

ECGE4005P/C
Learning in the Digital
Era

Inclusive Education
(Foundation Degree)

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Blog:



Reflection: More than meets the eye

What is reflection and why should we use it?

When do you sit down and take the opportunity to reflect on your day? You might have made small achievements or produced something impressive. Perhaps you thought of some ideas you could have suggested in your last staff meeting? Hindsight is truly a wonderful thing, and if it was not for [reflection](#), we may never develop ways to improve such things in both our professional and personal lives.

“Reflecting on your day is more than just saying “today was good” or “today was bad” — it’s about increasing your awareness of what you were thinking, feeling, and doing (everything you have control over), so you can decide deliberately if that is how you want to keep showing up in the world” (Bacon, 2017).

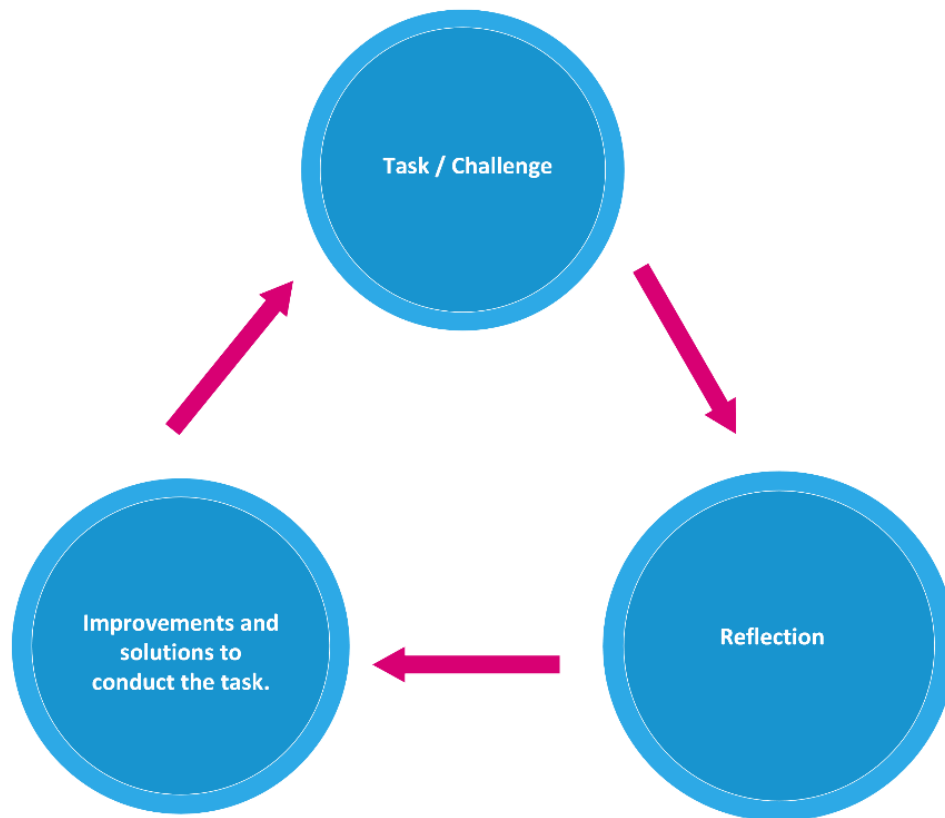
Casting your mind over the events of the day can lead to marked improvements in your life, particularly with things you struggle with. Say that you are trying out a new sport, and our trying to grasp some sort of difficult manoeuvre, would you go back the next day with a defeated mindset and tactic? You might

consider asking someone else for advice on the matter, or put forth a different manoeuvre that would be better suited to the situation, and would benefit the whole team?

Changing your outlook

These mere moments that you take out of your day to reflect on previous situations could change the way you approach things throughout your life. This could enhance one's mental wellbeing and improve self-esteem as you reflect and adapt to improve outcomes.

At times it may seem unnecessary to take this time out of your day, and perhaps you struggle to have the time. However, reflecting is such an effective method to learning more about yourself, and by doing so you can make the necessary adjustments to grow, and potentially fix any recurring problems you had been encountering. This is something you can conduct throughout your life which can lead to vast improvements (Ink+Volt, 2018).



