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Introduction

Academic skills are abilities and learning strategies, which help students to learn and succeed; to receive knowledge, higher grade and to get to their goals. They prepare students for their career, support them stay focused and motivated, show new ways of thinking and so much more.

Examples of Academic Skills are Time Management, teamwork, researching skills, reading skills, computer skills, self-discipline, critical thinking, presentation and public speaking skills and others.

Cottrell's book 'The Study Skills Handbook' shows why time management is so essential for students and how they can use their time to be more productive and to receive better results at university.

In this report will be explained what Time management is and how important it is as a student and in the life at all.

Time Management meaning and its key points in academic study

Time Management is the process of organizing and planning the time between the daily activities.

Cottrell (2019) states that time management is equal to study success. It is especially important how much time the student spend and how well is used this time. This suggest that if they spend more time in study and it is efficiently the students will receive higher grades. Therefore, they will have choice how to spend their saved time for the things they like or to engage in some topics in more detail.

First of all, undergraduates must manage their time for sleeping and eating, because this makes sense in their abilities to learn.

Secondly, they should learn how to divide their time between their events, interests, and tasks.

Effective time management

The effective time management is to do more activities for less time.

According to Cottrell (2019) there are ten steps, which leads to effective time management.

The learners must

- to organise their time,
- to discover their time constraints
- to simplify how they use their time presently
- to decide how to use the time
- to prioritise what is more essential
- to plan the activities
- to do what it is in their plan
- to use time management techniques
- manage distractions and procrastination
- monitoring their work

Students have to find their own way of studying. For different people, the time suitable for learning may vary. Some people are more concentrated in the morning, others in the evening or at night. Using the time zones that suit them the most, students can save valuable time.

On the other hand, when they know how much time it is required for their study, they will feel more confident if they fit in it. It is worthwhile if learners use time planner, which they can find

online or to make their own. Once decided how they want to use their time the students have to prioritise their tasks accordingly their importance. Daily planning or to-do list is part of the efficient time management. Once written in the diary, all of the tasks must to be done. Procrastination and distraction are dangerous traps during learning. To avoid procrastination, we may use some tricks. Set up good mood for study, using various prompts and rituals, like making cup of coffee, cleaning or managing the study desk, take a glass of water and others. The study environment has to suits well the student. Clever way to minimise the distraction is to include them in the learning as a recourse. Time management practices can make the student life much easier.

Time Management Techniques

In the recent article Cottrell (2019) identify some time management techniques and systemise them in several groups:

- time blocks techniques

Here she includes choosing the right time, which is the best for you; use blocks of time, which are the most appropriate; the workable break – many small or one bigger pause; mix it up if the activity start to be boring.

- multiple methods techniques

In this group is shown how students to use their own rhythm, when they schedule their tasks; to set early deadlines; to manage the time; to use a watch or alarm; to find networks support; to manage the study place.

- online study techniques

Looking for information online, watching a video, or listening to podcast of lesson about your study task are much more interesting than just reading a book or lectures. This learning process is quite successful since visual and auditory vision is obtained, so the information is easier to perceive. However, this hides some negative aspects. The risk of distraction is exceedingly high, which is why using some techniques, like to be aware for addictions, monitoring the spend time online, and monitoring of distractions, will avoid this happening.

Time-saving strategies

In the mention book of Cottrell (2019) are described ten time-saving strategies.

One of them is do not lose time in writing notes. The students can write straight away in their electronic files, it is easy to change any information when it is necessary. Also, they can use programs as Dropbox to exchange their files and use them from different devices. File transfer became immensely popular, when many people start to work or study from home, and this is key point in collaboration. Brilliant strategy is to use the spare time, like traveling with a train, waiting for somebody or something. Instead to spend boring time undergraduates can turn it into interesting and useful time. Other strategies are to save time when looking for notes, when reading, when referencing, when organising information or thinking. To highlight the main point in your notes or to give them a heading will make the work on them later much easier.

When the learner read a book for an assessment it is not necessary to read everything. It is enough only what will be essential for the given task. Including the references in the beginning of writing from the source, instead to look for them again in the end will save time. One more tactic is do not waste time for writing more words, than it is required. The last, but not less significant strategy is to share your efforts. You can exchange information with a study partner or your graduate group, of course to the extend permitted.

Evaluation of 'The Study Skills Handbook '

Cottrell's book is extremely valuable to students. It is an important guide in the process of their learning. The book is an exciting source with valuable tips, strategies, methods; and illustrated by many life examples. The work of Cottrell changed my whole idea of learning. It showed me that the ability of learning is not just innate. First of all, this is an excellent self-discipline and very well-mastered learning skills.

Conclusion

According to Cottrell (2019) using time-saving methods and technics and avoiding distraction and procrastination make the education more efficient. She describes exciting way for study and every student, who read it will definitely change his or her concept of learning and academic skills.

It can be concluded that time management is the most value skill in undergraduate learning. As can be seen to plan the time is the main point in the life. Learning and using time management skills lead to better lifestyle and higher grades for students.

The time is one of the most important things in humans' life.

The effective time management allows learners to do more tasks on time and to achieve their goals. Receiving more free time for friends and family, for pleasure and favourite things they will be more satisfied and happier in their life.

Time-saving apps are increasingly gaining popularity, this further highlights the importance of time management in humans' life.

References:

Cottrell, S. (2019) *The Study Skills Handbook*. 5th ed. London: Red Globe Press.