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The three main topics I will be talking about in detail is:

- Time Management / organising study
- Referencing
- Summarising

Time Management

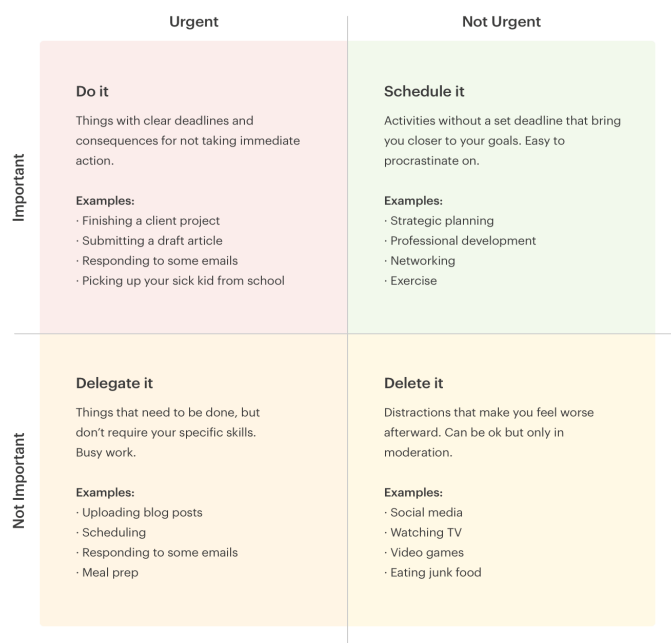
Time management is the ability to use one's time efficiently and productively, especially work. This also refers to the way we organise our time between specific activities during the day. Good time management enables you to work smarter – not harder – so that you get more done in less time.

I have learnt that time management is very important in my day-to-day life, as I have to plan my day and prioritize my most important activity. Time management will benefit you to enhance your performance and achieve desired goals with less effort and more effective strategies. Although, failing to manage time or poor time management skills at work can result in, missing deadlines, procrastinating and lack of focus. I have learnt that time management can help you be successful because managing your time more wisely, you feel more controlled and you will be able to meet deadlines, you also become very efficient and maybe prepared to handle any out of the ordinary task which you have to complete on that specific day. Eventually, you will become more relaxed as tasks have been completed hence more productive and less stressed, overall increasing your well-being.

Time management is a virtue of mine that will be required to become a successful lawyer. My ambition post-graduation (Business and Law) is to qualify as a lawyer and be able to deal with multiple cases at once. This will most certainly be aided with efficient time management because law can be fast pace and demanding so it will be very important to manage my time well. Additionally, productivity increases hence the stress decreases. Coupled with this is goal setting. Setting clear and achievable goals with reasonable deadlines will consistently make me feel I am working towards completing a task as supposed to working with no finish line.

During the time I was learning time management, I gained knowledge on a model called Eisenhower Matrix that helps you make simple decisions making tools that helps you prioritize your to-do list based on urgency and importance. The idea is to make a list of all the tasks you need to accomplish and sort them into the applicable quadrant. Its known to be a powerful tool for time management as it helps you decide on how to prioritizes your tasks based on the urgency and importance while completing less urgent and less important tasks.

This is an example of an Eisenhower method:



This is an example of Eisenhower Matrix Diagram.

4 Quadrants of time management

- **Quadrant 1:** Urgent and important.
- **Quadrant 2:** Not urgent yet important.
- **Quadrant 3:** Urgent but not important.
- **Quadrant 4:** Not urgent and not important.

Another key element I learnt during the course is about academic and employability skills. Academic skills are a collection of habits, learning strategies, and time management tools that helps us learn and absorbs, which underpin more complex skills such as reflective practice or critical thinking. Employability skills can be defined as skills needed for an individual to make them employable, along with understanding the subject knowledge.

I was particularly interested in an analysis technique called swot analysis. Swot analysis is a process that involved four areas:

- Strengths
- Weaknesses
- Opportunities
- Threats

A swot analysis is a planning tool used to understand key factors which are listed above. Swot analysis can be easily used to measure almost anything that is influenced by external and internal facts.



This is an example of a swot analysis Diagram:

A swot analysis is a simple way to use framework for analysing your organizations – Strengths, Weakness, opportunities and threats. It helps t you to build on what you do well, to address what you’re lacking, to minimize risks, and to take the greatest possible advantage of changes for your own success.

How to become better at time management

When taking these three steps, you can become better at managing your own time when

1. Being aware of the choices we have available.
2. Acknowledging how long each choice will take.
3. Prioritise, schedule and execute.

Being aware of the choices you have available allows you to plan your time. Acknowledging the consequences refers to the time each task will take. This is particularly important on a busy day as a lawyer. E.g., if you have to go to the police station to see a client and travel for a couple of hours but still have work to complete from the day before. You will need to know that the consequences of you travelling further away will decrease the time you have to complete the tasks from the day before. This links well with the third point mentioned above because taking a minute in the morning or even the day before to plan out the day ahead can be the most important task to ensure you have a productive day.

In conclusion, I have gained an understanding of time management which is a very important skill to be learned and to be mastered in order to have a better lifestyle. By managing time well, you no longer will suffer from stress and your work/tasks will be done on time and of a better quality. In order for you to manage your time better you have to set

goals that are achievable and measurable, set a time limit to complete tasks. Take a break between tasks so stress is not built up too much and be organised, so you are ready to perform each task to the highest of your ability.

Referencing:

Referencing is the way by which we provide sources of information with citations.

