



Zoe Williams
E Portfolio
Semester 1,
2023

ECIE4009/C



Contents:

- Pg3. A journey to time management (blog)
- Pg4. Introduction
- Pg5. Create an hourly schedule
- Pg6. Incorporate research into your normal day to day life
- Pg7. Give yourself earlier deadlines
- Pg8. Eat the frog first
- Pg9. Conclusion
- Pg10. Reference List
- Pg11. Critical thinking an academic poster.
- Pg11. Reference List

A journey to time management discovery.

By: Zoe Williams

Effective time management is a big concern for students, add in a young family and work into the mix and it can all quickly become very overwhelming.

According to a 2015 study conducted by Georgetown University (working learners 2015), *"40 percent of students aged 16–29 and 76 percent of students aged 30–54 years old work while in education."* (Georgetown university 2015)





Figure 1. Student struggling with time management (Source: simplelivingaustralia.com.au)

I'm one of the 76 percent, and although I knew working full time and accessing higher education was going to be difficult, I was excited to take on the challenge to better myself and further my career, then came along our first three assignments, and reality hit me in the face like a wet fish, I started asking myself "how am I actually going to find the time to do all this?". So, I sat down at my computer and started working, but I couldn't focus on just the one assignment I kept bouncing back and forth between the three and I ironically ended up wasting time trying to write a blog on time management, and then I realized why I couldn't focus on just one assignment, my brain made all three equal priority, therefore I couldn't just focus on one assignment.

So off I went to research how I could use my time effectively, and what I found was a lot of the same things repeated, have a distraction free space, set aside an hour a day to research and so on, these are all great suggestions but as a mother a distraction free space doesn't really exist in my house. So, after sifting through the endless pages google had to offer, I discovered these strategies that helped me the most.

Create an hourly schedule

Create an hourly schedule and fill in your normal day. This way you can see exactly what spare time you have in your week. I used the very handy free schedules found here [5 free hourly schedule templates \(PDF, Excel and Word\) \(timedoctor.com\)](#) or a half hourly schedule like the one pictured can be found at www.rinconlatinoatlanta.com.

My Weekly Planner		Dates:					
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 AM							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00 PM							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
Notes:							

Figure 2: A half hourly Schedule template (source: rinconlatinoatlanta.com)



Incorporate research into your normal day to day life

Now this one might not be for everyone but for me this really helped. I like to keep fit so instead of listening to my usual murder mystery documentary on my morning jog I swapped them for *TEDx Talks* [YouTube Chanel], I would also do the same when doing housework or anything really that didn't require me to be 100% focused on that task, and this was really when most of the ideas for my assignment came to me.

Give yourself earlier deadlines

Now this one I can't give credit to google for but to my fellow student Leah, she mentioned how her secondary school teacher would give her an earlier deadline for her assignment than her peers as he knew she would procrastinate and end up cramming all the work in at the last minute (Jones.L 2023). But this got me thinking "what if I gave my three assignments earlier deadlines and put them in order of how terrified I am of them" the scariest being the one due first, and this brings me into my next tip.

