

Portfolio



By Billy Everett

How do you work best with time? Do you like to plan stuff out and get it done over a week maybe a month or do you like to leave it to the last minute and work better with the pressure. Either way you look at it there are many of different ways to use time management all to different results depending on your preference, in this text I will be discussing what good time management is and how we can use to better ourselves not only in our work but in our personal lives.

As I have previously mentioned time management is down to personal preferences but in which way you use it there are key elements in both, such as having a clear idea what you want to do. This is vital no matter what you are doing as before you start an essay, speech or any type of planning for example for a lecture or something as little as going to the shops you need to know where you are heading with it and get you to your end goal, this will all be part of your planning process which will need its own time before you even start your task. This will eventually lead to you being less stressed when the time comes about to actually start what you are doing and can lead to you having more time to do what you enjoy and not worry about having to do it last minute

“The benefits of managing time are simple. Good time management allows you to accomplish bigger results in a shorter period of time which leads to more time freedom”

[Mark Pettit](https://lucemiconsulting.co.uk/benefits-of-time-management/), May 8 2020, The Top 10 Benefits of Time Management, <https://lucemiconsulting.co.uk/benefits-of-time-management/>

Mark here is stating that with the help of good time management you can get more done in set times and spend more time doing your favourite hobbies or spending time with the people who matter most. However, some will get stressed out over this thought and instead use alternative strategies.

“A day can really slip by when you're deliberately avoiding what you're supposed to do”

Bill Watterson, There's treasure everywhere, March 1996

This is a great quote, though it may be from a children's book the message is clear and has been used in TED talks and other articles about time management, this is called procrastinating which is where you put something off and delaying getting it done there has been many studies into procrastination largely aimed at university students with their deadlines.

“A 2007 meta-analysis by University of Calgary psychologist Piers Steel, PhD, reports that 80 percent to 95 percent of college students procrastinate, particularly when it comes to doing their coursework (*Psychological Bulletin*, Vol. 133, No. 1).”

Amy Novotney, 2010, Procrastination or 'intentional delay'?, <https://www.apa.org/gradpsych/2010/01/procrastination>

That is a staggering number of students, and though some students maybe struggle more than others it can not help but lead you to the question what causes procrastination? Well studies have found that people will put off task they see as challenging or stressful like coursework which leads to you procrastinating more as the longer you put it the more stressed out you are over the task leading to you doing less stressful tasks to balance it out.

However, some people do not leave it to the last minute to finish coursework due to procrastination some believe that they personally work well under the time pressure and leave it to the last minute as it gets their creativity to work at its fullest.

“If you possess work under pressure skills, you can maintain level-headedness when urgent needs arise instead of getting stressed out and overwhelmed.”

Volen Vulkov, May 17 2022, Work Under Pressure Skills and How to Describe them on Your Resume?, <https://enhancv.com/resume-skills/work-under-pressure/>

In this article Volen describes how working under pressure and time restraints is a good thing and can benefit you in jobs as there may be situations that need completing in short period of times and if you feel you work better in these types of situations it is more appealing to your employers or any future employer but not only that shows you possess good skills like not getting overwhelmed and not crumbling when called upon.

This is not always a guarantee though as some people may think they work better under pressure but may let it get to them and leave them stressed or it may lead to the quality of your work taking a hit as you have not had a chance to fail, redo something you have done wrong or not do your best work as you have not really thought about it.

“The reality is under high pressure, the quality of your work is not that great. You may get the job done, but you end up performing poorly.”

Vinita Bansal, Performing Under Pressure: 5 Mental Tricks to Do Your Best When It Matters Most, <https://www.techtello.com/performing-under-pressure/>

In this article she compares to athletes and how on the big stage many do not perform to their actual ability due to the circumstances and pressure on them.

To conclude no matter how you look at it everyone has their own personal way to deal with time management some plan and work within time frames that work with them, some will put it off due to finding it stressful and others love the pressure how you personally deal is up to you and what gives you the best chance of achieving your goals and get to where you want to be but it is trial and error what works for you might not work for your siblings or your friends it is best you find the best course of action for yourself to give yourself the best chance of success.

Looking back now



As a kid I used to do a lot of things without much thought or reflection afterwards, if this was me doing something stupid with my friends even which always led to injuries or us getting into trouble, didn't we all? we would just laugh it off and never learn from our mistakes. Or if it was me not really trying when I took my GCSEs waltzing into the exam hall without a care in the world more concerned what I would be doing first day of summer more than my future I rarely ever looked back and thought why did I do that? or should I have done that differently?. Now as an adult I find myself reflecting about each and every thing that happens in my life if not work related it will be something as silly as should I have had that for breakfast this morning?, should I have slept in for that extra 20 minutes this morning? etc.

