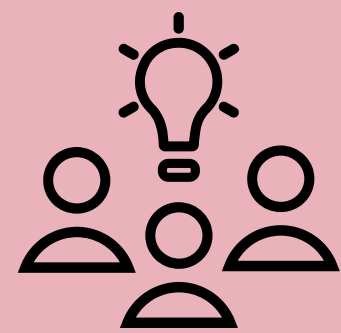


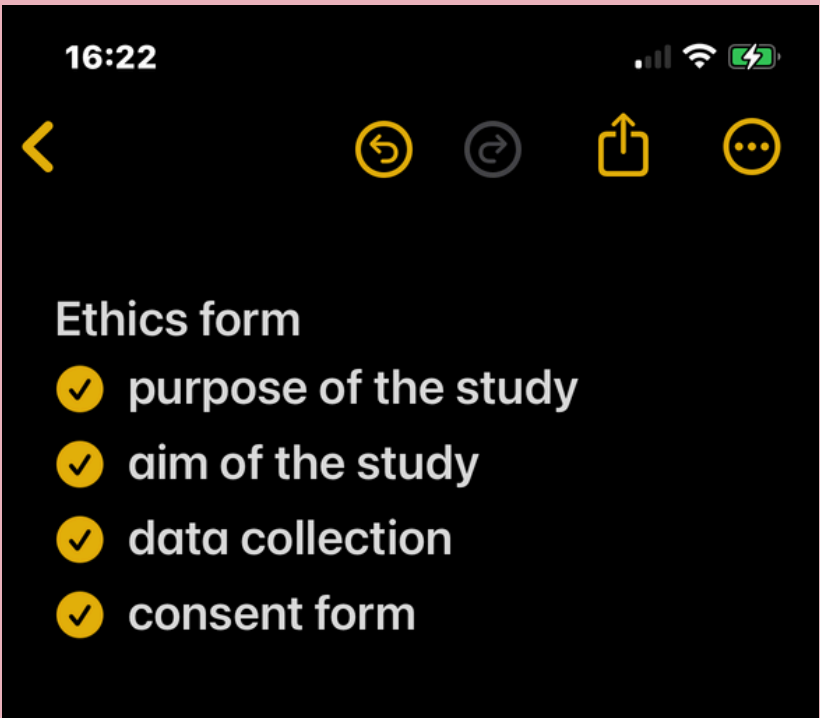
SELF-REFLECTION



Teamwork

Teamwork involves a group of individuals working on tasks together through coordinated interactions and activities. Throughout working together, it will include behaviours and processes that help a group operate efficiently and achieve shared objectives (Rydenfält, 2017). Teamwork was used throughout my research project to effectively generate ideas and divide tasks based on each person’s skills.

The group initially consisted of four members who collaborated to generate ideas for two research projects. This was beneficial, as having different perspectives encouraged more innovative and creative approaches to selecting both research topics. Salas (2008) highlights that sharing ideas within a team is a critical factor in group effectiveness, with shared cognition being strongly associated with improved team performance. Once the topics were decided, the group divided into pairs, with two members assigned to each project. This group structure enabled more focused collaboration and improved efficiency when completing tasks on a single research topic rather than two. Another factor that was made easier by this structure was managing tasks, allocating them equally among team members to maintain consistent progress throughout the research process. This was demonstrated during the development of the research proposal and ethics form, where tasks were clearly assigned to ensure fairness and avoid overloading any individual. However, when making the research tasks on Qualtrics, responsibilities weren’t clearly allocated among the group, which resulted in individuals having a greater workload than others. This shows the lack of structure when distributing tasks. To improve in the future, stronger leadership and coordination would be beneficial.



