

SKILL REFLECTION

ORGANISATION

According to Indeed (2024), organisation skills help in managing and completing time-bound tasks efficiently. As a career finding organization, they highlight its importance in productivity, reducing stress and forgetfulness, and improving communication, especially in the workplace (Indeed, 2024). On a similar note, we organised our tasks by highlighting the parts we chose to do in different colors and adding our names to the sections so as to not confuse or forget them. Simple parts of the forms were completed within class hours together, while longer parts which require research were to be done in our own time. As previously mentioned, larger sections in forms were also split amongst the two of us, instead of assigning whole sections to make this workload less intimidating. Moreover, we connected the new tasks allocated with similar previous tasks we had experiences with to recognize each other's parts easily and complete them quicker. Furthermore, we were flexible with organizing our time for these weekly tasks around other assignment due dates. Whenever due dates overlapped, we would work on more sections of this assignment within class hours to prioritise other assignments in our private time.

TIME MANAGEMENT

Time management and organisation are deeply interconnected. You need to organize your time to manage all the tasks, and organize your tasks to manage your time. The tasks in these assignments had frequent short due dates for every part, hence making time management even more crucial. As they were assigned on a weekly basis every class, the previous week's work must be completed before the next class. This is to both give the lecturer a chance to provide us with feedback, and to prevent the work from piling up. We often barely caught up to the weekly deadlines or submitted late, which led to lower quality work and later feedback. Therefore, we set due dates for ourselves to share our parts before submission, to ensure our parts were aligned. This helps with setting schedules to integrate our daily lives with the tasks we need to complete. It was especially needed when a due date was set after a break such as reading week or spring break, where it becomes even more difficult to balance academic responsibilities with social life. Similarly, The University of Manchester (n.d) states that "time management involves the ability to plan and prioritise your workload". They also highlight the importance of a balanced, adaptable, schedule of studies, work, and leisure to be able to meet deadlines (The University of Manchester, n.d.).

