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INTRODUCTION

I am writing a reflective report on my experiences on time management, as I continued on this module I began to understand how important time management is in study life, personal and professional life, I also learnt that without the correct time management skills. In this report I will be reflecting on my personal experience with time management, I will be identifying the areas where I have struggled and the areas that has helped me improve and what will help me in the future.

I will also be reflecting on my note taking topic as this is an essential skill in the academic study, I will be talking about my experiences with note taking and the struggles I have faced and I aim to identify areas for further improvements.

DESCRIPTION OF EXPERIENCE

Time management

In this module we learnt different types of time management skills including the Eisenhower matrix and Pomodoro techniques. One activity we did in class was when we made a list of the tasks we need to do and arrange them in a list of which ones were not important and which ones were less important. This helped me focus on what matters first, by doing this activity I was able to do the important things first instead of wasting time on unimportant things. This helped me manage my time correctly and stay organised.

Note taking

Note taking is another very important task we learnt and practised in the class, we learnt different ways of taking notes for example the mind mapping, Cornell method and linear notes. This has been very helpful in the classroom, by trying out these different techniques has helped me understand which technique works best for me, additionally group comparisons and discussions enhanced my note taking skills. Doing these activities in class has made me more confident in taking useful notes, my ability to take clear and organised notes has improved throughout this module which has positively impacted my study skills and clarified my understanding of topics and improved my academic work.

PERSONAL REFLECTION

Time management

The time management module in the classroom was one of the most valuable topic we covered, this provided us with different experiences, both positive and negative this helped me with understanding how to manage my time effectively, not only in my study life but also in my personal too. In this evaluation I will discuss what went well for me and what challenges I had faced.

One of the most valuable part of this topic was the chance to learn and apply different time management techniques, sorting activities such as recognising time wasting habits and prioritising important tasks were very helpful. For example when we were told to list our daily activities and then arrange them based on their level of importance using the Eisenhower matrix techniques or the 4d's , DO, DECIDE, DELEGATE OR DELETE, this activity was very effective in helping me recognise how much time I spend on less important tasks while neglecting those that are more urgent. As a result I was able to adjust my daily routine and focus more on what was truly important. This significantly improved my ability to manage time effectively.

However, there were also many challenges. One major challenge I faced was consistently applying the time management methods in my everyday life, while it was easy to create timetables and to do lists in class, I found it difficult to stick to these plans when dealing with real life distractions and sudden changes. This made me realise that time management requires self- discipline, flexibility, motivation and the ability to adapt when circumstances change unexpectedly.

Another issue was that some students, including myself, initially did not recognise the important of setting practical and realistic goals. During the initial activities, I often overloaded my schedule with too many tasks, resulted in stress and frustration when I could not complete them all on time. With helpful advice from my teachers, classmates and using the pomodoro method , I eventually understood the importance of setting reasonable goals and allowing enough time for breaks and unplanned situations.

note taking

the note taking topic we learned in class was very useful. It provided both positive and challenging experiences that contributed to the development of my study skills and helped me understand how important it is to take understandable notes. I will be reflecting on the elements that worked well for me and where I faced difficult challenges in this module.

What I found helpful in the note taking topic was learning different ways to take notes, for example the mind mapping method, Cornell method and linear method, this is the first time I have learnt about these, all of the methods have their own different style. I personally found the linear note taking useful as I struggle with multitasking and can

only remember a few words that the lecturer says and it is easier for me to write it down as the lecturer speaks, the Cornell method also helped me with writing, planning my assignments and preparing me for the tests, we also took part in group discussions and the classmates told each other which method works best for them this was a good activity for us so we can compare the different techniques.

The challenges I had gone through in this topic was when there was a cover teacher and she was giving important information about a test that was coming up but was talking a little too fast for me to take clear notes, I struggled a little bit with the mind mapping method as I would have to many notes to take and not enough space so for that reason I stuck with the linear notes and Cornell methods, I now understand that note taking requires practice and patience It is also helpful to focus on the main points and no need to write down everything as some can be irrelevant, if I continue practising these method it will be very helpful for and improve my academic skills

Conclusion

In conclusion, learning about time management and note taking proved to be very beneficial for me in class, although I was facing some challenges such as consistently following time management plans and dealing with life distractions and last-minute plans, and taking notes when teacher talks to fast. both topics introduced useful strategies that have helped me strengthen my study skills and helped me become more organised and focused in the classroom. By putting effective note taking and time management into practise I believe my abilities in both topics will contribute positively to my long-term education.

REFERENCE

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