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Introduction;

According to Cottrell, S (2008, p.55), to be reflective is having the ability to think carefully on your own experience and to analyse and evaluate your own performance whilst gaining knowledge from it.

The purpose of this report is to outline the fundamental part of my journey in academic skills.

1. Throughout my academic skills course I have developed in **academic writing**, this formal and structured way of writing a report is fundamental in my development in higher education.
1. I have also learnt about **critical thinking**, according to Glaser (1941) critical thinking is a way of continuously examining a belief or a supposed type of knowledge in the light of the evidence that supports it and the further conclusions to which it tends. Critical thinking involves examining the information and evaluating the facts and reaching a conclusion.
2. I have also learned about the fundamental importance of **time management**. The significance of time management and setting realistic goals to both balance my time whilst effectively completing assignments and deadlines on time.

Academic Skills;

Critical thinking studies is an important part of business studies; it establishes deeper understanding of a situation, better decision making, and as a result a better outcome that may evolve during business.

As a group exercise and activity for critical thinking, we were asked to determine whether several questions relating to Koala bears was a fact, an opinion or a wrong answer. As a group, many of us presumed a koala bear was related to a bear species which in fact they're marsupials and are more closely related to Kangaroos and carry their young in a pouch, therefore the correct answer would be wrong, because the Koala's are not part of the bear family.

Dewey (1910), et al. concludes, critical thinking is having sound judgement, reflective thinking that is focused on deciding what to believe or do.

Time management is essential for improved efficiency and enhance productivity in the business sector. Good time management in the business sector involves prioritising jobs to be completed first, delegating responsibilities, planning and setting clear goals, evaluating and reviewing what is feasible because effective time keeping can increase efficiency and alleviate stress.

