

Academic Skills and personal qualities to support and help develop effective study skills.

Students will need to use and manage a wide range of academic skills and personal qualities during their studies, some of which students will already use, and some students may have yet to come across. According to Cottrell (2021), it might seem daunting, but it is up to you as the student to make things happen. This poster will outline and help give a better understanding of a few essential Academic Skills and Personal qualities to assist Students during their studies.

Time Management and Organization.

Cottrell (2013) identifies that to make life a lot easier, the practice of good organizational skills is vital. It is essential that during student studies, you give yourself the relevant resources to organize not only your activities but also your time. Time management can reduce students' stress levels and positively impact not only academic work but also students' mental health. Cottrell (2013) points out that managing your study time at first can be extremely challenging, and many students will miss deadlines due to poor time management and make excuses for this, which are rarely accepted. However, with good organization and time management skills, there should be no reason for any more excuses for missed deadlines. A wide range of resources and techniques will help students manage their time and organization skills effectively to help them stay on track with their studies. Some of these include simple resources such as diaries and planners to help plan a student's study week and help to understand what time is needed to make deadlines. Students must also organize their time effectively so there is still some social aspect to students' lives alongside studying. With the correct methods and practice, both are achievable. Working without the added pressure and working more innovative will be achieved from excellent and well-managed time and organization skills throughout one's studies. Cook (2011) claims that we all go about our day with good intentions. However, many students will fail to carry out essential tasks set for the day due to distractions and poor time management skills.

Note Taking

Take, for example, when peers and tutors talk and listen to one another. At that moment, everything is clear, and you understand your studies well. However, throughout other daily activities and conversations, vital information is often forgotten when you need it. Here, note-taking becomes an essential skill and prevents mistakes in your studies. Taking notes of critical points and statements during academic study allows students to revisit resources more quickly when needed. Many students prefer to note everything peers and tutors say. Other students may have a different technique where color-coordinating keywords and phrases are more beneficial. There are many great ways to note, and as pointed out by Pritchard (2008), using headings and sub-headings, dating every note, highlighting keywords, and keeping students' notes brief and in order is a must. Andrew (2020) points out that taking notes using paper and pen instead of technology forces your brain to engage with the information strongly and, therefore, connects your brain to the information you are writing. As a result of note-taking, one is not only listening to the information but consequently going over the information again when writing notes, which will help the thought process and engage your brain twice with the information. There are many techniques when it comes to note-taking. As Moore (2010) explains, for some students, verbal note-taking using a voice recorder can also help students concentrate on reading and be played back away from formal learning situations, such as listening back to notes while exercising or using public transport via headphones.

Critical Thinking.

Critical thinking leads to finding creative connections between various ideas and systematic ways to discover solutions through logical reasoning. According to Jeece (2023), critical thinking allows individuals to learn new information and creates connections among multiple ideas. There are four fundamental critical thinking points: questions students must apply to think critically. An example of this is to ask relevant questions. One must also consider alternative systems of thought. Gathering relevant information and thinking of solutions and conclusions are all needed to be critical thinking. One can go as far as to say. As Cottrell (2013) claims, to develop analytical and critical thinking ability, students must design and imagine that one has a mind like a detective. One should not forget to construct a clear reasoning which leads to a conclusion with supporting evidence for this reasoning. Critical thinking is essential for a student to develop in academic studies. To illustrate this point, one might refer to Judge (2009) point that one must have the ability to recognize the strengths and weaknesses within the individual's thinking process and reconsider and reconstruct one's thinking in an improved form. Cottrell (2021) Critical skills are a quality needed to achieve academic success and apply these to studies with empathy, compassion, and unbiased nature, but also with the ability to 'argue' your solid beliefs and viewpoints.



(Wikimedia Commons, 2016)



(The Balance, 2021)

Applying the method of critical thinking, Excellent time management and organization skills, and note-taking will allow students to thrive in their studies. As Cottrell (2013) states, An active, self-evaluation, and reflective approach to students learning a long-term deeper understanding. Judge (2009) states that Developing the skills to work this way takes time and commitment. Students will excel in their studies with excellent practice of all critical skills.

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