



Prifysgol Cymru
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ACS report

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1 Introduction

Reflection is a process of looking back on what we have learnt and pondering on it and learning lesson from what did or did not work. It's the throwing back of thoughts and memories in cognitive acts such as thinking, contemplation, mediation and any other form of attentive consideration, in order to make sense of them, and to make contextually appropriate changes if they are required (Taylor 2000). As a university

student reflection is important because it encourages critical thinking, self-awareness and continuously improves in learning journey.

The purpose of this report is to reflect on my experience and what I have learned in the Academic Skills module. My reflection is going to focus on Time Management and Note taking. With Time Management, when I started this course I was so worried that I had taken on too much. Having to work full time and then not having weekends to rest and do my personal things. With time management I learnt skills on how to manage my time and not get stressed.

2. Description of Experiences

Time Management.

Time management is the process of planning and managing time spent on a specific task. Time management is important and crucial for productivity maximization and also help on reducing stress. As a student it improves on academic performance and helps with planning and finishing your assignments on time. Good time management is all about allocating/ having a schedule for all your activities including studying. This helps on reducing stress. Effective time management contributes to making better decisions and helps you to fill in control.

According to Drucker (1999), history's great achievers have all been good self-mangers, most books on leadership similarly stress aspects of self-awareness, self-control and/or personal mastery. If you master your skills in self-management, managing your time, managing your stress levels, and able to motivate yourself, you are bound to be successful in your studies and career.

Note Taking

Note taking is the process of recording information from a source or lecture. It can be in your own words for better understanding and to aid in memory. Effective note taking encourage learning and improves recall. Taking useful notes is important in a wide range of work contexts and an important part of becoming more effective as a student. Note taking is another method of memorizing information effectively. And also, to help you understand your own material. We learnt different methods of note taking, linear, diagrammatic, mind map, and tabular. I have found diagrammatic very useful at work.

3 Personal Reflection

Time management has contributed a lot on my busy day to day life. As a student and full time employee, I have had a few conflicting episodes, due to planning and managing my time I have been successful in managing my job, studies and personal life. Improvement on my time management has reduced my stress levels, and I have come to enjoy my course, work and have time for leisure.

On the negative side during our lessons and class activities I struggled with tasks and class activities because my classmates did not want to participate in group discussions mainly because of language barrier or they were just not interested. And at times during lessons some students were talking during lectures and this caused distraction. Our class was around 30 students and most of them did not attend daily so when it came to group discussions the teams were small hence you didn't have enough people to brainstorm with.

3.1 Evaluation

In week 1 and week 2 we learnt about Time management and Note taking respectively. Time management I found this very helpful. When I enrolled for this course, I was so worried that I had taken on too much as am currently working fulltime and at the same time going through peri menopause which comes with so many side effects that could hinder or limit my abilities as a student. I have incorporated the skills I have learned how to manage my time with my busy day to day schedule. Am no longer stressed and I feel more confident with managing my course work, work and my day-to-day life in general.

As for note taking, I found this difficult and challenging especially with knowing what to write and not too. The listening in exercise we did in class on week 2 of Note Taking lesson, when it came reviewing what I had written down I found that I had missed the important information.

3.2 Analysis

As a first time University student and at the same time a full-time employee, I found out that learning at university is different from learning at school. There is a lot more and it's entirely my responsibility to manage my own learning and at the same time manage my full-time job. I have learnt how to manage my time. I feel comfortable and confident in handling both my studies and job at the same time. It's all about planning, prioritising, working smarter, not harder and I have been able to meet my deadlines, and I have achieved a better work/student life balance.

Analysing the whole module in general, most of it has gone well apart from Referencing and Paraphrasing. I have struggled with referencing mostly especially with the layout and citing them right. I still lack confidence in my referencing skills. I need to keep practising on it and using more citing. I have found paraphrasing challenging especially accurately capturing the original meaning, English not being my first language, my vocabulary is insufficient and struggle with reconstructing sentences and keep the original meaning at the same time. And I didn't do enough practise for both referencing and paraphrasing. I need to do more exercise on both in order to improve. Am also going to seek more support from my lecturers, attend

study skill workshops, and more practise with my note taking. And will continue seeking for feedback.

4 Conclusion

In Conclusion, as we come to the end of this module, overall, I am more confident, good at my time management, learning how to manage my time, has had big impact to my student, work, and life in general and has made a big difference to my mental status. When I started this course, I was worried, stressed thinking that I had taken on too much. As for note taking and referencing, and writing, research, and critical thinking skills are also still lacking as I have not done in depth research at all. I need to practise more. All in all am looking forward to my next module.