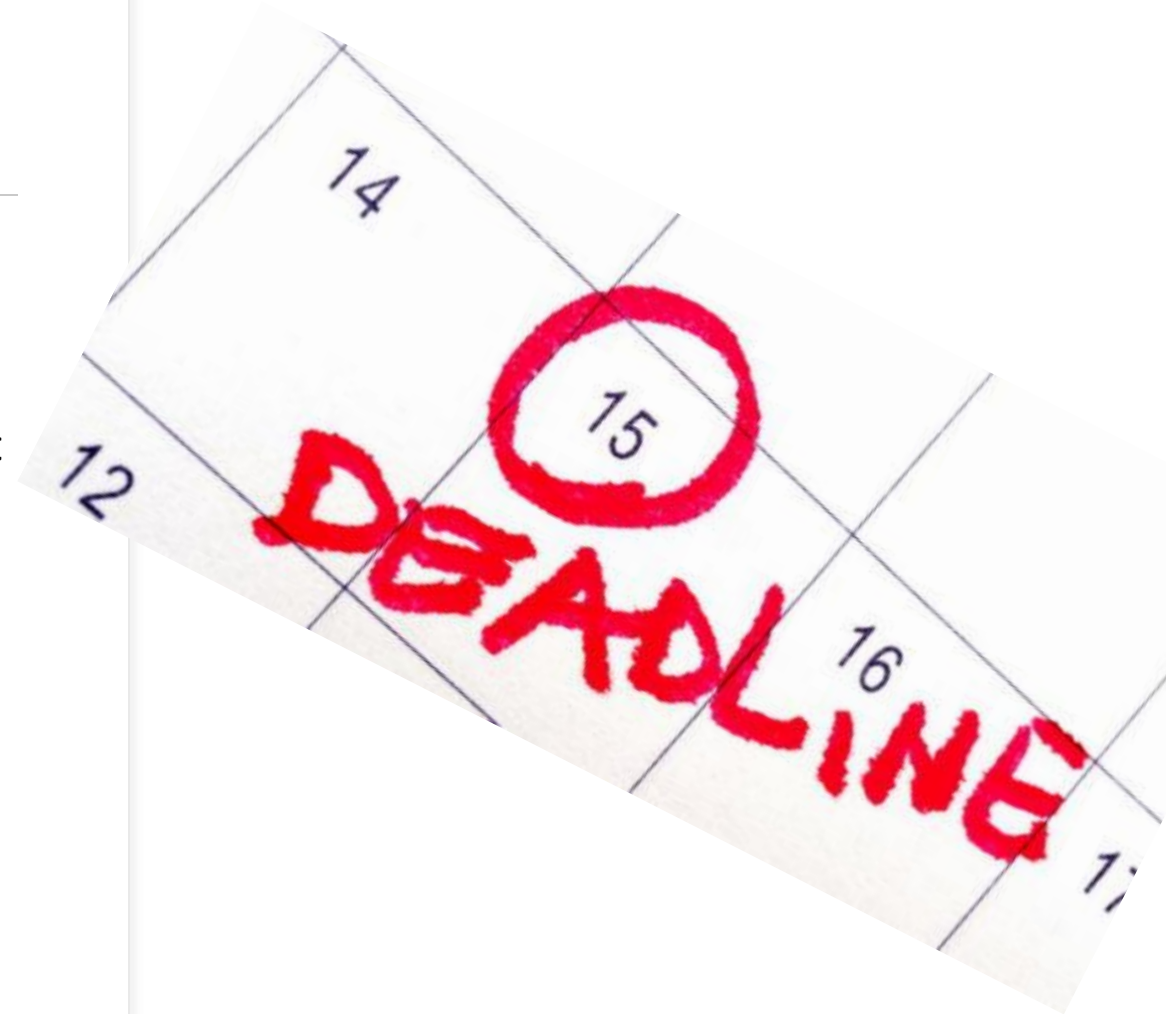


Figure 3: Calendar showing a deadline (source:www.beijing-kids.com)

Eat the frog first

“If it's your job to eat a frog, it's best to do it first thing in the morning. And If it's your job to eat two frogs, it's best to eat the biggest one first.”

(Mark Twain: No Date)

Step 1: Choose your frog, your most important or in my case most terrifying task.

Step 2: Eat it, focus on completing that task.

Step 3: Repeat, repeat every day.

