

Time management is an act of planning or managing time that is spent on various activities in a day, time is limited hence it is important that we plan our time wisely and make the best use of limited hours in a day. It is not possible to retrieve the time that has been wasted so it is vital to learn to use it effectively if there is a reason. In fact, "Less than 1 in 5 people (18%) have a proper time management system." (Acuity training, 2022). However, if time management was used effectively there is no doubt that we can accomplish more with lesser effects, planning the time itself may seem as a wastage however the benefits of time management is without doubt enormous. In this essay the author will investigate what is good time management and everything that comes with it and also add any relevance to the authors own classroom environment.

To begin with the author will talk about two massive factors that of time management, the two aspects being physical time management, which would include creating valuable time for what needs to be done but also, space where you may prioritise a certain duty over something less important that would usually be in your daily routine. The other being psychological time management, this might include strategies for using our time efficiently. One aspect of this may be using the SMART template to create an initial goal and your outcome of this certain goal, the SMART template includes a specific, measurable, achievable, relevant and time-bound feature that would help the person create a specific plan for each sector of the SMART target. While Reading the principal time management skills journal the author came across "Research identifies a number of techniques and behaviors associated with effective management of time. For example, studies find that one can use time efficiently and productively by setting short-term and long-term goals, keeping time logs, prioritizing tasks, making to-do lists and scheduling, and organizing one's workspace (Claessens et al., 2007; Macan, 1994)." (Grissom, Loeb, Mitani, 2015, p.3). The author sees the link and thinks the comment is significant as it underlines the important of having a plan and ensuring you create an achievable target with suitable time allocated towards the specific goal.

Time management comes in a number of types and in a series of techniques you can do to be more productive. The corporate finance institute say "time management is the process of planning and controlling how much time to spend on specific activities. Good time management enables an individual to complete more in a shorter period of time, lowers stress, and leads to career success." (Corporate finance institute, 2022). The author thinks this is substantial as this would certainly prevent unfinished tasks from arising which would also help to stop any rush to complete a certain task, preventing tasks to build up which is ultimately the cause of stress. On the other hand, with good time management more opportunities arise as there are less time wasted on trivial activities. The relevance of this would ultimately be very significant as if stress levels were to arise through poor time management the task/assignment or would be completed at a poor standard and the person would not be able to reach full potential due to the constant of worry of completing on time, or with poor time management other important daily trials may build up causing you to potentially priorities the wrong thing. This could potentially lead to job loss, and further stress. Another substantial read that the author came across was "High demands on one's time are characteristic of many professions. As Britton and Glynn (1989, p. 429) put it, "intellectually productive people usually have more things that they would like to do, or need to do, than they have time." (Grissom, Loeb, Mitani, 2015, p.2, p.3). The breakdown

of this would that we all ultimately have the same amount of time in the day however being productive with this time means finding ways to accomplish more given limited time.

Several questions still remain to be answered however the author thinks time management is vital to become a better citizen and to be successful, not to become wealthy but to have good Morales and with good time management you are able to ensure you get everything done and not have to priorities and miss out on certain interests. This view has provided a deeper insight to how with good time management it helps to increase the effectiveness and efficiency of the time utilised however you don't have to go out of your daily routine to accomplish this, finding simple things like having a diary or a daily plan will be of massive help and could be the difference to improving mental health and stress levels. Being productive can be an objective for you and this can be done by presenting time management. It gives an impression of what requirements to be done to better manage the capability. It allows a person to be organised and achieve the expected results with less work and errors. Time cannot be increased but can be managed.

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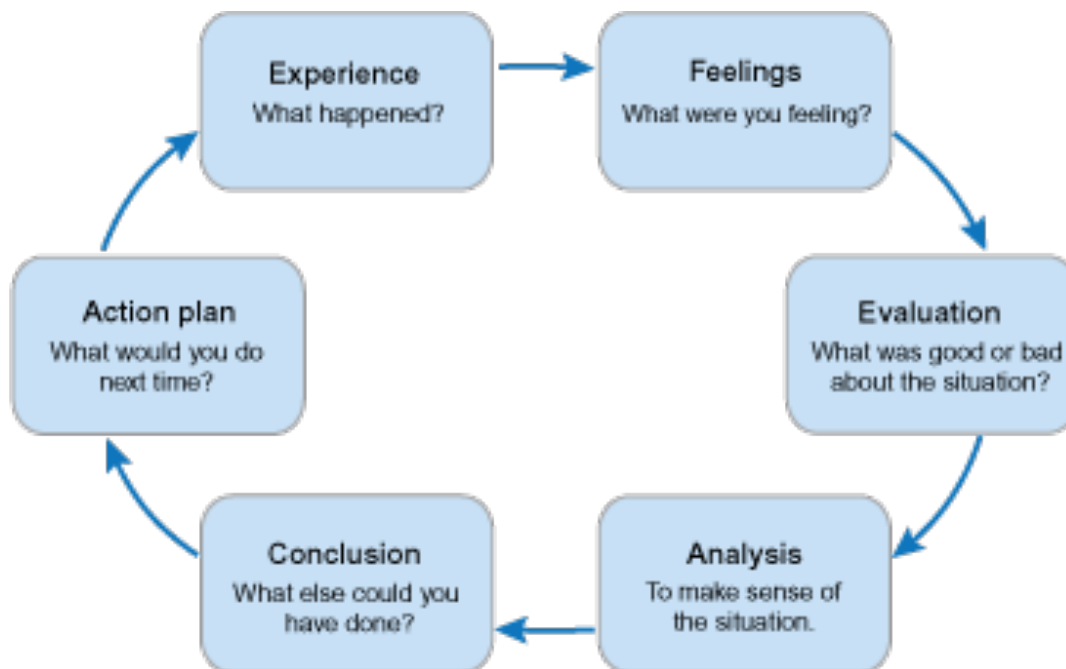
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Recovery to Records

