

Introduction

Learning a new skill is a challenging experience that requires time, effort, and dedication. In this reflection, I will discuss my experience of learning a new skill and how it has influenced my personal and professional growth. The skill that I have chosen to reflect upon is time management, which I believe is essential in today's fast-paced and demanding world. I will use Gibbs reflective model to structure my work, and I will also provide a 2-3 minute video presentation to support my reflection.

Description

Time management is the process of planning and controlling how much time is spent on various activities. As a student, I have always struggled with managing my time effectively. I often found myself procrastinating and leaving things until the last minute, which resulted in stress and anxiety. However, I realised that time management is a crucial skill that I needed to develop to succeed academically and professionally.

I started by setting clear goals and priorities. I created a timetable and allocated specific times for studying, attending lectures, and completing assignments. I also learned to focus on one task at a time and avoid multitasking. This helped me to stay focused and productive, and I was able to complete my work on time without feeling overwhelmed.

Feelings

At first, I found it challenging to stick to my timetable and resist the temptation to procrastinate. It was difficult to change my habits and adopt a more disciplined approach to studying. However, as I started to see the benefits of effective time management, such as feeling less stressed and having more free time, I became more motivated to continue with my new routine. I also felt a sense of accomplishment when I completed my work on time and received good grades.

Evaluation

Overall, I believe that learning how to manage my time effectively has been a positive experience. It has helped me to become more organised, productive and efficient. However, I also recognise that time management is an ongoing process that requires continuous effort and adjustment. There are still times when I struggle to stick to my timetable, especially during busy periods. However, I have learned to be more flexible and adapt my schedule accordingly.

Analysis

Effective time management is essential for success in both academic and professional settings. It allows individuals to prioritise their tasks, avoid procrastination, and reduce stress. By learning how to manage my time effectively, I have been able to improve my academic performance and achieve my goals. I have also developed valuable skills such as self-discipline, focus, and organisation that will benefit me in my future career.

Conclusion

In conclusion, learning how to manage my time effectively has been a valuable learning experience. By using Gibbs reflective model, I was able to reflect on my experience and recognise the benefits of effective time management. I have learned that setting clear goals and priorities, creating a timetable, and avoiding multitasking are essential for effective time management. Furthermore, I have developed valuable skills that will benefit me in my future career.

References:

1. Covey, S. R. (2004). *The 7 habits of highly effective people*. Free Press.
2. Parkinson, C. (1955). Parkinson's law. *The Economist*, 185(4724), 86-88.

3. Kruse, K. (2016). 15 secrets successful people know about time management. Forbes.