Conclusion,

These strategies aren't just for studying they can also be applied to everyday life and work, and maybe like me you will discover that you actually do have time to get it all done, because let's not forget *“time management is the key. Although it seems hectic, as long as you manage your time properly you can get everything done” (Dr Marylyn Poynter: 2017)*

Reference list:

Figure 1 Source: [4 Essential Time Management Tips for Working College Students - Simple Living Australia](#)

Figure 2 Source: [Printable Half Hour Schdule \(rinconlatinoatlanta.com\)](#)

Figure 3 Source: [Old College Try: Deadlines, Deadlines, and Art \(beijing-kids.com\)](#)

Georgetown university (2015) Working learners [Press release]. 28th October. 2015 Available at [Microsoft Word - WorkingLearners_PressRelease_FINAL.docx \(georgetown.edu\)](#)

Jones. L (2023) Conversation with Zoe Williams, 12 September 2023 (referencing conversation with unknown Teacher. No date)

Poynter. M [@drmarylynp] (2017) Time management is the key. [X, previously known as twitter] 03 February 2017. Available at: https://x.com/drmarylynp/statuts/827601755164856320?t=ol-7ajTb_gaOID0ssoUfXA&s=08 (Accessed: 15 September 2023).

TED Talks [@TEDx] (no date) TEDx Talks YouTube channel. [YouTube] Available at: <https://youtube.com/@TEDx?si=dI4tJpaTY5NLfaXC> (Accessed: 15 September 2023)

Twain, M. (No date) Eat the frog



Figure 2: Man thinking. Source: themacx | Getty Images

CRITICAL THINKING

BY: ZOE WILLIAMS

"the important thing is to not stop questioning; curiosity has its own reason for existing."

- ALBERT EINSTEIN
1955

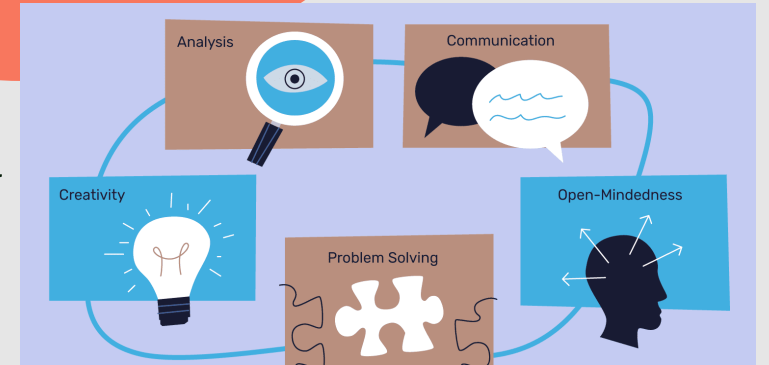


Figure 1: Critical thinking leads to better problem solving. Tariq,R (2019) [source:[Critical thinking leads to better problem solving: Yes or No? | by Roha Tariq | Medium](#)]

HOW TO DEVELOP CRITICAL THINKING?

The university of Edinburgh suggests that It is important to read with purpose it encourages you to read actively rather than passively, When we read it important to ask ourselves questions like:

- What is the main point in this paper/article?
- Who wrote it?
- Why was it written?
- How did the author(s) come to their conclusion?
- Do you agree with the author(s) findings?
- Is it useful?

(The university of Edinburgh 2023)

WHAT?,
WHERE?,
WHEN?,
WHO?,
WHY?,
HOW?

WHAT IS CRITICAL THINKING?

" Critical thinking is the art of making clear, reasoned judgements based on interpreting, understanding, applying and synthesising evidence gathered from observation, reading and experimentation"

Burns,T & Sinfield,S (2016)

Reference list;

Burns,T, & Sinfield,S. (2016) "Essential study skills: The complete guide to success at university" (4th ed) London: SAGE, P94.

Einstein,A (2 May 1955) statement to William Miller, As quoted in LIFE Magazine.

Figure 1: Tariq,R (March 30 2019) critical thinking leads to better problem solving: Available at: Critical thinking leads to better problem solving: Yes or No? | by Roha Tariq | Medium (Accessed: 25 September 2023).

Figure 2: Man thinking (August 7 2019) Available at Royalty-Free Stock Photos, Creative Images & Vectors | News, Fashion, and Entertainment imagery - Getty Images (Accessed: 25 September 2023).

The university of Edinburgh (23 August 2023) "Critical thinking, advice and resources to help you develop your critical voice" Available at: Critical thinking | The University of Edinburgh (Accessed: 26 September 2023).