 Name	Modified	Modified By	+ Add column
 Forms - Shadan & Sara	March 25	Tunku Maisara Binti T	
 forms- Lottie and Emilie	March 18	Lottie Steel (2404191)	
 Group 3	March 7	SharePoint App	
 ethics form draft 1 (with comments).docx	March 12	Lottie Steel (2404191)	
 Ethics Outcome .docx	April 2	Katie Sullivan	
 Final Ethics Form G3.docx	March 16	Tunku Maisara Binti T	
 final ethics form.docx	March 25	Lottie Steel (2404191)	

Time- Management

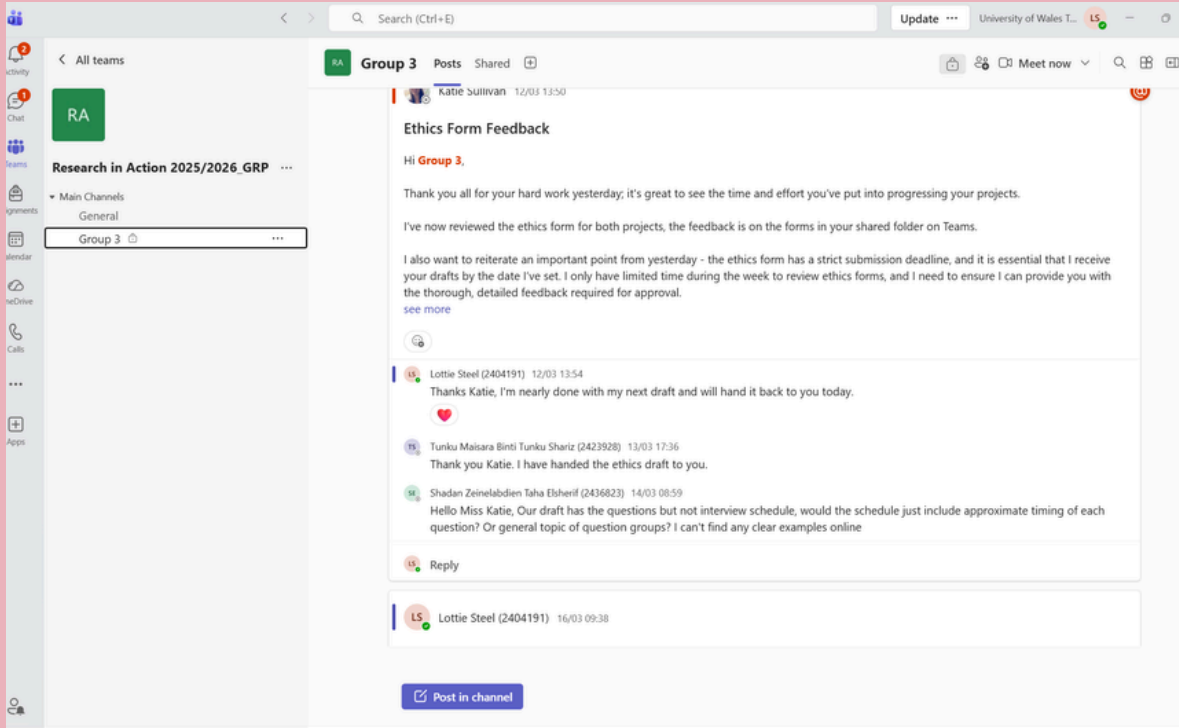
Time management is a critical skill to enhance overall performance and well-being. The strategies found most beneficial within time management are planning, goal-setting, prioritisation and task organisation (Patzak et al., 2025).

Time management played an important role in the effectiveness of our group research project. Throughout the course of the project, deadlines were assigned for completing the tasks. This helped with monitoring the progression, especially for some tasks that needed to be handed in before others. However, there were some challenges, as sometimes work was done at the last minute, which meant work was not completed to its full potential. For example, when I was completing my ethics form, some sections were more rushed than others, limiting the detail of my work. Hussein (2021) found that it was essential for time management in groups to adapt to flexibility if any emerging problems arise. This was evident in my project as deadlines in some tasks were occasionally adjusted due to illness and unforeseen difficulties. While this flexibility supported collaboration, it also contributed to delays when not carefully managed. In reflection, in some circumstances, it would have been better to have established clearer deadlines at the start of the project. This will have helped me, especially for not leaving things as last-minute as they could have been. One way in which I helped manage my time was by setting to-do lists each day to complete a task. This was beneficial for tracking my progression.

