

Academic Skills

Report



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1.Introduction

Time management is an important skill to develop, as it can lead to an increase of productivity which gives you an opportunity to use your full capacity of sources like time, labor, money. Effective time management could increase our productivity and improve our work, which impacts on confidence and life balance (Cottrell, 2019). Time management is all about a swift variety of the demands between personal life and academic activities, or even professional deadlines or commitments. This report has one main objective from *The Study Skills Handbook* and that is to explain and evaluate the importance of Time management. Chapter 6 provides technics that can help the students to reduce time wasting, increase their productivity and submit on time for their deadlines in academic and professional in future. In the words of Cottrell (2019) “There are approaches, strategies, techniques and ways of thinking or being that could make your study experience more fruitful, effective, efficient and enjoyable.”

2. Summary of Time management

The biggest challenge for a students during their time in university is to organise their own academic study and manage their time. The students have to juggle between completing assignments, time consuming online study and not of the end personal life. Cottrell hand out 10 effective steps that helps me to understand and manage my demands and learning process.

Undoable , one of the first step which the students need to approach is to find and define their requirements and decide how to work out around the clock . Therefore , set up what is top priority in their planning schedule will be what will navigate them in the right direction . For example in Chapter 6 there is “Priority-setting check list “ (Cottrell , 2019 , p.136) which is a great tool not only for academics , moreover it is a great tool for professionals. As a asset to preference is to identify where is wasting time go and try to reduce and assemble ‘To Do’ list or use other tool which will help them to manage the destruction and apply some of the technics . In addition , to be organise give you availability to submit your deadline on time , that affect positive on student’s confidence , make them feel proud . Nevertheless , there is 10 time saving strategies in *The study skills Handbook* that help the undergraduate to keep good life balance and their academic activity on track . Bellow I will discuss three of the steps to good time management and two of the time saving techniques from Cottrell’s book which help me to approaching my goals in the study , beside of that optimise my productivity which benefit my professional career as well .

2.1 Planing is crucial steps from a time management . The harder part of every student of the beginning is to decide and identify what is more urgent and set time for it . That is the reason why planing is so important , because keep systematic and specific detail how the time will be spend .The good planning provide monitoring on actual time which students use for certain task or unplanned activities which help to accurate estimate in a future to meet the University expectation and dead lines . In Chapter 6 Cottrell show very useful and simple tool such as *Time Circles* which help to clarify where time goes by writing your demands on *Circle 1* and *Circle 2* is where you divide the day how you want to spend . That illustrate the whole picture how

and where you spend and waste time . Moreover , give the convenience to identify your priorities .

2.2 Prioritise is essential when you planning and organising the time and is commonly set up what is urgent and more important on the top of the list and what task can wait . The Eisenhower Matrix , SWOT Analysis are examples for useful tools which student can use , nonetheless Cottrell provide Priority Setting Checklist which help to organise your time working around the deadlines and simply and effective keep on track the students . The more precisely the actions are , the less stressful will be when the deadlines come. Therefore to further illustrate this, in the context of higher education students have to prioritise.

2.3 Distraction it's the biggest challenge for everyone who desire is to achieve his targets and goals . Any activity which can interrupt you from your schedule or plan is lack of self discipline and end up with reduction of productivity level . According to Cottrell (2019) the best way to manage it is to create the right environment and use your distraction to help you study . For example if students choose certain environment that suit them like background music , body position ,special lights or their distraction is phone or social media they can ask friend to help them focus with checking their knowledge for example . Creating own environment and established the right condition is the way which student can lift up their effectiveness . Some people are more affective in the mornings , another afternoons or nights , at home with cup of tea or in the park for example .” Effective study depends on having your state of mind, space, time and materials organised in the ways that best suit your learning. “ (Cottrell ,2019). For instance , students need to identify and manage the distraction as a healthy academic habit .

2.4 Notes making

According to Cottrell (2019 , p.226) “ Write notes that help you understand and remember – rather than worrying about how well you have expressed the point compared with the original.” . Making a notes is effortless action where avoiding writing the whole sentence is necessary as long as they are useful . That is a strategy where students need focus on use selective reading and find exactly what they looking for and highlighting it. Keywords is what navigate to the main idea from the text . The drafts should be paraphrase with own words and referencing to avoid plagiarism and also to show respect from who idea is coming from. Nevertheless, writing summarising briefs is the best way to escape from copy the text from the article whatever is coming from books, online source or journal. Furthermore , systematic and organised notes with highlighted headings and name with dates are more effective and easy for browsing and is more clear when you know what exactly you are looking for. Therefore, applying detailed records of material source , so they can be easily found to check details if is needed . This is further illustrate by Cottrell , in his 10 steps of time saving techniques .

2.5 Optimise the spare moments that can be incorporate with other activities and require less effort . For example - listening recorded lectures during the traveling or queuing , reading short paragraphs from articles . Take over those moments make students more organise and productive and reduce the wasting time . Regularly moving between tasks like writing notes , reading or calculating for example keep the mind sharp , nonetheless effectively breaks in study are very important to rest and letting the brain to absorb the information . Planing that precisely avoid students to get bored with the routine. This is reinforced in *The Study Skills Handbook* , that

optimising the spare moment decrease the productivity and reduce the stress of student activities .

3. Conclusion

Academic and business time management is all about setting up your priority and goals . Effective time management could increase our productivity and improve our work which impact on confidence and life balance and not of the end reduce the stress which many people on this days suffer from . Simplicity our decision making impact on our self reflection which in a future provide us knowledge what , when and how to do and reduce our stress who come when unorganised priorities properly (Cottrell , 2019) .

Referencing

Cottrell , S.(2019) , *The Study Skills Handbook*. 5th edn. London: Red Globe Press.