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Reflective report

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LCLM4001

Academic Skills

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1 Introduction (~100 words)

Reflection is the process which helps you gain insight into your professional practice by thinking analytically about any element of it. Reflection helps students become more aware, adaptive individuals, and think critically. Each module taught me something new. Each of them was informative for me. But still I will talk about only two of them: Time management and Note taking. I started allocate my time differently. To make plans correctly. To set priorities correctly. For example, taking notes allows you to better absorb information. When you review your notes, you can think about the information again. Also, if you write in your own words, the information becomes easier to understand. But it depends on the type of notes.

You can open your introduction with a general statement about reflection. Offer a definition (cited) of reflection and why it is important for university students (can also be cited).

Briefly introduce the purpose of the report and outline the key experiences or module topics you will reflect on. State the significance of these experiences in your learning journey. Outline the order in which you will discuss things.

2 Description of Experiences

As mentioned above I will talk about time management and note taking. First I will talk about time management. I want to share the definition of time management with a quote from B. Tracy's book that I read in Ukraine. Time management is the process of planning and organizing your time in such a way that you can perform tasks most effectively and achieve your goals. It involves prioritizing, planning actions, managing distractions, and evaluating results.

Good time management is about productivity, efficiency and balancing. From practical tasks, I especially remember the Eisenhower method where we divided our tasks into urgent and non-urgent ones. Which helps me not only in studying but also in life. Also the Pomodoro technique that allows you to study for 25 minutes and rest for 5 minutes. Due to this, what you have learned is remembered better. Because the brain is like a muscle that needs training.

Next will be Note taking. Note taking is a strategy for making information meaningful... The act of taking notes is more important than the result. (McPherson, 2018, p6)

We studied and also used them in practice different kinds of notes: diagrammatic, mind map, linear notes, tabular note taking, Cornell notes. Which allowed us to better understand the text, the lecture, and structure our thoughts.

3 Personal Reflection

3.1 Evaluation

The only problem in the classes was my English. I remember when I came to the first classes it was very difficult for me to understand the material. But because I had additional lectures, I was able to refine what I didn't understand in the class. I always wanted to organize my time correctly, but I took on everything at the same time and nothing worked out in the end. But after the practical skills when we conducted the Eisenhower method during the class, I started using it in my life. Also 4D strategies. They are also based on this same method. I started to give up unproductive things. I also learned to start other things by finishing the previous ones. I also learned to make the most productive study plan. Again, I studied paraphrasing using synonyms. Which at least increased my vocabulary. When you explain a particular idea using words similar in meaning. I learned to take notes. Diagrammatic. For example. Where I had to choose the main idea, secondary and subordinate ideas. At first it was extremely difficult for me. But the practical classes helped a lot. Also critical thinking analysed and evaluated information to make critical decisions. Communication skills. During the classes, we discussed each topic. We shared our thoughts. Each skill was very informative for me.

3.2 Analysis

Let's start with the bad thing that really bothers me: my English. Which I need to study, study and study again. To be honest, a lot of words were unknown to me in my language, not the same as in English. I remember my first class, everything was new and unknown. I simply had no idea how I would learn further. But fortunately, step by step, class by class, I began to understand what the topic was about. Thanks to the teacher, lectures, and my classmates, I became closer to each topic in particular. Yes, it is far from ideal, but I think and feel that it is much better than it was at the beginning. Also, preparing for our quizzes helped a lot. After all, we were able to repeat the material at home and additionally, we could consolidate our knowledge. Although I showed an insufficient result for me on the exams, my English is to blame, which needs to be developed. Another skill that I need to develop is academic writing and paragraph writing, which are extremely important skills. After all academic writing characterised by clear focus on presenting information and arguments in a structured, evidence-based manner. And also a format style of writing used in universities and scholarly

publications. And for this I need to develop English. I try to keep track of my time properly. Because it improves academic performance. Effective study times allows me to prioritize my studies, ensuring sufficient time for studying. Meeting deadlines helps me complete assignments on time. Reduces stress. Avoids last-minute rushing, prevents panic before classes. A balanced life allows me to combine academic responsibilities with extracurricular activities and personal time, reducing overall stress. I have noticed an increase in productivity. If I divide my goals into short – term, it is much easier to achieve them. Time management also develops self-discipline in me, helps me develop consistency. When I stick to a schedule, I develop self-discipline. This teaches me responsibility for my tasks and responsibilities. Proper time management provides more free time. Efficient completion of tasks frees up more time for hobbies, recreation and social activities. When I maintain a balance between work and rest, it has a very good effect on my life and well-being. In conclusion, I want to say that I try to use the topic of time management to the maximum, because thanks to this I see direction and order in my life.

The next topic I want to share is Time Management. How to plan your studies, set goals, and organize the learning process. Time management improves academic performance.

4 Conclusion

The module has a very positive impact on my life. And hope that everything I have learned from this module I will be able to learn and develop in the future. Mastering academic skills helps to increase self-confidence and the ability to achieve my goals. Also, the skills will help me find a better job in the future. After all, many employers value candidates with good writing and communication skills. Also, this module can help avoid plagiarism and other violations. This module helps to think critically through learning and evaluating information. This is extremely important in all areas of life. This module has become a foundation for my personal growth, which helps create opportunities for success in different areas of life.

5references

HCPC (2025) *Reflection*

Avaiable at <https://www.hcpc-uk.org/standards/meeting-our-standards/reflective-practice/what-is-reflection> (Accessed: 3 August2025)

Tracy,B.(2006).Time Management.How to Effectively Manage your time(pp.35-50).Kyiv:Book Club"Family Leisure Club".

McPherson,F.M.(2018).Effective notetaking.Wellington,New Zealand:Wayz Press(p6)