Reflection and Education

We are also beginning to see how reflection is embedding its way into education. Pupils are encouraged to review their work and create some targets to help them improve future pieces of work. This allows

reflection to be instilled into them as early as possible and will better equip them to be able to critique and enhance future challenges and opportunities they may face. But are we doing enough?

More can certainly be done in order to effortlessly ingrain reflection throughout the school day. Perhaps the final ten minutes of the day can be a time for the pupils to decide on something they are proud of. Something they have achieved. Is there something they need to work on the following day? Reflection can also be rooted withing teachers and staff, with debriefs and diaries which log pupils' day to day, which is something many settings are putting into practice.

Give it a go

So, you can run with these ideas or create your own in order to instill reflection within your school/work environment. You may find the difference in wellbeing and morale to be astounding.

Blog: Reference List

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[How To Reflect On Your Day - Natalie Bacon - Life + Business Coach](#)

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[Why You Should Reflect on Your Day Every Day – Ink+Volt \(inkandvolt.com\)](#)

Essay:

What is good time management? (900 word)

This essay will explore the importance of good time management, how one can achieve it and the effects it can have on everyday life. Maintaining good time management can vitally improve both your work ethic and your emotional wellbeing, as it alleviates pressures, especially when there are multiple tasks to complete or when they are associated with deadlines. Managing time efficiently can also aid a person's health, both physically and emotionally. More time can be found to partake in social activities, exercise or to just care for general wellbeing. Procrastination adversely affects time management, as time can be wasted, and work morale can be affected. It also allows your mind to focus on what is important and removes your attention from unnecessary tasks (Tumanishvili, 2021).

Time management is a method many individuals put into practice in today's society. Many people are required to compartmentalize tasks, divert their focus from unnecessary distractions and achieve set goals. There are many techniques that can aid in effectively managing time. One of these techniques is the Pomodoro Technique (1988). This method aims to improve productivity and can lead to enhanced focus and reducing anxiety. It involves breaking time apart, with some using an egg timer, into 25-minute intervals with breaks in between (Cirillo, 2018). This helps those who struggle with maintaining focus on tasks that require prolonged attention, as it neatly breaks up time into smaller intervals and grants respite with breaks. Another useful tool is the Eisenhower Matrix (Covey, 1989). He was inspired by a speech given by Dwight D. Eisenhower during his presidency. The initial framework has been developed digitally through the changing times; however, the principles of the method remain the same. It is comprised into four sectors, and allows the user to prioritise multiple tasks, from the ones that need immediate attention to the ones that you may delegate until a later date. (Asana, 2022). This could prove to me particularly useful when trying to maintain good time management as it supports those who compartmentalize tasks if they have multiple to complete and can help them realise that some tasks may not be as important as others.

Time managements can have numerous positive benefits on one's life, whether it helps work ethic or mental wellbeing. It can notably reduce stress as there would be little need to rush and can also allow a more harmonious balance between work and one's personal life. It can also allow for more free time to spend with loved ones or to focus on oneself (Vanagas, 2012). These skills can be useful within the workplace particularly, although can be used for personal and home tasks.

"Time management in the workplace is a skill that can benefit any employee. By learning how to manage your time, you can improve your work life, increase your productivity, lower your stress, and build a positive work-life balance" (Herrity, 2021).

When entering the world of work, employers look favourably on those who express good time management skills, as it reflects a person's organisation and work ethic. Good time keeping can be extremely advantageous in administrative setting as it is important to remain organised. However, it can be vitally important to many, if not all occupations as it promotes structure and practical thinking. It also plays a valued role in education. It is critical that education providers practise good time management, as poor time management may reflect poorly on their teaching and their pupils.

Teachers are expected to utilise time management due to the amount of work and responsibility they hold. As difficult as classroom management can be, having an up to date plan of relevant tasks and events can create a much more comfortable environment for both staff and pupils which can promote good wellbeing. This can beneficially impact productivity, creativity and overall education. (Anand, 2022). It is important for those in an educational setting to have some form of awareness of their own time and to know their tasks and responsibilities. Many education providers make use of diaries and planners to aid with this, with this only becoming simpler in the digital age with access to online calendars, meetings and reminders. The most integral part and the basis on time keeping involves choosing a task, contrive how much time is necessary, and to apply the needed focus in order to fulfil the task at hand (Sorenson, 2016.)

