

Introduction

On this task I am going to talk about four topics and there are: time management, organising study, note-taking and public speaking and giving presentation. They are fundamental for a university student because they make studies easier and educate our minds. Every university student needs those skills, time management will help us schedule daily activities as work, school, friends, self-care and be prepared for unexpected. For organising study is always good to make plan because you quickly scan the whole plan to remind yourself of the full range of your activities. A university student must have the skills to take notes because it improves your understanding by making you convert difficult ideas into your own words.

Main body

Time management the process of organising and planning how to divide your time between different activities.

From what I learnt about time management is that people end up prioritising less important things in their daily lives, since I had this lesson, I have been trying to change my routine. Before that I have always wasted time on social medias, applying in a job that I did not like, be in a situation that is not related to me. Now a days I have a monthly to-do list where I note what I am going to do daily or things that must be done until end of the month. I still waste time in so many things life has brought me into situations where I cannot make my own decisions, I am still young but young people are the ones that dream big and want things quick, but we cannot control it so every time I feel I am walking backwards I stop and try to see what is going wrong because life is so fast that we do not notice in a small things, things that we are doing in a daily life thinking is normal but is not, when those things happen I always try re-read my plans, my to do list, my goals and see what is going to change if make different movements, if make some changes, what is real for me. *According to studies, only 10% of people feel "in control" of how they spend their time each day.* (50 Inspirational (And Actionable) Time Management Quotes - Rescue Time, 2022)

On my perspective organising study is knowing how to be disciplined is understanding yourself knowing your SWOT. In what I learnt organising study is fundamental, according to what I said for the first topic finding a spot on my daily life where I can study, most of time myself thinks study is just when I am going to have assignments, but study is to educate yourself, make plan, is knowing your strengths and weaknesses. Talking about strengths and weaknesses I learnt that everyone must know their SWOT, it means strengths, weaknesses, opportunities, and threats. It is hard to think about them in us because at this moment I thought about skip this part is what I meant in time management we always try to prioritise less important things because of the laziness, our minds must be educated and organise know that time that we put to study is a time that we cannot be lazy try to run from our responsibilities. My weakness is what I said in the last paragraph, my strengths is allowing myself to know the reality because our minds always try to look for excuses saying that I am not studying at this moment because..., but always tell myself that I am looking for excuses

to not face my responsibilities. In the first lesson I had about time management I said that I did not like the job that I had and learning from the wonderful teacher that we have, she taught me that I cannot waste time in a job that I do not like since then I looked for other job that I have more passion on, and I found this opportunity that is not my dream job but is an opportunity that match my skills. I was never competitive, I never fought to have something, and I learnt that this word is a competitive people are fighting to be in a position that I am now, so I always look to show them that I am the best in what I do, and I am not there to waste anyone's time even mine, I was trying to show them that they are not going to find someone better than me and if I must gain more skills I will.

Note-Taking is the practice of writing down or otherwise recording key points of information. (Politics and example, 2022) It is an important part of the research process. Note-taking is so important to me because I forget things fast, taking notes make me remember what I am going to say or to do. Making notes is not only important for public presentation or group presentation but also for daily life, when I am going to the supermarket and when what to do things in the future. Talking about taking notes in this context is to refer in studies, when I was talking about organising studies, I also meant in find skills. Is easier for me making notes in ballpoints, writing in my own words. There is no right or wrong in making notes however I try to keep them clean for the readers, notes can also be provided as evidence, makes easier to speak clearer.

Public speaking and giving presentation

Speaking to a certain aim, synchronising that speech with a series of pictures or slides designed to reinforce that objective, and measuring the effect are all part of the presentation process. A more generalised set of oral communication skills is public speaking. (Coaching et al., 2022)

I always good to be prepared to give a public presentation The topic must have to engage the audience because giving a public presentation about boring topic the audience will not be interesting in hearing what you trying to explain. The topic that you choose is the most important. Practise before helps you talk natural, keeping voice clearly and not afraid of what you are saying, confidence is a key without practise there is not confidence, and you will not need to read the slides. Engaging with the audience makes the presentation less boring because you will not be there talking for whole time and the audience listening to you, keep them involve letting them ask question and keep in mind that is not as informal presentation that I cannot be too close to the public and know how to reply without straying from the topic while remaining honest.

Body language, presenting for a first time make things harder, avoiding making eye contact, read all slides because of the anxious and speak in a deep voice. When I found myself in a position I always drink about before the presentation, take a deep breath and things that I am not talking to hounds' people but telling myself I am presenting in front of the mirror that help me a lot. For what I said before letting the public to ask questing we help the understand better the topic and might also help the

representer understand more from the public because we attend to make our research and learn less but question is more personal that makes us see another perspective.

Conclusion

Overall, those topics are and will always be important for us student. The propose of the assignments is to tell ourselves what we learn until today, now a days those skills will be a part of daily life, we will become a master time management and have more time for your family and personal life if you use the strategies, ideas, and approaches in this book however organising study, we could imagine as an hourglass—start with a wide introduction and review of the literature, then go on to specific analysis and discussion, and finish with a broad assessment of the study's implications and relevance making sure you capture both the key concepts and the relevant details, whether your notes are long or short. Spend a few minutes after class summarising your notes or revising and filling up gaps in your notes—it will help you remember what you learned in class. And the audience is more likely to have a favourable view of the event. The introduction and end of a speech are critical components. Without those skills we will not be able to be a great student or be successful.

Now that I did my searches and understand better, I will say that be in a lesson where your teacher does not water her time in teaching us and has passion in what she does makes much easier because every lesson she tries to help student to understand her lessons and the topics, since day one I told myself that will enjoy being in her lesson, I have changed my routine, be organising referring to studies, making more notes and prepare to present with skills that I gain during those lessons.

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