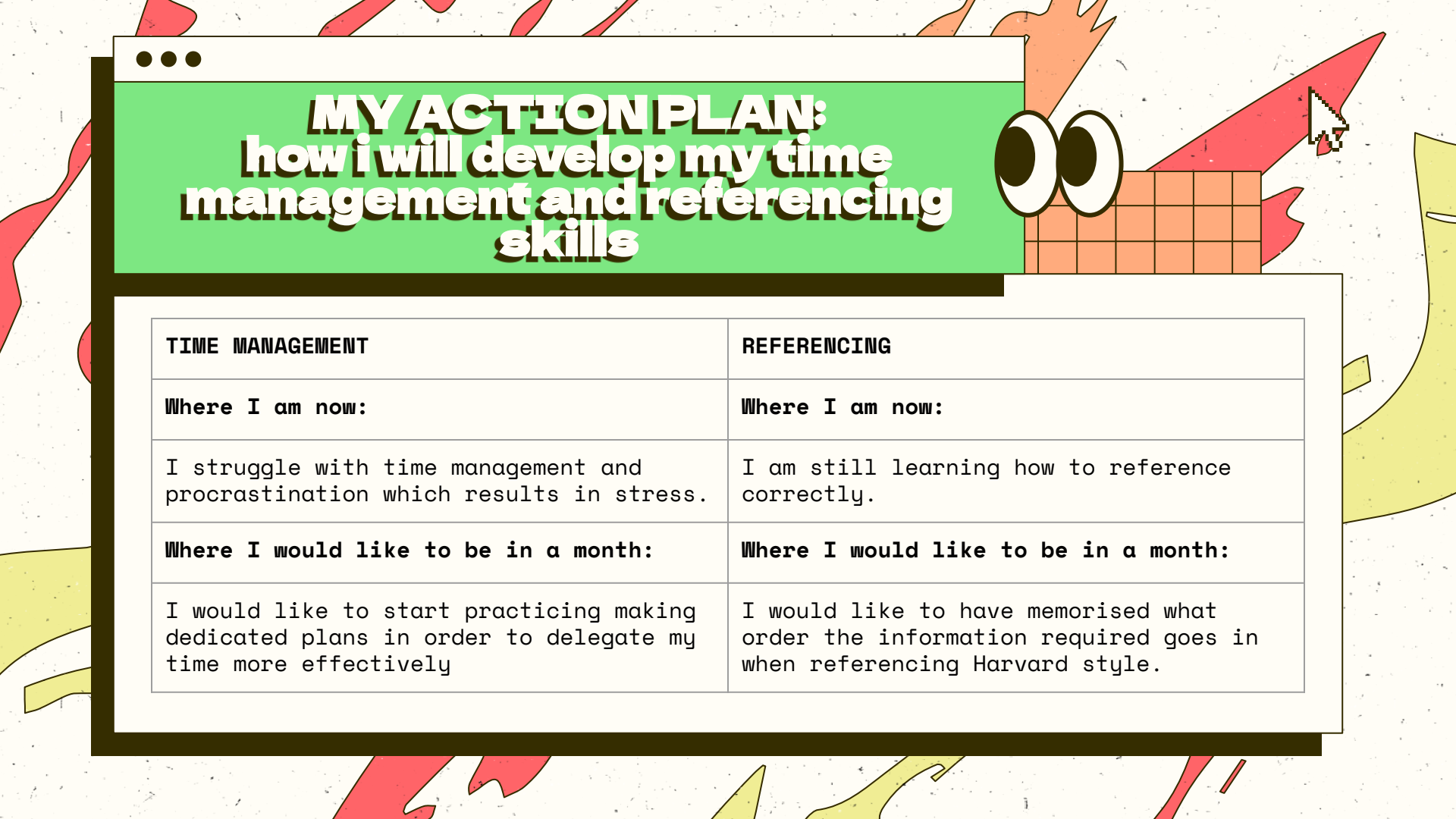
REFERENCING



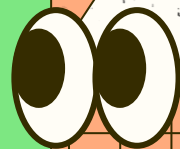
WHY IS REFERENCING IMPORTANT?

- Gives the original author credit
- Allows others to access more information
- Eliminates plagiarism

(Jacob Smith, 2022)



MY ACTION PLAN: how i will develop my time management and referencing skills



TIME MANAGEMENT	REFERENCING
Where I am now:	Where I am now:
I struggle with time management and procrastination which results in stress.	I am still learning how to reference correctly.
Where I would like to be in a month:	Where I would like to be in a month:
I would like to start practicing making dedicated plans in order to delegate my time more effectively	I would like to have memorised what order the information required goes in when referencing Harvard style.

REFERENCES

- Indeed Editorial Team, 2021, '*Why Is Time Management Important? And How to Manage Your Time*', Toronto, Available at URL: <https://ca.indeed.com/career-advice/career-development/why-is-time-management-important> (Accessed 11th December 2022)
- Jacob Smith, 2022, '*Importance of Referencing in Academic Writing*', Available at URL: <https://www.assignmenthelppro.com/blog/importance-of-referencing-in-academic-writing/> (Accessed 12th December 2022)