To conclude, it is evident of the positive impacts the good time management can instil. This is why it is important to effectively utilise time management, and when this is practised by those around you, it can lead to a successful and fulfilling day. The way people interact and cooperate together can create an immense difference in overall productivity, and being collaborative with time keeping can ease the both

tension and stress within the workplace (Forsyth, 2013). These skills can be exceedingly useful throughout life, with it positively impacting the work place as well as home life.

Essay Reference list

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What is critical thinking and how can it be developed?



What is Critical Thinking?

Critical thinking means making sound, reasoned judgments that are well-thought out and logical. It is a way of thinking in which you don't simply accept all conclusions you are exposed to but rather have an attitude that involves questioning such arguments and conclusions (DeLecce, 2021).



Development of skills

The skill depends on the executive functions such as flexible thought, focus and self-control, with the confidence to reach and conclusion and act. The art of critical thinking can aid those as young as four, and entice them to test theories, develop their own ideas and opinions, and acknowledge the opinion/theories of others. Children can develop these skills when they:

- Create stories
- Conducting science experiments and other practical activities.
- Asking and answering open-ended questions such as "Why did the bird in the playground fly away?"
- (Galisky, 2010)



The importance of Critical Thinking

An established critical thinker:

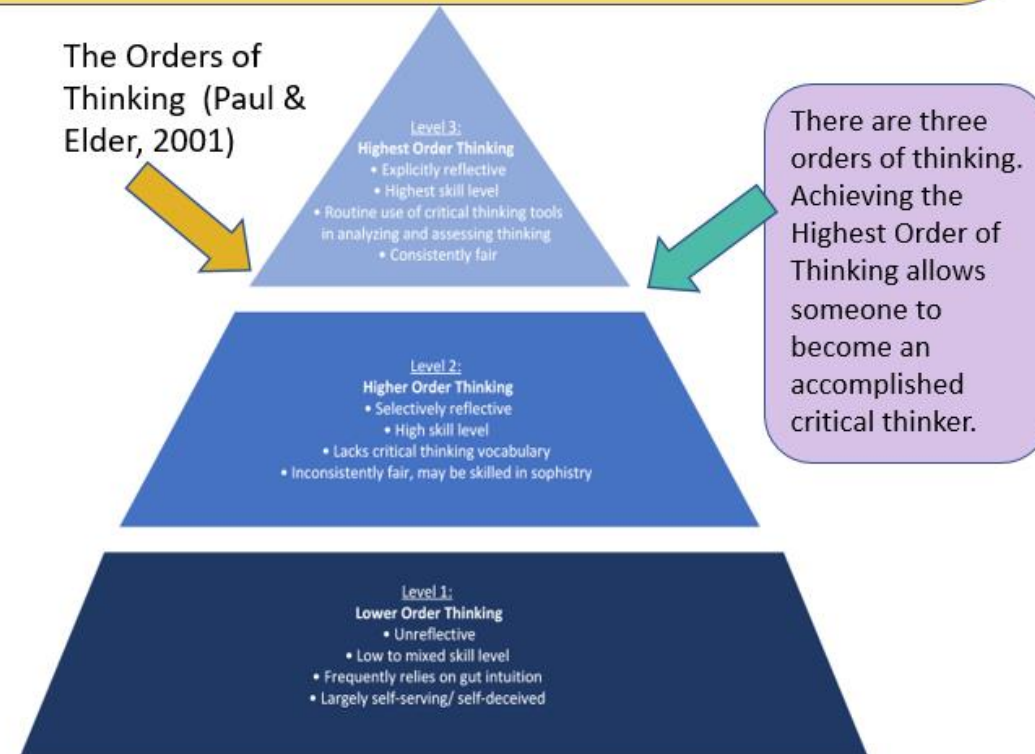
- Formulates questions clearly
- Raises vital questions
- Collects relevant information
- Can remain impartial
- Is open-minded
- Figures out solutions to complex problems.

(Paul & Elder, 2001)



By enhancing your critical thinking and putting it into practice, will enable you to develop well-reasoned arguments, interpret evidence and assess differing opinions and views.

The Orders of Thinking (Paul & Elder, 2001)



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