Referencing is a vital part of academic work as it provides a sense of context as well demonstrating breadth and depth of research. Academics heavily rely on 'legal citation' for three main reasons: identify the document and document part to which the author is referring too. Provide the reader with sufficient information to find the document. Finally, to bring a connection from the referenced material and the writer's argument with the aim to aid readers in deciding whether or not to pursue the reference. This is an extremely useful skill for lawyers to master due to the vast amount of wider reading lawyers have to complete during their career. Thousands of articles and books makeup the syllabus for law modules and students are given tasks to share their opinions on certain cases using these articles. If students failed to mention where their arguments have derived from, then they are victims of plagiarism. Plagiarism is not illegal however it is unlawful and upon completion of public examinations, committing plagiarism can lead to disqualification. Plagiarism is taken very seriously at university hence referencing will become a task I will learn to complete regularly.

How will Referencing benefit me in the future?

Referencing is the consistent method of acknowledging another person's ideas which you have used in your own writing. Credit is given to the relevant people upon using their discoveries. Without referencing I would be using someone else's work claiming that it is mine. Therefore, in order to expand on a piece of work that is not mine I will reference it. There are two main types of referencing, these are 'in text citation' and 'reference list entry'. In text citation simply requires me to put the surname of the author and the year of which the writing was published. However, in a reference list, (which appears at the end of your text) all your sources should be listed in alphabetical order by the authors last name, giving complete information. This is so that the reader can look them up if necessary. Other than giving credit, I can demonstrate my work and understanding for a certain topic by referencing. This gives evidence to the reader that I have completed further research before starting to write meaning that I have interpreted the work of others to fill in the blanks of what I do not know about the topic at hand. At university this is particularly important because markers of my work are given an understanding of the background research completed prior

to completing work. Furthermore, one of the most important reasons to reference is due to discoverability, where opportunities to think critically and discuss issues are present. Here I will voice my opinion on the author's view, allowing me to agree, disagree or simply discuss the argument. Upon completion of referencing, readers are able to locate where I have found this information, in turn helping them learn more about the topic. This will benefit me in the future to not risk my place in my university as referencing will be completed to a high standard. It will also educate me on many areas in my course that I am not so familiar with. This will give me the knowledge to submit work of a high level and gain better marks on coursework enabling me to graduate with a better degree. Throughout extensive writing in university, in-text referencing will fall into quadrant two of the Eisenhower matrix because it is not urgent but is important however reference list entry will fall into quadrant one of the matrices since it is very important and urgent. I will get marked down if I do not reference at the end of writing.

When completing this essay, I have been able to acquire an understanding on how to Harvard reference. Hopefully gaining this skill will put me ahead of many people in my cohort, meaning that instead of approaching referencing with apprehension, I can be confident with my experience in referencing both on my EPQ (completed during year 12) and the extended writing completed since then. Moreover, the most valuable lesson learnt through referencing is the knowledge I have gained through simply reading around topics and finding links to articles from other people's referencing.

Summarising:

To summarise is to give a brief statement of the main points. Summarising is an important skill in academic writing. It enables you to extract the most important points from a text and rewrite them in your own words in a shortened form. Being able to write a good summary also demonstrates that you have fully understood the text. I have learned that you can simply identify the most important information from a text. A paraphrase on the other hand may be an equal length to the source text yet a summary is considerably shorter. Just as in a paraphrase, summaries also require a reference of the source. The main purpose of a summary is to give the reader or listener an idea of what the material is trying to convey. You should use it when there is a large, condensed text or other forms of data such as a table or graph. In summarising, the main ideas of the whole text (or a large part of it) are thus reformulated and condensed. Although summarising is a good way of presenting in brief the

content of a certain text, it is vital to note that in a pure summary, the writer may only summarise a source, not present any new data or ideas.

The SWOT Analysis technique can be useful here as it helps you identify strengths, weakness, opportunities, and threats. Understanding and managing these factors helps you to develop the abilities you need to achieve your goals and progress in your career. You do not need to offer an opinion on what you are summarising or use direct quotes. Express the author's ideas in your own words. Don't include many minor details in your summary. However, it is very important to stay objective while summarising it is important not to change the original idea of what was written because if that happens the original idea of what was initially written is lost hence when summarising it is crucial to ensure that the summary remains subject and original.

Gibbs Model of Reflection:



Gibbs Model of Reflection:
This model is based on the ability to self-reflect on your actions with the need to engage in the process of continual learning. It is the skeleton for examining experiences using the diagram as the basis to understand specific areas which require improvement. The cyclical nature means that the model is fit for repeated experiences.

This model will prove to be extremely useful to me during my academic career since I will always need to summarise big texts and condense them into smaller more convenient summaries with only the most relevant information. During my academic career, summaries have been used almost daily. This ranges from notes taken in class to summarising textbooks to use for revision for my GCSEs. For a repeated situation such as summaries, the model allows for self-reflection and thus recommendations which could be used in the future to improve that situation. Therefore, after an exam I can see if my notes taken were

successful in helping me get a good grade, and if unsuccessful I am able to explore a different way of revision such as using flash cards and then reflect to see if this was successful following the same process. The summaries start in the 'action plan' part of the model, (these are the notes taken for an exam), you then follow the model around the cycle and reach the exam which is the 'feelings', here you can sit the exam and answer the questions with the material revised. The 'evaluation' would be the grade achieved and the 'conclusion' would be if you need to change your revision method.

In conclusion the Gibbs model of reflection is effective for the task of summarising because it is a simple standardised model which is easy to understand, with set processes and has a universal acceptance. Another advantage is that the model is unique and gives knowledge, actions and emotions and suggests that experiences are repeated.

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