Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

INDIVIDUAL REPORT

Academic Skills (LCBB4006)

Assignment 1 (Task 1)

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Name of the Lecturer: Dr Lizeta Demetriou

Student ID: 2224661

Student Name: Akriti Saini

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Introduction

Every kid has to learn how to manage their time effectively if they want to succeed in school and afterwards. Cottrell, S. (2019) highlights the significance of time management as a crucial element of efficient study skills in her book "Skills for Success: The study skills handbook”. In order to finish your academic work and accomplish your goals without experiencing unnecessary stress and worry, time management is essential for students. Another important component for time management is setting realistic objectives. Set deadlines for each work and breaking down your more ambitious academic goals can help you achieve this. By doing this, you can make sure that you are moving forward steadily towards your objectives and prevent feelings of stress or overload. For example: if a student makes planning and manage their time according to that planning then they can easily achieve their goals. This entails prioritising your goals, making time for planning and scheduling, and staying away from distractions and time-wasting activities. You may better your academic performance by learning effective time management techniques. You can also lower your stress levels, improve your attention and concentration, and raise your productivity and efficiency. You can learn and practise time management, and the advantages will be felt in every aspect of your life—both now and in the future.

Summary and Evaluation

“The study skills handbook” (Cottrell, 2019) gives a lot of knowledge about 10 ways that are very helpful to make a good time management. In this book I think the most important ways are be systematic for your time and set priorities for the most important things rather than other things. When a person can make a good system for their day-to-day work then it is very easy for them to achieve their gools easily. Some people do not have enough time so that they can make priorities, like they can make an order and write their important work at the top. If some people face problems to set priorities, they can use a rating system. It is a very easy way to set priorities. Moreover, people can monitor the time. It a very good idea to monitor the expected work. People can set the estimates like how much time they can give to their work and then they check how much time they spent. As a result of it, people can learn that next time how much time they give to their work.

As a student it is very important to learn where does the time goes. Students can make 2 charts in the first one they can write how they spent time now and in the second one student can write how they want to spend their time. In the first chart when a student spends their more time on tv, sleep and relaxation then in the second they spend less time on these things and utilize their time on other things like writing, thinking and part time job.

By reading and analysing the “The study skills handbook” (Cottrell, 2019). This book helps the students to make a good checklist and ‘To do’ list. Firstly, students make checklists so that they can not feel burden on their work. With the help of checklists students easily give focus on their important work and avoid doing their unnecessary work. Checklists also give students a motivation because when they can complete their work, they can mark it as checklist and they feel motivated and try to complete more tasks. Secondly, a to-do list is a useful tool for time management, which is a crucial skill for students to master. Students write their all-days’ work on a paper. First, they can write their important work and then less important work. When they can complete their work, they can mark it as a dot or star. Sometimes students also make new list because previous list starts looking stale or unclear. So, in the new list students only write pending work and as a result, they feel less stress.

Also, this book contains some time management techniques that are very helpful. When starting a new task, do not think about distractions pause for a few calm seconds and give all the focus on the work. Another technique is set early deadlines for the assignments. Complete the work as soon as possible rather than waiting for the deadline day. Moreover, students use a timer like phone or an alarm clock for their work. When they hear the alarm sound, they can leave the current task and move forward to new one.

Moreover, online study techniques are very good, rather than spending time on social media or entertainment videos student watch video that are relatable with their studies. As a result of its student spend time online but gain knowledge about the work. Sometimes students do not realise that how much time they spend on online distractions so there is a very good way to use a timer on the monitor and block access on these online distractions.

“The study skills handbook” (Cottrell, 2019) also give knowledge about how to manage procrastination and distractions. Everyone have their own distractions like tv, messaging and calls so firstly it is very important to create a good state of mind rather than thinking about these distractions. Furthermore, create a good environment while studying. Some students love to do study at home and some in library so everyone have their own comfort zone while studying.

Lastly, how students stay on the task. There are many ways like when students start their work in a good mood, they can easily complete their task. Sometimes student have a good knowledge about the task and they can know how to do the task so it is also a beneficial advantage for them. With the help of this book students can also learn how to be focused on the work. First of all, feel free the mind, clarify what you want to write in the task and write some short questions related to the task so that you can easily clarify the things. There are also some reasons why students do not give their focus on their assignments and tasks because they feel bored and tired. Sometimes students do not have enough knowledge about the work and when they search things, they find it too much difficult for them. Students have to make a good balance in their life and study, when someone face any difficulty in their life then he does not give proper focus on study. So, it is very important to feel fresh and give all focus to the work.

Conclusion

In conclusion, according to (Cottrell, 2019) time management is a crucial tool for any student who wishes to increase productivity, succeed academically, and have a good work-life balance. Goal-setting, work prioritisation, and the development of a timetable that improves productivity are just a few of the ideas and tips the book offers. Also, it stresses the value of taking pauses, taking care of oneself, and staying away from time wasters like procrastination and distractions. Students may create productive time management practises that will support their academic and overall success by adhering to the advice offered in this book. Overall, "The study skills handbook" is a helpful resource that may assist students in achieving their objectives while leading satisfying lives.

References

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