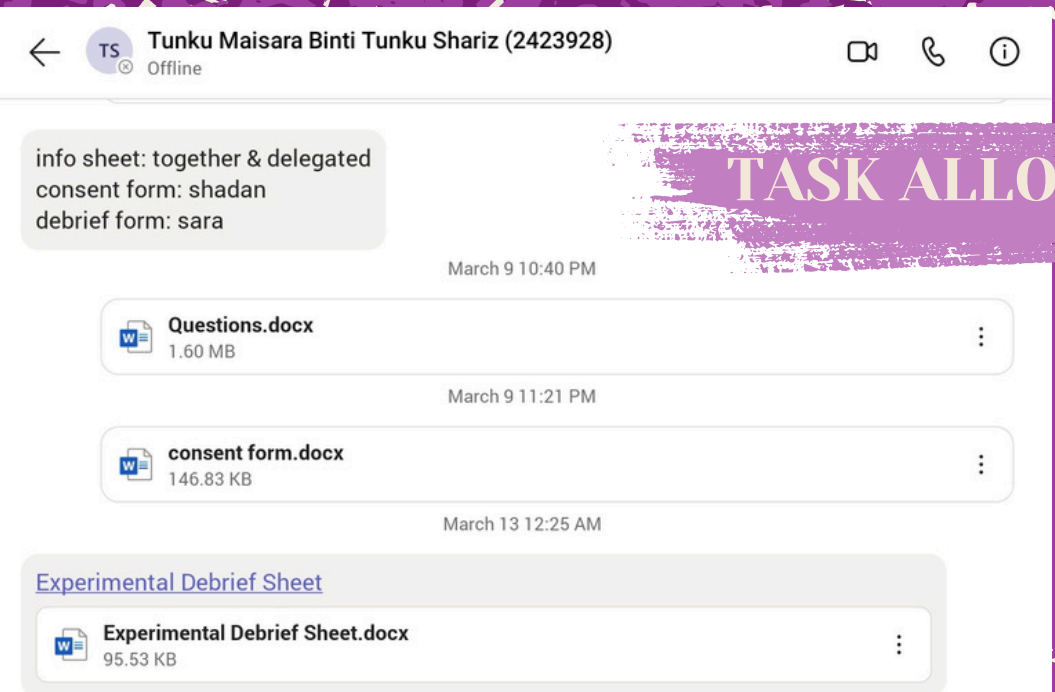
TEAMWORK

Teamwork is an essential skill throughout all academic stages and especially in preparation for the workplace. Respect and understanding are crucial aspects of team work. For example, when a group member falls sick, groupmates must be understanding and update the group member on the work they've missed. During the span of this assignment, this had happened to both me and my groupmate. We simply contacted the group to inform them of our absence and updated each other on the work that needs to be done once we recovered. As Youth Employment UK (2012) mentions, teamwork means supporting team members when they are facing difficulties. Additionally, our team work really shined through during the ethics form, where it was unexpectedly long and tedious. It would have been impossible to complete within the time frame given individually; however, as we assigned the parts fairly amongst ourselves, the form became much more manageable. Furthermore, we also decreased the burden of the workload by splitting the other forms amongst us as well, two were done individually, and the other split into smaller parts. The Civil Service College (2018) also mentions that teamwork helps us achieve goals by delegating tasks and workload evenly.

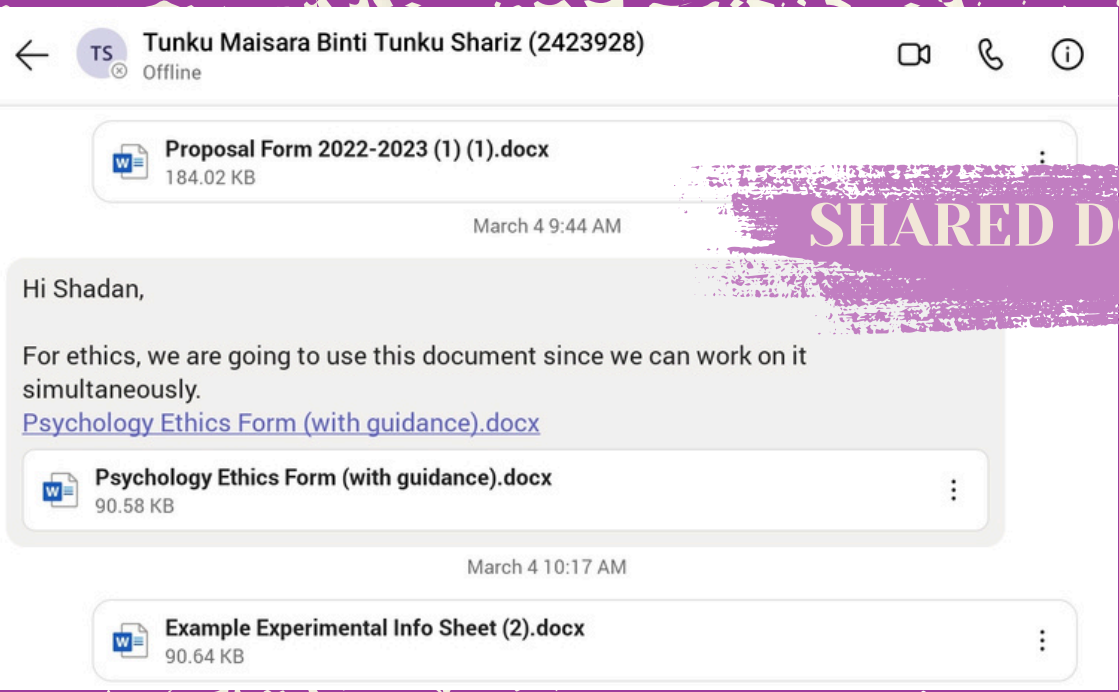
COMMUNICATION

NHS (2023) defines communication as the transfer of messages, whether spoken, written, etc... from one person to another. Furthermore, Stevenson University (2025) highlights the importance of effective communication in preventing misunderstandings and conflicts, and to resolve them respectfully when they arise. Misunderstandings are detrimental to group assignments with frequent short deadlines such as ours as they would lead to even more work to resolve. All team members must be on the same page as to not have duplicate work or work left undone as a result of unclear task allocation. To tackle this issue, we shared the access of the Word files of forms we worked on together. Moreover, speaking up about what we want to do can be difficult, and even more so for what we don't want to do; however, it must be done to ensure every member is comfortable and confident with their tasks. Hence, I often took initiative to speak about which parts I would prefer to do, with more attempts to sound less intimidating and flexible as this assignment went on. Finally, as the assignment was mostly completed in pairs, large group communication wasn't required; however, even when it was required before we split into pairs, each of us shared their ideas respectfully without interrupting each other.

TASK ALLOCATION



SHARED DOCUMENTS



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I confirm that I have not used any AI tools in the research and creation of this

Assignment. I confirm that I have not presented any AI generated materials as my own Work. I confirm I have copies of my drafts, notes, and other resources I used, which I May be asked to provide in evidence.

References

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