

NAME: JASKARAN

STUDENT NUMBER:2230229

LECTURE NAME:ELLIE RIETIC

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BACHELOR OF ARTS BUSINESS MANAGEMENT

INDIVIDUAL WRITTEN REPORT

(COMPONENT 2)

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Part 1: Essay

Introduction

The aim of this assessment is to present a thorough understanding of two of the most important academic skills such as team working and time management. In this assessment, the meaning of the two concepts will be explored and an examination of the key theories or frameworks will be done. Moreover, the importance of these concepts will be highlighted especially for the university students by putting an emphasis on their potential to enhance their personal and academic growth. In addition to this, this assessment will provide a deeper understanding of how efficient use of teamwork capabilities along with time management can put positive impacts on the performance of university students which helps them to achieve success, productivity and development.

Discussion of Concepts

Explanation of the meaning of the concept

Team working

Team working mainly refers to a collaborative effort where people tend to work together for the purpose of achieving a common goal. Teams are able to address complex academic and organisational problems (Wildman *et al.* 2021). Team working usually involves combining the skills of the individuals in teams along with their expertise and also efforts in order to make a very strong approach towards achieving the shared goal. It is one of the main characteristics of a team to recognise each other's strengths and weaknesses which helps the team members to complement each other's strengths while also making up for the weaknesses. Team working practices are evolving as professional practices are increasing (Gaunt and Treacy, 2020). Effective team working also helps the team members to enhance and improve their problem-solving capabilities. Open communication is one of the most important elements of the success of teamwork. Team working also helps to create a very supportive and inclusive environment for the team members where active listening and mutual respect are prevalent and in this environment, everyone's contributions and efforts are valued.

Time management

Time management refers to the capability of a person to use their time effectively in order to complete their tasks and reach their goals in a timely manner and time management usually depends on the awareness that a person has about the importance of time (Saleh *et al.* 2021). Time management involves activities such as planning tasks, organising and prioritising the tasks based on their importance in order to use them to the fullest, given the limited resources of time available. A person is able to avoid wasting their time on activities that are not as important by setting some clear goals, breaking them down into smaller tasks that are easier to manage and completing the important tasks based on the time allocated for them. Effective time management tends to include aspects like avoiding procrastinating, sticking to the set deadlines and also knowing when to eliminate some tasks. With effective time management skills, a person can reduce their stress, enhance their productivity and achieve better work-life balance which is very important for individuals in academics and also for those who are in a professional setting.

Discussion on the key theories and frameworks

Team working

Tuckman's Stages of Group Development can be a relevant theoretical framework which can be used for explaining the understanding the various stages that teams tend to go through in order to become effective, Tuckman's theory has four main stages such as forming, storming, norming and performing (Kuvshnikov, 2022). In the stage of forming team members get together, get acquainted with each other and agree upon a common goal. This stage is like organising puzzle pieces where everyone tries to figure out where exactly they fit. Conflicts can take place during the storming stage where everyone likes to assert their ideas. In this stage, adjustments and negotiations have to be made. In the next stage which is called norming, the team starts to resolve the conflicts in order to make a supportive environment where everyone's opinions are valued and heard. In the last stage, which is called performing, the team tends to work together with efficiency in order to achieve high performance. This way, understanding Tuckman's theory helps team members to work through the challenges and achieve their full potential through effective collaboration, communication and mutual support.

Time management

When it comes to time management, Eisenhower's Matrix can be a useful framework which helps a person to prioritise their tasks based on their importance and also urgency which improves productivity and focus. According to this theoretical framework, tasks fall under four main categories such as urgent and important, important but not urgent, urgent but not important and not urgent and not important (Mfondoumet *et al.* 2019). The tasks that fall into the first category

which are urgent and important are time sensitive and also very important for achieving the goals of a person. Tasks in this category tend to need immediate attention and if a person fails to do so, it can lead to negative consequences. The tasks that fall under the second category which are important but not urgent are important for sustaining long-term success but they do not need immediate action. Allocating time for later completing the task will not be a problem. The tasks of the third category that are urgent but important are tasks that are important but do not align with the main goals of a person. Doing them whenever possible is enough. Lastly, the tasks in the last category which are neither urgent nor important are the tasks that waste time and should be avoided. Thus with the use of the Eisenhower matrix time management is better understood and executed.

Discussion on the importance of the concept

Team Working is one of the major aspects required for a student to be a successful graduate. It is the skill which needs to be acquired by university students for getting hold of diversified ideas and knowing about the way of maintaining communication with the audience. It is to be noted that the students need to get involved in teamwork for learning a subject matter from a different perspective. In a team, the students can learn about each other's strengths and weaknesses which makes it easier for maintaining a collaborative environment (Loh and Ang, 2020). This skill makes a student confident which enhances the individual's capability to express ideas or opinions openly within the group during group discussion sessions. Team working is one of the best skills that make students creative and increases their urge to think about subject matter innovatively. The creativity within a student increases with the help of the free flow of ideas in a team. However, teamwork can often adversely affect the thought process of an individual if there is a presence of "Groupthink". As opined by Coles *et al.* (2020) groupthink can be described as a process of thinking by highly cohesive groups, in which there is an inclination towards consensus by the group members which often overrides critical thinking and correct judgment. In this case, the whole team will tend to be reliant on the final decision of one member only. This can affect the creative approach of the individuals while reducing the scope of criticism and self-evaluation. However, the concept of teamwork is extremely important for university students as this can lead to proper coordination within a group. This coordination helps in exchanging ideas and perspectives within a team. Moreover, teamwork promotes proper accountability which is associated with taking responsibility for the portion of work which has been assigned (Jaiswal *et al.* 2021). Due to these factors, the students become capable of managing time and meeting deadlines.

