

Lifelong learning in the digital era.

By Georgia Kenny

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Element 1- blog on what is good time management?

What is good time management?



(Arora,2022)

What is good time management as a mature student and parent to young children?

This is a question I ask myself and I really must think about. Why do I need to manage my time? I find most people would ask themselves this question, but when you think about our daily routine, do we manage our time the best we can? Personally, I feel like this is something that everyone is trying to work on and put into their daily routines and lives. This is something I am personally working on every day as a student, mother of two and working a full-time job I feel like my time is always very stretched, so I have made it my priority to set out specific

time to manage and work on a time table not just for myself but for my family to so that we can get the most from our time each day.

“Time management is about life management” (Koyenikan 2016).

For me, this quote is so accurate by managing your time you are managing your life.

This is how I became more organized with my time. Would this help you?

Three weeks ago, I was struggling. I struggled with my time and was unable to keep on track of not just my studies but my everyday tasks. I then made the choice to start organizing my time for each week, setting aside time one day a week to make a timetable for each day showing what we were ALL doing as a family each day. This could include study time, lectures, work schedule after school activities for my children and even what we would be having for dinner that day. **And wow what a difference this had made.** By managing my time, I have been able to have a clearer mindset throughout the week and gain control of all the tasks I must face. Is this something you could try? All this entails a weekly planner and 30 minutes a week, when you think about it how easy is it to waste 30 minutes without realizing scrolling through social media. So, by making conscious choices which eventually will become an unconscious choice will be so beneficial.

Setting out a productive environment and making the most out of time can really be a useful tool for getting a clear perspective on having good time management.

I found a quote that I thought was very validating which read *“Time itself is not what matters but rather how that time is used to achieve individual and organizational productivity goals”* (Fleet, 2021, page 1)

I find myself relating to this quote as I have goals that I **need** and **want** to achieve and by using the time I have wisely I will be able to do this. For example before becoming a student if I had free time during the evening, I would probably use that time to watch the television or scroll through social media but now I am making the conscious effort to put that time I have into something productive and then use any other time after that to do

something I enjoy such as a hobby or relaxing. I find my mind is clearer after I have made that time to put into my studies. I wonder to myself, is there anything that could stop me from using my time to the best I can?



(Lister,2016)

Are you a self-confessed procrastinator?

The definition of a procrastinator is an individual that will intentionally put things off or even sometimes unintentionally put something off if it seems unachievable or not interesting (Cherry,2022). I have been there and sometimes if I have a big task ahead, I will put it off and push it to the back of my mind until another day. It is not that I don't want to do the task necessarily, it could be that it seems overwhelming. Does this sound like you?

Have you ever heard the term "I work well under pressure" well I hate to say it, but this really is just a myth. According to (Rosen 2023) the amount of pressure and stress this can cause to an individual but especially students is very high, and a study has shown that this can lead to depression and anxiety disorders (Rosen 2023). I have personally found that I am able to be more focused and tackle my workload head on by being time management smart as this also leaves me having a positive mindset.

