

Module ECIE4009

Element 1: Blog – What Is Good Time Management?

Blog including title page :5 pages

So You Think You Have All The Time In The World...



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Where does time go?

Time. Time is something I feel that we are chasing, thus disagreeing with the above statement. I don't believe that we do have all the time in the world. I'm sitting here on a rainy Sunday afternoon, trying to finish off my first assignment for university, and all I can think about is, what colour I'm going to paint my bedroom (Burgundy, if you were wondering). I work full time, have a young family and now I've taken on the role of a part time university student, so time management is quickly becoming a skill I really need to master. I'm sure that there are lots of us that are undoubtedly busy, but how much time do we waste? How much of that time do we spend procrastinating?



Wasted Time

First off, 'stop devoting time and energy to not doing things' (Cameron, 2009, p 41). This one statement explains my current situation. The amount of time I have spent 'thinking' of where to start on any given task, can seem to be overwhelming.

Try not to aim for perfection. Yes, for those perfectionists out there, this one alone can be tough, but expecting perfection can add so much unnecessary pressure.

Overthinking. This can lead to going off course, and often totally missing the point in question or task in hand. My favourite is thinking that the task won't take as long as you first thought. There is actually a psychological term for this, 'The planning fallacy' (Cameron, 2009, p 40). You end up leaving things to the last minute and rush your way through it. It is said that it takes '1-1.5 x the time you think it will take' (Rescue Time, 2019). Finally, there are those people who just wait and wait until that dreaded feeling of sheer panic sets in. That little red 'panic monster' (Urban, 2017) that starts to scream at you 'get a grip and just get the job done'. The thing is, when we start to scramble to get it done, we can feel disheartened at the end, feeling like we could have done better. And thus, the cycle continues.

So, how do we start to change this cycle, I hear you ask?



Time Saving Tips

I am hoping that this blog post can help guide you through a few techniques and strategies in bettering your time management skills. By implementing some of these key skills, it will help to enhance our productivity, and try to reduce some of the stresses we all have in our daily lives.

1. Set clear goals. Define your academic and personal goals. What you want to achieve in the short and long term. Try to prioritise the task. Focus on what is most important and do that first.

2. Create a timetable or schedule. This could be a daily, or weekly planner. You can allocate time slots for certain tasks. This should help you focus and reduce the multitasking.

3. Try to minimize distraction. We do love our phones, but all those social media updates are not going to help. Put the phone down or just take a few steps to silence those notifications, just for a while.

4. Limit perfectionism. By accepting that not all things need to be flawless, we can focus on the task in hand to best of our abilities, within the time given.

5. The 5 minute rule. If, like the most of us, you're dreading a particular task, just commit to 5 minutes. Often this leads to working for much longer than your allotted time.

6. Take regular breaks. You should most definitely add this into your schedule. Some self-care never goes a miss. Remember, a well-rested mind is more productive.

(Become a better learner, 2019)

Will It Work?

Trying to overcome procrastination is an ongoing process. It's normal to face the occasional setbacks, but, as long as you are able to recognise them, you can continue working towards bettering your time management skills. By trying to implement some of these strategies do you think you might be able to save some wasted time?



Reference List, Element 1

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Element 3: Academic Poster – What Is Critical Thinking And How Can It Be Developed?

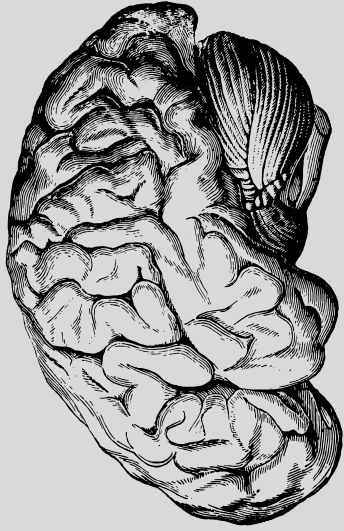
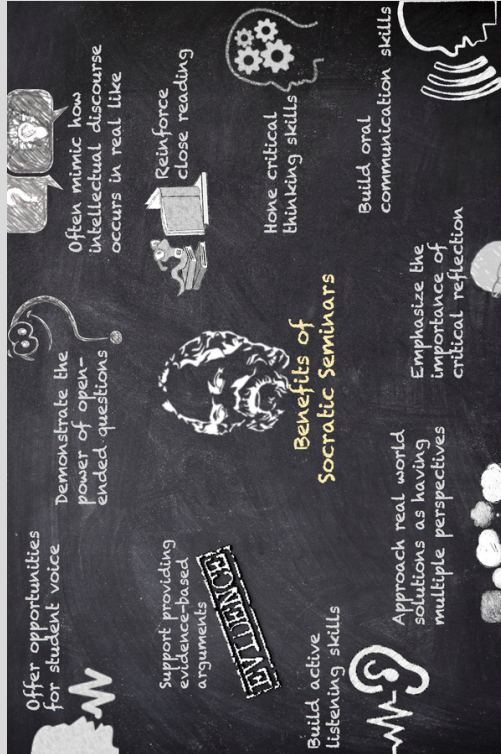
What is Mindset:

Mindset is ‘The established set of attitudes held by someone’. (Oxford, 2023) It is more than the definition. Mindset can influence our decisions, attitudes, values and are a determinant of our successes or failures.

