

Reflective Thinking and Reflective Writing Activities

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1. Introduction

In this reflective report, I analyse the development of my academic skills by using the Gibbs reflective cycle as a framework. This has widely been recognised for fostering a structured approach towards reflection in the different stages of description, feelings, evaluation, analysis, conclusion and action plan.

2. Reflective writing and practice

Reflective writing and practice foster deeper understanding by linking experiences to critical thinking and self-awareness (Rodgers, 2002). It helps in understanding the weakness, recognising the strength and to understand the reasons behind the outcomes.

3. Gibbs model of reflection

3.1 Description

This particular term has been responsible for managing personal commitments and overlapping academic responsibilities (London Business School, 2023). I initially struggled due to my inadequate time management skills for which I have faced difficulties in terms of balancing the deadlines properly. I have been stressed for this reason. Yahoo Mail has proved to be an invaluable tool for organising my tasks. I calendar feature for setting up reminders to address the group meetings and assignment deadlines. The search function has enabled me to quickly locate the critical emails which contain instructor feedback and research material links while categorising the folders which enables me to maintain my academic connections and resources in order. During the course, I have been able to improve my research proficiency skills while engaging with a wide scholarly basis and have also synthesised the academic materials for the assignment. Yahoo Mail has provided me with a platform to get access and save the resource links and communicate with the instructions regarding the guidance. By using my critical thinking ability specifically during the group project I have been able to analyse the data and collaborate with my team members to maintain coherent arguments.

3.2 Feelings

Initially, I was overwhelmed by the situational demand of my time and the volume of the work required. However, I observed that Yahoo Mail has helped me to keep the work organised.

Regardless of this, I have been anxious about meeting the deadlines while having been frustrated in terms of managing the tasks. However, as I started to use Yahoo Mail more effectively I experienced a sense of control which replaced my previous apprehension. During the research process, I have been both frustrated and intrigued.

<i>FEELING</i>	<i>REASON</i>
<i>Overwhelmed</i>	Situational demand of time and volume of work required.
<i>Anxious</i>	Concern about meeting deadlines and managing tasks.
<i>Frustrated</i>	Difficulty in managing tasks initially and navigating academic databases.
<i>Intrigued</i>	Discovery of relevant materials during the research process.
<i>Sense of control</i>	Effective use of Yahoo Mail to organise tasks, replacing apprehension.

3.3 Evaluation

Reflecting on my experience these developments of skills have been a combination of both successes and challenges. The use of Yahoo Finance has helped me to organise the materials and has also contributed towards the success. It has helped me to set reminders and by using the search and folder feature I have been able to streamline my work which allowed me to allocate time more efficiently for research writing and revision purposes. The initial attempt at research and time management was marked with significant efficiency. Even though I have been able to meet the deadlines the work pressure has impacted the quality and depth of my research paper. During the group discussion, I occasionally lacked depth in forming significant connections between theoretical knowledge and practical analysis. I have actively reflected from these experiences and used tools like Yahoo mail to improve progressively ability to obtain information quickly and remain organised as they helped me to focus on developing critical thinking and deep researching skills.

3.4 Analysis

My progress in academic skills has been due to the combination of feedback practice and the major use of tools like Yahoo Mail. Initially, lacking structured planning resulted in last-minute efforts. I started using the calendar and reminder feature of Yahoo Mail which allowed me to allocate time properly for specific tasks. My research skills have also improved with my transition from a generic search process to an academic database. Yahoo Finance has been serving as a central hub for organising my research links and enabling me to communicate with my instructors to obtain proper directions. Other than this feedback from the team members has highlighted the major lack of reasoning which has enabled me to delve deeper within theoretical frameworks which has helped me to revisit the major points and to bring refinement within my arguments thereby helping me to develop critical thinking ability.

<i>OUTCOME</i>	<i>REASON</i>
<i>Improved time management</i>	Use of Yahoo Mail's calendar and reminder features to allocate time for specific tasks.
<i>Enhanced research skills</i>	Transition from generic searches to using academic databases.
<i>Organised research links</i>	Use of Yahoo Finance to centralise research links and communicate with instructors.
<i>Better critical thinking</i>	Team feedback on reasoning flaws led to deeper exploration of theoretical frameworks.
<i>Refined arguments</i>	Revisiting major points and incorporating feedback improved the quality of arguments.

3.5 Conclusion

Hence I realise that this term has enabled me to develop significant academic skills which are not static but have been developed through practice feedback and the use of tools like Yahoo

Mail. I have acquired major time management ability, research proficiency and critical thinking ability which might provide me with a wide range of future scope.

<i>ISSUE</i>	<i>CONCLUSION</i>
<i>Lack of time management</i>	Developed time management skills through practice and Yahoo Mail tools like calendar.
<i>Ineffective research process</i>	Gained research proficiency by transitioning to academic databases and organising resources.
<i>Weak critical reasoning</i>	Improved critical thinking through feedback and revisiting theoretical frameworks.

3.6 Action Plan

<i>Action Plan</i>	<i>Why</i>
<i>Implement time-blocking technique</i>	To allocate specific hours for research, writing, revision, and maintain balanced activities.
<i>Review weekly schedule regularly</i>	To ensure balanced distribution of academic and personal tasks.
<i>Attend workshops on academic database navigation</i>	To enhance proficiency in using advanced research techniques and databases.
<i>Study theoretical frameworks and apply in cases</i>	To improve critical thinking by connecting theory with practical applications.

4. My academic skills

4.1 Skill 1: Time management

As marked by Alvarez Sainz, Ferrero and Ugidos (2019) the incorporation of structured time management strategies has helped me to observe marked improvement in my efficiency and productivity level. I have learnt to prioritise tasks by using a combination of tools like Yahoo mail as well as time-blocking techniques. It has taught me the value of deliberate efforts and pacing.

4.2 Skill 2: Research proficiency

It has been stated by Lee, Hu and Bilszta (2020) that research proficiency has been the most transformative skill which has helped me to improve my working ability and to find more sources to obtain credible information, synthesise the insights obtained from them and apply them within the work. Yahoo Mail has helped in organising the research links and storing the communications with the instructors thereby enabling me to reassess them later to improve my research proficiency.

4.3 Skill 3: Critical thinking

The feedback collected from the team members has highlighted my tendency to jump to conclusions rather than explore the alternative perspective or consider theoretical underpinning. To address this issue I have integrated structural analytical methods. Hence as mentioned by Alsaleh, N.J., (2020) the development of critical thinking ability has helped in identifying the connection between the theoretical frameworks and the concepts to improve the coherence within arguments.

5. Conclusion

Hence to conclude, the three major skills that I have obtained include Time Management Research proficiency and critical thinking which have contributed towards my personal and academic growth. I realised that Time management skill has enabled me to value planning while the research profession has honed my research paper navigation ability. I learned that critical thinking has deepened my analytical abilities.

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