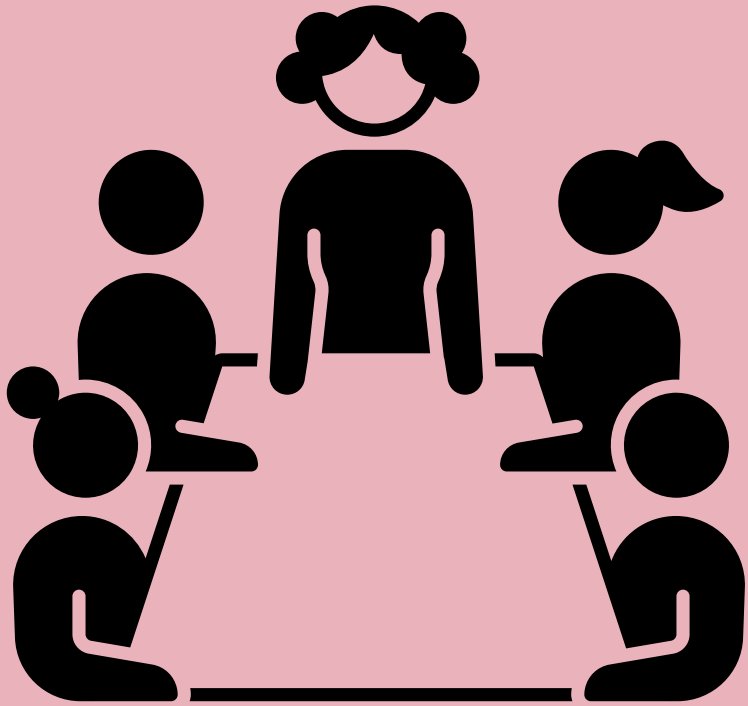
Communication

Effective communication plays a vital role in group research projects by supporting collaboration, ensuring tasks are completed effectively and enhancing overall team performance. Research by Messersmith (2015) highlights the importance of online communication platforms and online tools when coordinating tasks, sharing information and maintaining effective teamwork in educational environments.

Online communication and in-person communication were essential throughout my research group project. Since we only spent 3 hours a week as a group, online communication became particularly important for coordinating tasks. To support this, we used Microsoft Teams and WhatsApp to share updates. However, I struggled communicating online as I find I am more confident expressing ideas, feelings and task allocations in person. ZHANG (2023) suggests that a way in which I could enhance my communication is by establishing clear and shared understandings within the group to share their goals, expectations and teamwork.



My experience of communication within this group project highlighted the importance of adapting communication styles to different environments. In future group work, I would aim to improve my online communication by engaging more actively in group chats, contributing ideas more confidently, and ensuring consistent interaction with team members.



Leadership has been defined as a multifaceted concept with many definitions, but it is often described as an influence-based relationship between leaders and followers working together to achieve meaningful change as a group with shared goals (Rosari, 2019). Leadership played an important role in our research project. We decided that we did not want one designated leader; instead, leadership was shared among group members, which allowed for a more collaborative approach. For example, we discussed allocating tasks together rather than having one person decide, as this allowed people to choose tasks they felt best aligned with their strengths. However, sometimes I lacked this leadership style in some tasks as I didn't always discuss task allocation and decision making at the more complex stages of the project. A leadership skill which has been found to have the most positive outcomes is transformational leadership. The positive outcomes were creative behaviour and organisational commitment (De Poel et al., 2014) . This could be improved within the group as it would gain more of a people focused approach, as it will motivate team members to achieve their goals and to see the progression of the project.

Leadership

REFERENCE LIST

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I confirm that I have not used any AI tools in the research and creation of this assignment. I confirm that I have not presented any AI generated materials as my own work. I confirm I have copies of my drafts, notes, and other resources I used, which I may be asked to provide in evidence.