

## ACADEMIC REPORT ON WHAT WE'VE LEARNED IN THIS MODULE

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BMSW4001 - Academic And Employability Skills - Sylvia Hoffmann

In our first term, we have discussed some important topics that, in my opinion, give the foundation for the next months of study we will have ahead.

Few of them which I really started to work on them, as they will help me also in my future dream career as a General Manager, are:

- Time management
- Summarizing
- CV writing

Regarding time management, time is an important thing we have in life, we have plenty of it, but most of it seems to just fly away as we do not always make the best out of it; one reason about this is the poor management we have of it.

Managing your time properly can help you even out the million things you may like to do in one day, trying to give them a precise moment in your day where all your attention it is for it and you can complete it easily.

But time management is not only for our daily routine, when planning your weeks and months ahead, you have a clear vision of what is your goal is and if you're doing what is possible for you to reach it, or how you can eliminate any distraction that may interrupt you from reaching it.

As the article of Alan Chapman (How to Manage Your Time Effectively and Efficiently – Businessballs <https://www.businessballs.com/self-management/time-management-tips/> 20/04/21 ) is stated that “Time management enables each of us to improve and be more productive and fulfilled individually” while giving some useful tips on how to manage your time in the most efficient and effective way:

- Using the Pareto Principle which make you put much more effort in what is important for the day and that can be efficient, to the least
- Using an agenda or any tool where you can write down your things to do for the day/week/month
- Reflect on what is making be less productive, distracting you from your goal
- Prioritize what is important to the least
- To use deadlines as they help not procrastinating too much the work that needs to be done

These are just some of the ones that I am trying to use in my daily life, as managing my time is not my best trait, in fact, most of my time I spend it postponing things I could have easily done in the moment I was asked to. I started with using an agenda, which helps me write down all the things I must do in a day, and it helps me with the short-term goals; I created a board in which I wrote down my big goals that I would love to reach in the long term, as this helps me keeping motivated to do what I do daily to have what I visualized in the board.

Another topic discussed which I found a lot interesting was: Summarizing.

Summarizing means to shorten a statement to its main points. When writing or speaking in general, summarizing can be very helpful to be more concise and go straight to the point of the conversation, without any further futile detail.

A mistake we may often make when making a making an academic summary it is giving out personal opinions or even missing the main points of what it really had to be discussed. To help prevent this kind of mistake, you must read thoroughly the text that you have to summarize, then, breaking the text into sections, may help to find out the main ideas cited in the text, from which then we have to identify the key points of each one of it, thus putting in it all together in a nice and well written summarize which will help us and anyone else understand what is a long text, or book, talks about in few line where we wrote whatever there is need to be known. (Shona McCombes “How to write a summary” - <https://www.scribbr.com/citing-sources/how-to-summarize/> 22/04/21)

In my personal experience, I always thought I am good a summarizing, I may say it is even something I enjoy doing; during my High School years I always used, and recommended, summarizing as a technique to study easily and fast anything for a test.

When summarizing I use a fixed technique every time: first thing first I read the text that I have to study, trying to understand each paragraphs main point, for then, when second-reading, I start to underline the key points of every paragraph previously read, therefore rewriting the main points trying to keep words related to the topic discussed, but the rest rewrite as something I would say in my own word,; that always helped me to study things because when summarizing I always write down what I understood, and what is the better way if not writing in your own way for you in order to remember it?

So that is the main reason why I like this topic discussed in class, I find it very useful as a tool, both in real life and academic one, as I have always used and probably will ever do it.

Finally, one important topic we have discussed in class with our lecturer, that I personally think it is a key topic for this subject, as it should help us reaching our final goal, the reason why we are attending this course.

During our lessons we learnt how to develop and write your own CV which will be how you are going to be represented in front of the employers, by your CV they are going to know everything about you, your past, your education, your skills and what you can and cannot do.

A well written CV should always include your past experiences, as they will help to know how likely you are going to be good or not about the job they are offering, or how willing you are to learn about something new the offer may challenge you with.

In my personal experience, I can say that I made many mistakes throughout the years in my previous CVs that it did not help me stand out when applying a job, even if some of them are small details, they do not pass unnoticed: various times I made the mistake to not describe the main keys about my job experiences, or even forgot to put experiences, even not job-related, that could have helped me get the position I wanted.

Another thing that it may have been a reason of failure for my CV to be noticed, is the difference that every country has in creating a CV; as when I lived and worked in Italy I could have used a certain way on developing my CV, here, on the other hand, uses different styles and ways that may help you more, but at first I did not know as I was used to a different way.

In conclusion, even if I discussed only few topics out of all we have done in this first term, I can say that I got the best out of it trying always learn something new that may really help me in my future dream career, and as I said in the beginning regarding the time management, I managed to make time for this course because when you look at the biggest goal yet to achieve, every little step your doing right now it helps you reach it faster; so studying things that help you concretize in small steps the biggest goal is the best thing you could do out of your time.