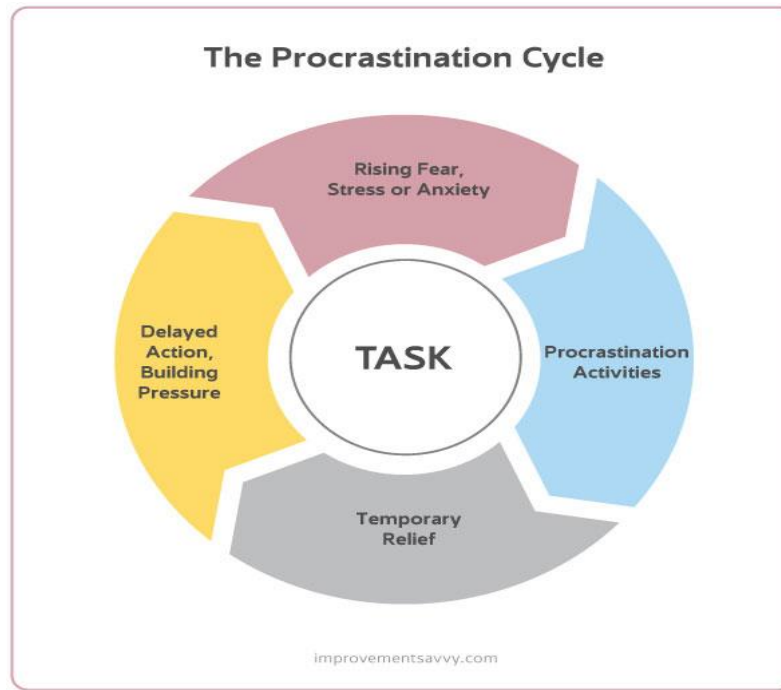
I have found a quote that I personally found inspiring

“Never leave that till tomorrow which you can do today” Franklin B (1790)



(Brainy quote, 2023)

Being organized does not come easy for everyone. I know this because I have been there. I have put off tasks and said to myself **“I do not have time”** but then I have found myself scrambling onto getting a task complete at the last minute leaving my-self stressed and overloaded. Procrastinating is something that happens to a lot of people they can say to themselves “il do it tomorrow” and this can last for days. Leaving deadlines right to the last minute.



(Jenson,2022)

A poet named Edward young once said, *“procrastination is the thief of time”* (Young,1742). Which for me is very true.

Procrastination is something most students struggle with, would you agree? Life distractions can really get in the way of setting out and getting those goals achieved. Being a resilient learner is something that all students aim for, so this is why I really feel like from my own learning journey obtaining good time management is key and by making that a priority for yourself as a student is especially important.

I hope the tools I have used will be useful for you to become the well-balanced student you can be, to keep on top of all your tasks.

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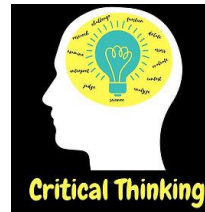
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(Peterson,2018)

Critical thinking and how can it be developed

What is critical thinking and how do we use it?

A simple definition of critical thinking would be that when a person is given a piece of information, they don't just accept that information and move on, they question that information or statement and form their own judgement or opinion on it (Ryan 2022).

The way that critical thinking would be used would be to problem solve or form your own solution or opinion about a problem or dilemma you have encountered.



(Monash 2022) "All thinking begins with wondering"

(Socrates 155D)

How can critical thinking be developed?

"I am calling on all our nation's governors and state education chiefs to develop standards and assessments that don't simply measure whether students can fill in a bubble on a test, but whether they possess 21st century skills like problem solving and critical thinking entrepreneurship and creativity" (Obama,2009) (Haber, 2020, xi). This is something that the states have been working on for centuries developing the use of critical thinking to allow individuals to reach their full potential. By using problem solving to develop critical thinking.

When critical thinking used?

Critical thinking can be used by teacher and lectures to encourage students to develop their skills by using critical thinking here is an example from an article, "The team had developing concerns about the levels of critical thinking adopted within the international student cohorts and had been working hard to adapt their teaching approaches to convey notions of critical thinking, so that students could express this in their writing"

(Hammersley and Hanley 2016 page 1).



(Losey,2017)

Ways to improve critical thinking?

Using five useful tips to improve critical thinking will help you become a more rounded learner as you will be able to breakdown choices and opinions. These steps are-

5-STEPS TO IMPROVE CRITICAL THINKING

- Step 1: Define the issue clearly.
- Step 2: Consider all the possible choices.
- Step 3: Gather all relevant information and evaluate the pros and cons of each possible choice.
- Step 4: Select the choice that seems to best meet the needs of the situation.
- Step 5: Implement a plan of action and then monitor the results, making necessary adjustments.

(Fisk,2014)

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