

### Time Management



Bedford, D and Wilson, E (2020) state that planning your time wisely and showing dedication can result in avoidance of feeling moments of stress, pressure and failure. There are various strategies that can be put in place, however, all students are different and it can take time and patience to find the right strategy for you. Setting practical goals and managing distractions can benefit and help to control time management more effectively.

Time management is the most important skill that is required to become successful in higher education. It is entirely up to the individual to independently work out strategies, to manage their time. In other words, assignments and deadlines have to be reached, so managing time positively is paramount to becoming a successful learner. Creating good habits from the start, understanding the requirements and commitment required is essential for managing time, (The University of Sheffield, no date).

### Note taking

To begin with, Cottrell, S (2019) refers to reading and note-taking in higher education as an essential skill. It is important to put questions in your notes if you are not sure of something and write key words. Making notes can help your understanding, complete assignments and improve your memory.

Bedford, D and Wilson, E (2020) say that mind maps and Spider Diagrams can give greater depth and can help you to find another point.

### Introduction

According to Eales-Reynolds, L-J. (2013) critical thinking is a range of abilities which can be developed and improved over time. Questioning information, being objective and examining the ideas are all important skills. Cottrell, S (2019) states that critical thinking is a skill that everyone needs and is essential for higher education. There are many skills linked to critical thinking that can be developed over time when studying in university.

## What is Critical Thinking?



Resilienteducator (2021)

### Conclusion

In my conclusion, critical thinking is taking many different skills and abilities, and applying them into your study. It is important to identify that some skills will need time to be developed and nurtured, other skills will be manageable. These skills are paramount and need to be applied when in higher education and university.

### Reading

According to Cottrell, S (2019) effective reading is an essential skill that is required in higher education. It can take a considerable amount of time and depending how it is applied can have a significant effect on your studies.

Additionally, it is just as important to identify relevant materials and sources and question if they are necessary to your reading. One way of doing this is to check content list, index, abstracts and summaries.

Cottrell, S (2019) states that reading too slow and asking questions can make it difficult to understand and slow down your reading speed. Question if it is easy or hard to understand, returning to a particular section that may be difficult straight away is a more effective way of reading. Also, complex text can be difficult so attempt to read it a few times. Repeating can reinforce in your memory.

Furthermore, Bedford, D and Wilson, E (2020) suggests reading is a fundamental part of your learning. It is also important to check information that has been given to you from your course lecturers and maximise your use of the Library, there will be an abundance of material to help with your research.

In addition to effective reading, it is also important to manage your time productively, speeding up the process of what to read is also a skill that can benefit your learning. This can be achieved by reading the introduction of a book, reading the blurb of a publisher and scanning for keywords in the index. This can determine if the resource is valuable and you are going to use it for your research.

Godfrey, J (2013) adds that deciding what to read effectively can result in a good piece of writing and you are highlighting the effort and time you have given to the subject.

## **Reference List**

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