Time management skills need to be acquired by the university students to meet the deadline of the project along with maintaining its authenticity. This concept of managing time enhances the capability of a student to organise the work according to the load of work (Hussein, 2021). Time management is also essential for prioritising the work according to the deadline or its value. The concept of time management enables a student to break complex tasks into simple forms and complete the work according to priority or importance. Specifically, managing time is quite hopeful for finishing maximum work in minimum time. This concept is also necessary for the reduction of stress within the students. It can be stated that the students can feel relaxed before the semester exam if they organise tasks according to priority and set a time limit for every task. Moreover, time management is important for university students as this removes the fear of the students and fantasises about any uncertainty that can occur before the exams. It helps the students to state clear ways of completing the syllabus within the assigned time period. A student understands if the individual can complete the task within the time limit, then the syllabus can be completed before the exams easily. Therefore, the concept of teamwork and time management has equal importance in the life of a graduate student.

Discussion on how the concept can affect the performance of a university student

Team working and time management both can affect the performance of a university student positively. Teamwork will make the student gain a diverse variety of knowledge which can be helpful for the future during the stage of employment (Bodner and Elmas, 2020). It can be stated that teamwork affects a university student in the form of making the individual capable of communicating with the wider audience in a respectful manner by staying calm. This capability can help a student tackle any type of uncertain situation with ease and comfort.

The creativity of the student can also increase with the help of teamwork as different perspectives are gained about a particular subject matter within the team (Park *et al.* 2021). It can be stated that team working affects students to become extroverted about expressing ideas or opinions openly without the fear of being judged. Through proper teamwork, a subject matter can be explored in different ways. Teamwork affects a student by enhancing the individual's capability to tackle any uncertain situation by taking part in various brainstorming or discussion sessions confidently. It is to be noted that the students can gain knowledge about self-development from proper teamwork and getting constructive feedback from their peers. On the other hand, the concept of teamwork can affect students by helping the individual to gain knowledge about different ways of doing a particular work. Moreover, the concept of time management affects a

university student in the form of clearing the tensions and anxieties within the individual about finishing a task or a project within the assigned time period.

It is quite essential for a university student to get hold of the ways in which lengthy tasks can be completed within the assigned time period (Habash, 2023). It is required for a university student to know the priority of a task before setting a time limit. This type of approach associated with time management affects a student by making the individual proceed with the learning in a relaxed way. Learning a subject matter or doing a project in a relaxed way can enhance the creative thinking ability of the student. In that case, the student will explore diversified ideas about the subject matter and proceed with proper research to get an in-depth understanding. Therefore, time management and teamwork affect a university in the form of increasing the individual's possibility of understanding a subject matter in detail from different perspectives.

Conclusion

It can be concluded that time management and team working is essential in the life of a student. Moreover, it is needed for the students to proceed with a particular project by maintaining proper communication within a group. Team Working can be important for enhancing the communication skills of a university student and it is also necessary for a university student to gain knowledge about a particular subject matter. It can also be concluded that a university student needs to manage time and responsibility by prioritising tasks. Breaking a complex task into simple forms and setting a time limit for each part can also be beneficial for a university student.

Part 2: Reflection

My experience of learning throughout this module can be presented with the effective use of Kolb's Reflective Model. Kolb's Reflective Model has four main dimensions such as concrete experience, reflective observation, abstract conceptualisation and active experimentation (Chiu, 2019).

Concrete experience

Even though the concrete experience is considered to be the first stage of Kolb's reflective cycle, the learning experience can be begun at any stage of the cycle (Behrendt and Machtmes, 2021). In the case of my learning and writing this assessment about team working and time management, I have learned about the importance of collaboration and effective use of time. Exploring the

meanings of these concepts has helped me to understand the importance of the concepts in various stages of life, particularly as a university student.

Reflective observation

Reflective observation basically means reflecting on the experience (Wijnen-Meijer *et al.* 2022). Through the discussion on the concepts of team working and time management, I have realised that working with others can result in more creative and effective problem-solving techniques. The stages of Tuckman's theory have helped me to understand the dynamics that take place in the development of teams and especially how conflicts can rise and they can be resolved as well. I have learned that this leads the teams towards achieving successful outcomes. In regards to time management, while focusing on its importance and how a university student can be more effective in their work through efficient management of time, I have realised that managing my time well can reduce the stress that I feel sometimes due to delayed tasks. Through this assessment, I have understood that effective time management can improve my productivity as a university student. The Eisenhower Matrix has taught me how to prioritise my tasks based on their importance and urgency which has allowed me to focus on my tasks better.

Abstract conceptualisation

The stage of abstract conceptualisation presents an opportunity to understand how to process the observation (Yusof *et al.* 2020). From this assessment, I believe that I have developed more appreciation for teamwork and its benefits. Now I understand that making use of diverse perspectives has the potential to lead to better ideas and also outcomes. It is not only useful for academic projects but also for the future career development of university students such as me. Moreover, I have also gained important insights into the value of time management as a critical skill in order to achieve success. I recognise the importance of setting clear goals while also avoiding procrastinating, which I plan to continue doing in the future in order to use my time efficiently.

Active experimentation

As a student, I plan to apply the lessons that I have managed to learn in this assessment in order to improve my academic performance and also for enhancing my personal development. I will look to grab the opportunities for team working actively because I understand that collaboration can enhance my learning experience and also my problem-solving capabilities. Moreover, in order to implement effective time management I will use the Eisenhower matrix and prioritise my tasks based on their urgency and importance accordingly. I aim to reduce stress and achieve a better work-life balance while finishing my tasks effectively by setting realistic schedules and complying

with deadlines. This way, I believe that I will be able to sustain my success in my academic field and also in my professional field in the future.

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