



Academic and Employability Skills

Time management

Organising study

Reflection

Report

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Academic and employability skills
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Introduction

- In this report, I will focus on several topics that we studied in the lectures on Academic and Employability Skills. The topics I will analyse are Time Management, Organising study and Reflections. I will also analyse my personal reflection on my individual public presentation.

Description

- ▶ Time management: How to manage your time effectively-Eisenhower Matrix.
- ▶ Organising study: Why being organised is important?
- ▶ Reflection: What is reflection?-Gibbs reflective cycle.
- ▶ Public speaking and giving presentation.

Feelings

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Time management: How to manage your time effectively- Eisenhower Matrix.

- *"There is surely nothing quite so useless as doing with great efficiency what should not be done at all",* said Peter Drucker (1963), and he was right. We have so much to do, and time is running out. And the worst part is that we cannot buy time or at least borrow. That is why we need to prioritize our tasks. In the Academic and Employability skills lectures, I learned about the Eisenhower matrix. This is a simple but effective method of allocating time. It is named after Dwight Eisenhower, the 34th President of the United States (1953-1961), who in a speech to the Second Assembly of the World Council of Churches, quoting a former president of an unnamed college, said: *"I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."* Analysing this statement, we understand that everything we do in our daily lives we should divide into "Urgent" and "Important". But first it requires distinguishing between what is urgent and what is important. Urgent tasks are clearly visible and need more attention, because the consequences for us of neglecting them are enormous. We connect the important tasks to the results. They help us achieve our long-term plans.

- ▶ In the first square of the Eisenhower matrix, are the urgent and important tasks. In our daily lives, we are adding more and more tasks to this first square. These are: important projects with an approaching deadline, crisis situations or urgent problems. An example of a first square task is the approaching deadline for submitting my report. And it is urgent, and it is important. I can limit the number of tasks on this list by planning my activities in advance and stopping postponing the completion of the report. The other type of urgent and important tasks in this square are those that arise unexpectedly. There are situations we cannot foresee, so it is good when we plan to set aside time for such unexpected events.
- ▶ The second square of the Eisenhower matrix includes tasks that are important but not urgent. This category includes our relationships with people (building relationships), as well as our long-term projects (planning, preparation). The implementation of tasks in this category is important, but we have enough time to plan and implement them. However, if we too often ignore the tasks on this list just because they are not urgent, they will eventually become so. In my opinion, this square is the most important. Learning to plan our tasks in this column is a guarantee for a balanced and successful life, both personally and professionally. But this square is also the most difficult to manage, and for it we need time management skills. The important thing here is perseverance, to plan and work on these tasks with perseverance.

- ▶ The third square includes tasks that are urgent and not important, such as our usual meetings, conversations with relatives and friends and more. Here are the tasks from our work environment, which often create tension in our daily lives, although they are not important to us. It is normal to have meetings of this type in our daily lives, but we should not absolutely fill our day with such activities. That is why we need to plan forward and set aside time to meet close people, as well as colleagues and friends who want to meet us.
- ▶ In the last square are the activities that are not urgent and not important, and which more precisely cannot be called tasks. Checking for new messages on Facebook, for example, is an unloading but distracting activity that can not only waste our valuable time but also contribute nothing to our work or our overall success. Here are all the bad habits we need to fight.
- ▶ I do not know if Eisenhower adhered to these principles in his daily life, but it was very useful for me to learn about them. Proper allocation of time is essential in both work and study. It is the basis of organized study.

Organising study

- ▶ For most students, time management is a difficult problem to solve. Being a student is difficult, especially if you study and work at the same time. Inappropriate time planning leads to broken schedules, missed deadlines, and a lot of stress. We can avoid all this if we follow a few simple rules.
- ▶ We must first determine: What do we have to do?; When we should complete?; How long will it take?
- ▶ Once we have established our commitments, we create a plan. This can be a to-do list of our assignments for the day, week, or until the end of the semester. From now on, all we must do is follow it, constantly reviewing and updating it. There will, of course, be unforeseen tasks that we will have to deal with, so it is necessary to leave a reserve of time so that we can react to the situation. We must also provide time for rest, because otherwise we will be exhausted physically and mentally, and our ability to work will decrease.
- ▶ The advantage of the to-do list is that it creates order in our daily lives and sticking to a model daily creates habits. But how can we do that? How to successfully analyse all our activities and tasks and create a plan for their implementation. The path to creating successful time management and organization starts with reflection.
- ▶ Reflection is a skill that comprises introspection. It's like looking in the mirror and describing what you saw. The purpose of reflection is to help us know ourselves. To turn to our past thoughts; feelings; experiences, and to identify our strengths and weaknesses. But how to start. One of the most popular methods of reflection and self-assessment is the Gibbs method.

