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Introduction

In this report I will be covering and talk about what I have learnt in the class of Academic and employability skills. I will be explaining what skills I am now able to use after attending the class; how it helped me with my everyday tasks. The subjects I will be covering for this report are; time management what I used to help me focus on more important tasks of the day. After that I will be also talk about note-taking and paraphrasing. Also, I will add how I will achieve my future carer if I develop the skills.

To conclude my whole academic writing, I will ending it by adding my reference, summarising what I have talked about and a conclusion.

Time Management

Before starting the class with my lecturer, Molly Jack, I didn't understand the actual meaning of time management and how it is a helpful strategy to have. But I have learnt that managing time is using your time wisely and effectively. As I want to become a nursery teacher or open a nursery, I need to be able to time manage so that I can accomplish a task that is Infront of me. Managing time in the everyday lifestyle to be able to finish important duties when working in a nursery.

Eisenhower

In the eyes of Eisenhower, he introduced a method that helps you prioritize your tasks and improve techniques and to evaluate all you given tasks so you can manage them better ([.time-management-abilities.com](http://time-management-abilities.com))

Time management meaning and the full definition of it is to be have planning and more organising skills like the book eat the frog, it tells you to find the 3 most difficult tasks and to start with them like Brain Tracy said in his theory of time management as he explains why you should always start with the hard task and leave the easy ones for last, (www.briantracy.com/)

Before I started this course of time management, I was a little hessite about the topic I thought I knew all what there was to know about the topic but after learning I can say that I didn't know enough, having so much different structures and skills that are needed to have great time management skills, I will give you a few pointers to manage and to boost your skills with time management,

- Planning ahead- making plans a day before or even a week before but as we know it something always comes up at the last minute, but yes planning ahead really boost your time managing skills.
- Organizing- having a more organised lifestyle also helps you keep up with all that the day brings your way.
- Prioritising - putting the most Important tasks always first and the least important for last , for example you have an 8:30 am appointment to the hospital and you also have an 8:30am you have a yoga class of course the most important thing is the hospital appointment ,

Having a well-organized lifestyle and well manged lifestyle keeps you set also on time and you don't have to worry or stress about something you left for last minute.

Before I used to set myself alarms to remind me of any appointment's I had and now I boosted my confidence and boosted my lifestyle on having it well managed I have now started writing notes and having a calendar and writing all I have for that day keeping me always one step first , it made me stress less and worry less if I will make it in time for the appointment or for anything else if its cooking working or cleaning I manged my day keeping

my school time separate to always leave time in the day to study because I realised this really helped me today and even though I learnt it for school studies I have made this now part of my life and I am very happy because of this, My father used to always tell me to clean my shirt always when I came back from school I never did it on the day I would put it to wash in the morning and dad used to laugh because I wouldn't listen, but even that if I would have put my shirt to wash the same day he told me it would have been all ready and dry and ironed for the next day of school and now I know why he said it because having an organized life makes it better having and boosting your time management skills.

Note-taking

Note taking helps you be more organized and be more planned ahead, missing a bottle of drink write it down, needing to clean your room write it down to remind yourself, note taking also helps you in study or even at work itself it is a very useful skill to have for even everyday tasks, if it's at home or at work or at school, some people say the note everything down and some note only important information down, some can say important for them is writing to buy washing liquid down and some say its non-useful but my opinion I agree with the people who say taking note of buying more liquid is useful because if you are a stay at home parent and your already busy with the kids and sometimes going to the shop with your kids makes you dizzy and forgetful sometimes and for them taking note of buying groceries is very important for them.

Some notetaking abilities include:

- Its best to put down the most important information
- Gives you less stress
- Boosts your confidence.
- Active listening also helps making sure the information you note down are all correct.
- Having clear writing also helps because you understand more about what you took note of. (<https://career-advice.jobs.ac.uk/career-development/top-ten-tips-on-note-taking/>)

Before taking this lesson, I did take notes but I didn't use them properly. However, by attending this lesson I was able to use the skill of taking notes effectively in which was in full advantage to myself. I am able to have reminders which helps me use notes properly. Note-taking in the carer I am willing to take as a teacher, is an important thing to be able to do. This is because when you take notes of what you need to show or teach the next day, I will be able to look back on notes and remember what I need to do.

Paraphrasing

Paraphrasing is the action of changing something in your own words without changing the meaning of it. For example, when you are told something and you want to tell someone else about it, but say it without actually quoting exactly what you were told. By being able to paraphrase you are enabled to explain something in detail in your own words without having to quote someone's exact words. Paraphrasing lets you express the meaning of something in greater clarity.

Scribbr

On this site it gave these steps to help learn how to paraphrase successfully. I have researched these steps and it helped me understand how to use this skill.

This are the steps that were given on the site 'Scribbr':

- Start your first sentence at a different point from that of the original source.
- Use synonyms (words that mean the same thing)
- Change the sentence structure (e.g., from active to passive voice)
- Break the information into separate sentences.

Paraphrasing is the action of taking the ideas of an author when reading a book and putting it in your own words. You do not need to put quotation marks as it is in your own words and you are not copying straight from the book. When trying to explain something from a book of what it said, if you develop the skills of knowing how to paraphrase you are able to use your own words without having to directly quoting. When becoming a teacher in a nursery you can explain to the children what the book is about and without having to copy straight from the book.

Now not only by using these steps but also adapted from my class, I am able to use paraphrasing successfully and beneficially which helps me understand what I am told or what I read. As I want to teach in a nursery around little children, I need to be able to explain something to children so that it makes more sense to them by using more easy words when explaining.

Summarising

To summarize, I have introduced to you what I will be talking about, I talked about what time management is, how it helped me and what I understand about it. I have also showed you what I have used or read and followed to help me achieve the skill opportunely. I have also talked about note-taking how I use it and why it is important for what I want to become in the future. Last but not least I have talked about paraphrasing.

Overall, I wrote in this academic writing about how attending school has helped understand what Academic and employability skills are about and why they are important to develop the useful skills in my everyday life and in my professional life.

Conclusion

To conclude I would like to add that not only did I learn about Time Management, Note-taking and Paraphrasing, I have also learnt in the class about the following;

- CV writing
- Cover letter Writing
- Organization
- Public speaking
- Online Learning Experience
- Academic Writing

However, the most useful skills for me are the ones I have talked about. These skills have helped me a lot in my day-to-day life and it made me more successful. I am able to manage and organise everything I do and what I need to do to become a professional nursery teacher. If I want to become a nursery teacher in the future, I know I need to have better skills in time management, in order to be more organised to plan the day ahead for the children.

But as of today, I am able to tell you that I am more comfortable and more enthusiastic and I also boosted my levels a lot ever since I started this class. I am very thankful for my teachers for leading me to successfully learning and continuing to learn about business in workplace and what type of skills I need to succeed, they are showing me the right path for a better future and for that I am very thankful. After I successfully finish level 4, I will want to continue to level 5 and level 6, Thank you and I hope you enjoyed.

Reference

- B. Tracy (Eat that Frog) (2009)
- <https://career-advice.jobs.ac.uk/career-development/top-ten-tips-on-note-taking/>
- Eisenhower's method
- www.scribbr.co.uk
- www.time-management-abilities.com