Carol Dweck said ‘Mindsets are just beliefs. They’re powerful beliefs, but they’re just something in your mind, and you can change your mind’ (Dweck, 2006, p.16).

Mindset History

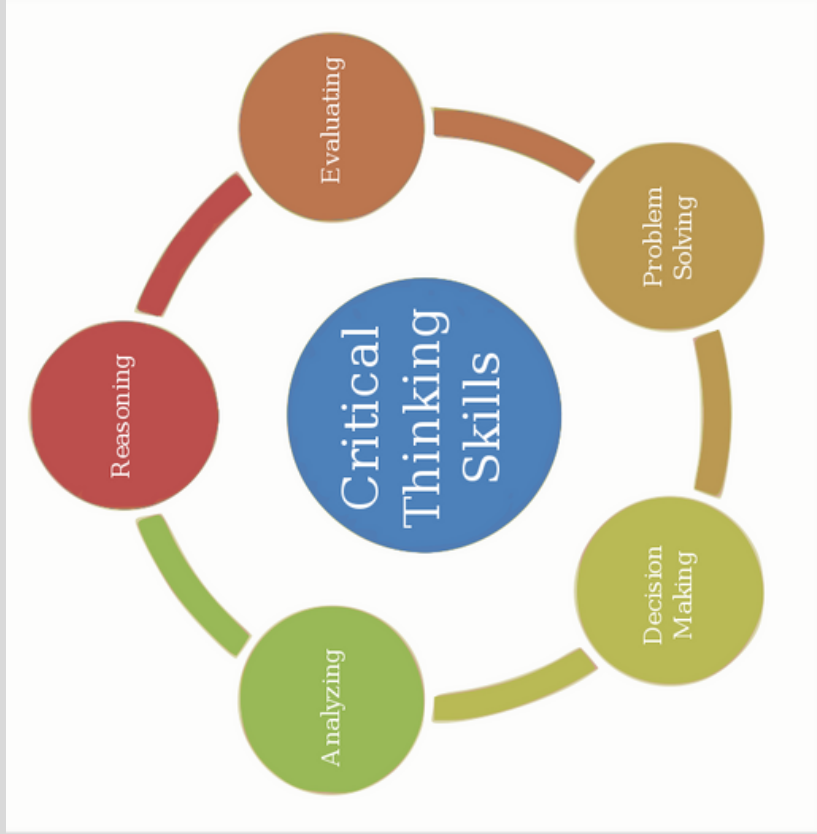
Socrates was the founder of critical thinking. He ‘developed the *Socratic or dialectical* method of philosophy. He founded the theory based on questioning common explanations, carefully distinguishing those beliefs’ (Bates, 2016,p.8).



What is Critical thinking?

Critical thinking is ‘the objective analysis and evaluation of an issue in order to form a judgement’ (Oxford, 2023). In layperson terms, it is making sure you have a good reason in believing in something. Through observations, evidence, and facts you can draw a conclusion which will support an unbiased argument. Critical thinking allows you to become an independent thinker.

Requirements for critical thinking.



(Wikimedic commons images, 2016)



Mindset Revolution

The Power of Critical Thinking

Be Cautious

Before your are able to apply critical thinking, in work there a few areas that might hinder your progress.

- Confirmation bias. This is when you are willing to accept or believe evidence that will confirm what you already know.
- Not being prepared to change your mind, and always accepting the initial information presented to you.
- The straw man fallacy, is the distortion of someone elses argument to make it easier to attack or refute the information.
- Ad Hominem fallacy, ‘discounting someone else’s opinion, because of your opinion of the person making it.

(BBC iplayer, 2020)

Conclusion

Critical thinking is a valuable skill. By using and practicing these skills, you are able evaluate, make well informed decisions, and have a deeper understanding of the world around you.

How can you develop critical thinking skills.

1. Encourage yourself to ask question about everything, what? where? why? how? Keep digging for the facts and assumptions.
2. diverse set of information. Gather lots of different perspectives as they will help you develop a better understanding of more complex issues.
3. Learn the essential differences between reliable and unreliable information. Credibility of source may come from an already biased opinion.
4. Reflect on, and discuss your own thought processes. This will encourage your thought process and challenge your thinking.

(BBC i player, 2020)

Reference List, Element 3

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