Reminiscing on my recent 10km run creates an unnecessary annoyance of not being able to beat a personal record of 49 minutes, which when looking back on all aspects of preparation the answer why is within these and what I did before every run. Each run is a new challenge, mentally and physically draining overtime I look to beat myself, myself being my biggest competitor. Before seeing the bigger picture of preparation, I thought my only option was to change trainers or even run in a different weather. Through reflection of myself and ways I can improve, I decided to look at cold water therapy as an act of my reflection-on-action, bettering my chances of reaching full potential each run, my reflection in action would be to break down the run into each 1km hitting a target each step.



(Dye, 2011)

Reflection allows you to identify and appreciate positive experiences and better identify ways that you can improve your practice and service delivery. It can also be useful when you have had more challenging experiences; helping you to process and learn from them. (health care professional's council, 2021)

Reading the open university post "in any role, whether at home or at work, reflection is an important part of learning. You wouldn't use a recipe a second time around if the dish didn't work the first time would you? You would either

adjust the recipe or find a new and, hopefully, better one. When we learn we can become stuck in a routine that may not be working effectively. Thinking about your own skills can help you identify changes you might need to make.”
(open university)

Why did I think of reflection as a part of it?

Learners need time in order to reflect (Walker, 1985), as well as time and opportunities to learn to reflect as it is unlikely that they will be fully able to use their ability to reflect straight away, even as trained professionals (Hatton and Smith, 1995; Francis, 1995).

“I love those who can smile in trouble, who can gather strength from distress, and grow brave by reflection. 'Tis the business of little minds to shrink, but they whose heart is firm, and whose conscience approves their conduct, will pursue their principles unto death.”

(Leonardo da vinci, 1776).

If I have managed to convince you why reflection is so important, here is an example of how to lead a conversation about reflection and how it might go to get the best possible outcome:

- a stage of description of events, of looking for details, being objective, questioning how knowing has occurred and how the experience is similar to, or different from, others;
- a stage entailing judgements about the quality of the experience ('good' or 'bad'), the best and worst features and what went well or badly in it;
- a stage of analysis in which there is deeper questioning of what happened ('why?'), making sense of it and how such occurrences might be explained. (Moon, 2005)

Start Today, reflect – REPORTING, RESPONDING, RELATING, REASONING AND RECONSTRUCTING will bring a successful reflection.

Brainy quote '*reflection quotes*'

Available at:

https://www.brainyquote.com/quotes/leonardo_da_vinci_120053?src=t_reflection

(Accessed: 1st January 2023)

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Critical Thinking



Critical Thinking is the ability to effectively analyse information and form a judgement. To think critically, you must be aware of your own biases and assumptions when encountering information, and apply consistent standards when evaluating resources.

Ryan (2022)

- When skills or knowledge have to be applied in the real world – students have to determine how to make abstract knowledge, or general skill sets learned in a classroom fit a real-life situation. To do this the student has to be able to know which assumptions to follow, what cues to look for, and what evidence to take most seriously.

(Brookfield, 2012, p.79)

As the creation of critical thinkers became an educational priority, teachers, policy makers, and researchers tried to understand critical thinking in ways comparable to existing academic disciplines.

(Harber, 2020, p.1)

Early days of becoming a CRITICAL THINKER

“The important thing is not to stop questioning. Curiosity has its own reason for existing.”

(Einstein, 1995)



(Thadomal Shahani Centre for Management, 2020)

- Career Success
- Better Decision Making
- Make You Happier
- Improves Relationships
- A Better Citizen
- Ensures Your Opinions Are Well Informed

In Action:

- It's easier to understand the process with an example. In 1973, the United States government passed a law called the Endangered Species Act. Since then, more than 1,600 animal species have been protected by the law, including the bald eagle, grizzly bear, humpback whale, and many plants and insects.

(Dobbins, A. Meckler, A. 2020)

Developing critical thinking will no doubt take a lot of time however it is very important to do so to become a better citizen and ensure success with your beliefs, steps to developing it include:

- Identify the problem
- Gather opinions/arguments
- Establish Significance
- Make a decision

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