Reflection: What is reflection?- Gibbs reflective cycle.

- The Gibbs Reflective Cycle had developed by Professor Graham Gibbs in 1988 and is based on experiential learning. It comprises six stages:
- Description of the situation.
- Feelings - What feelings and thoughts it caused.
- Assessment of the situation (good or bad).
- Analysis - What is the benefit of what happened?
- Conclusion and summary of what happened.
- Action Plan - If it reappeared, what would you do?
- Following this model of self-analysis, we understand exactly what qualities and skills we possess, how we can further develop them to improve our effectiveness.
- Gibbs' reflective cycle is based on writing. To apply this method, it is necessary to keep a diary in which to record all our experiences, thoughts and emotions of the day. At the end of the day or before we are going to bed, we read the notes from the past day, trying to understand what upset us and what made us happy. This may be a conflict with a colleague, or we may just be disappointed in ourselves. Knowing the reasons responsible for our emotional state will help us get to know ourselves. Let us change what we do not like and upgrade what we have little of. In general, to become a better version of ourselves.

Public speaking and giving presentation.

- ▶ My analysis of public speaking and giving my presentation:
- ▶ The experience is what I put first. I have never written a presentation before, and I have never spoken in public. I felt worried and stressed. An additional difficulty for me was my poor English. It was also confusing that the presentation was online. It was not like having real contact with an audience. I felt like I was talking to myself.
- ▶ But every beginning is difficult. I believe that with perseverance and hard work, I will perform better next time.

Evaluation

- Here, in my opinion, is the place, based on my above statement, to make an evaluation of my situation.
- Description of the situation: What I need to do - balance work and education.
- Feelings: What feelings and thoughts it evokes in me?- will I be able to cope with the challenge?
- Assessment of the situation: Of particular importance to me. Good.
- Analysis - What is the benefit of what happened?- Opportunity to change my career.
- Conclusion of what happened - This burdens my daily life with additional tasks.
- Action Plan - To allocate my time so that I have enough for all tasks.

Analysis

- To balance work and education successfully, I need time management skills. Based on what my working hours are and at what times of the day I am more active and focused, I create a plan. In my case, I am more active in the evening, so for me the evening after work is the best time to study. Of course, I must also provide time for rest. To rest my mind from a busy day at work and leave the events of the day in the background. I will also need a to-do list, especially for weekends. On such days, it is especially easy to give in to the feeling that you have a lot of time, but at the end of the day, you realize that you have lost it by doing nothing.
- The situation makes me feel anxious. However, it is not related to my work and study schedule, but rather to my expression skills. The concern comes from not being fluent enough in English.
- My assessment of the event is that it is extremely important to me.
- I will learn new things, I will gain new skills, and I will also improve the skills I already have. It will give me the opportunity to change my career and start working in a field that has always attracted me.

Analysis

- This, of course, will burden my daily life with more tasks. In addition to work and English lessons, I will have to attend lectures at the university.
- My plan of action is to allocate my time so that I have enough for all the tasks, starting with changing the days when I am not at work. So, on my free days I will attend the lectures at the university. After the lectures, I have enough time to rest and study, as well as for shopping (when is necessary). English lessons, which are once a week, remain at the usual time in the morning before work.

Conclusion

- ▶ The methods of organization and time management are simple rules, but of particular importance. Keeping a diary, for example, helps to deal with the thoughts and emotions of the day. It is also useful because over time the memories of the event fade and it is harder to remember the emotions we experienced. In writing, it is easier to look at a situation from the side and analyse it. In addition, you not only analyse the situation, but you also analyse yourself. Introspection will help us discover our strengths and weaknesses. Looking back, we will find the mistakes we have made in each situation, and we will learn how to avoid them if we find ourselves in a similar situation again. And most importantly, self-reflection helps us become a better person than we were yesterday.

Action plan

- ▶ The action plan, according to the methods of organization and management of time, must include the establishment of a schedule to follow. Defining Urgent and Important tasks. Which tasks are a priority for us and which we can postpone for a moment. It is also imperative that we stop engaging in activities that waste our time, or at least minimize them. We must not forget that the key to the success of each of our tasks is to adhere to the established plan.

General conclusion

- Analysing the methods of organization and time management, I will say that they are extremely useful and proven effective. In our hectic daily lives, we have more and more tasks, and less and less time to deal with them. If we do not take time to reflect and analyse our daily lives, it will be like moving on autopilot. This can lead to disastrous results, lost work time, including missed opportunities. If we want to be successful, if we want to have enough time for everything, we must carefully and thoughtfully plan our daily lives, our week, even months and years ahead.
- Of course, it's always easier said than done. It takes a lot of self-control on our part to cope with the challenges we face daily. But only in this way, by training our will and strictly following the drawn plan, we will have a successful and balanced life.

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