

Introduction

Critical thinking “helps us to understand the world around us” (Karzunina et al., 2017), it provides us with the ability to process, interpret and analyse situations or problems with reasoning, logic and certainty (Chatfield. T., 2018). It enables us to approach situations by utilise experiences and skills from other aspects of our life. These can be skills learnt as a student, from our personal lives or on a professional level. Critical thinking can be influence by a vast range of not only analytical skills but also personal qualities. These tools can enable us to assess data and information accurately and provide us with solutions with-out our own preconceived assumptions. As Cottrell (2017, p1) explains, critically analysing and evaluating situations, it allows our mind to process information allowing us to have a greater understanding.



Organisation Skills

Mancini (2003) suggests that the habits adopted by a naturally organized person, are simple enough that others can learn to adopt them also. Organisation is essential in all aspects of academic study and everyday life, it prevents procrastination, multitasking and stress. By simple adopting skills such as keeping your study area tidy and in easy access to everything that is required, having taken prior preparation before undertaking the task in hand and recording important information such as dates and times of submission deadlines.

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Critical Thinking

Time Management

Planning and effectively managing time we spend on a specific task, is an essential part of Critical Thinking. By prioritise tasks, it enables us to focus our attention on the important issues which enables us to complete them quicker. When planning is conducted correctly, less time is wasted on irrelevant or unnecessary tasks, enabling more time to be focus on key issues and relevant research. Good time management skills can be attained by simply using a either an electronic diary or hard copy, a timetable and lists of tasks. When tasks are planned correctly, distractions such as phone calls and social media notifications can be avoided and workload can be managed better.



Goal Setting

Edwin. A. Locke (1968) suggests that if a person sets realistic, specific and measurable goals, they can achieved more effectively and enables the individual to maintain their motivation resulting in a positive task outcome. Unclear non-achievable goals can cause loss or a lack of motivation in the task at hand. With this theory in mind, rewarding even the smallest milestone enables you to have the self-motivation required. By setting a long term goal, it gives you the ability to plan and set short term goals which are realistic and achievable, allowing you progress steadily. It is essential that we take into account the suggestions from G.T. Doran (1981) that all achievable goals should be S.M.A.R.T. Goals.



Motivation

In 1943, A. H. Maslow released his theory on ‘A Theory of Human Motivation’. Within his study he looked at how human needs can impact on an individual’s behaviour. By creating a pyramid of these five needs, he was able to determine that by meeting an individuals basic and psychological needs for growth and survival, provides a positive impact on promoting the individuals power of motivation and self-fulfilment. To maintain motivation, it is essential that an individual rewards each target they achieve, whether it is time with family or friends or simple a cup of coffee.



Conclusion

As stated by M. Scriven and R. Paul (2003) when critical thinking is carried out correctly, an individual can gather, analyse and evaluate information, using reasoning, personal or professional experience and through communication with others. Each individual skill is an essential part of Critical Thinking. Without organisation skills and time management, any goals set by an individual would be extremely difficult to achieve. Time management enables us to not only achieve academically, but also aids in our basic and psychological needs being met.

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Organisation Skills

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