I really wish I had reflected more looking back to my childhood especially when it comes to stuff like my school life as it would have massively benefited me in my current job working but it does have its upside as I now use this reflection to my advantage to stress to learners I work with how important school work is and to give it your all so you don't have to come back to get what grades you need for the jobs you want in the future.

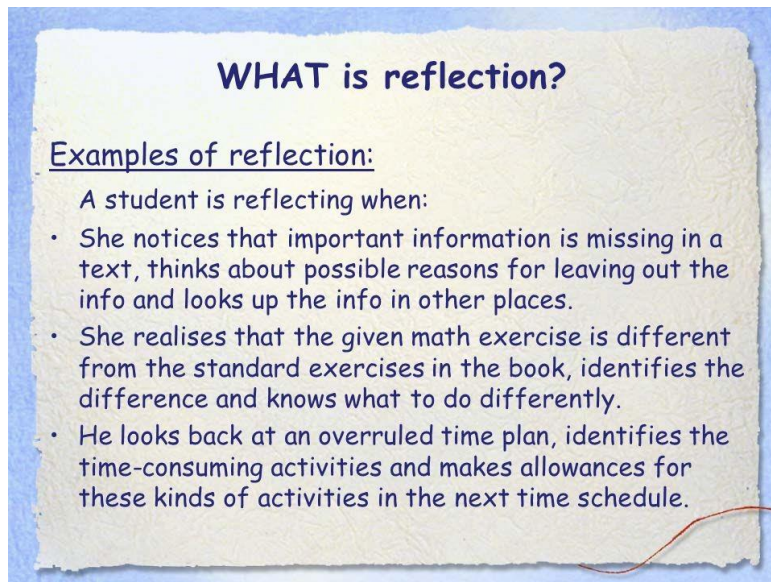
Working in schools I have found reflection such a vital thing not only because I can see the progress, I have made with learners but also with myself I know what will work with some learners and what will with others and has helped make me a lot better at my job.

As a student now I feel reflection is vital I'm not too far into my degree, but I already find myself going back to previous assignments to see what I did well before and what I had to improve on taking every note I receive on board.

"Follow effective action with quiet reflection, from the quiet reflection will come even more effective action"

Peter F. Drucker

Reflection as a whole is such a wonderful thing though don't you agree? not only does it help us realise previous mistakes and prevent them from repeating it also gives us a chance to make positive changes to ourselves or generate new ideas that we can then use to help fund future success in ourselves and our work.



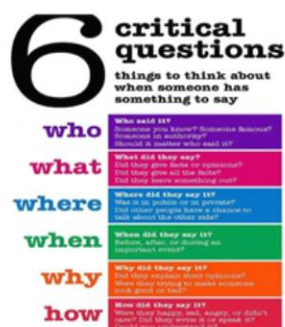
At the end of the day reflection is what you make of it as a learner I feel it is vital we all do it to not only benefit our work but to benefit us in all aspects of life and especially in an educational setting so if you are not already get out there and take a good look at what you've accomplished and what you are going to accomplish in the future.

CRITICAL THINKING



What is critical thinking?

Critical thinking is best described as the analysis or evaluation of factual evidence and coming to a rational judgment of the situation you find yourself in. To use this method you need an unbiased approach and an openness to new ideas or evidence that may present itself.



How does this apply to education?

This way of thinking is both important as a teacher or a student, it's a great tool for assignments as you need this approach to new topics as it will help you with your research to find the best solution to the question your asked same goes for being a teacher as it is also a great problem solving ability and will come in handy in building a curriculum for the kids.

How can critical thinking be developed?

There are lots of different ways to develop your critical thinking but one I like that the university of Norwich use which was made by Samantha Agoos in 2016 which was a 5 steps to take which were Formulate your question, Gather your information, Apply the information, Consider the implications and Explore other points of view was the short guide they give to help you dissect all the information reveal any hidden bias and lead you to make the best decision possible this help you to pick your question then research it apply it and see what short term and long term repercussions it could have and finally look at other points of view to leave you with the best answer to your original question. <https://www.youtube.com/watch?v=dItUGF8GdTw&t=12s>

5 tips to improve your critical thinking - Samantha Agoos 15 March 2016

