

Reflective Writing Template

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Module code and title	Academic Skills (LCLM4001_BIRM)
Name of Task	TASK 3
Lecturer	Mr. ARSHAD SHER

The Gibb's reflective cycle



Using the Gibbs reflective cycle, write a reflection of your learning journey on the LCLM 4001- Academic Skills Module. Your reflective writing should focus on your personal learning journey, including your strengths, areas for improvement, and the impact of the module on your academic and personal development. You should refer to **specific experiences** such as:

- Task 1 and Task 2
- Class activities and discussions (e.g., topics covered in class such as referencing and paraphrasing)
- Feedback received
- Skills you have developed

Write your reflection in the boxes below (*The boxes will expand as you type*)

Description (What happened? Describe the experience or experiences in class that you want to reflect on)	Prior to joining the university, managing time was a real struggle, not only for myself but for other fellow students as well. This was due to multiple factors, including external studies, teaching, and various other tasks like relaxing. When I enrolled into the university, this struggle further developed, as I now had to balance my time between completing and submitting assignments, as well as my previous duties. Sometimes, I was unable to concentrate properly in my classes, and miss out on some important notes which the teacher would highlight, as I was trying to manage my other tasks at the same time.
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	A couple of weeks into university, we began to study in relation to this topic of time management. The lecturer went into quite some depth, like the Eisenhower matrix, which involved splitting your tasks into 4 categories: those which are important and urgent, those which are important but not urgent, those which are not important but urgent, and those which are not important and not urgent. The first category should be completed promptly without delay, the second should be scheduled, the third should be assigned to another individual, and the fourth should be abandoned.
Feelings <i>(What were you thinking and feeling at the time? How did you feel before / during / and after the experience? Did you feel overwhelmed / confident / nervous? Were you alone in feeling this way or did other students share your feelings?)</i>	Being unable to manage my time effectively sometimes made my matters increasingly stressful, as this would make some tasks feel like a burden upon oneself. Sometimes, me being strained also affected my parents, as they would see me in a state of hassle regularly. Therefore, studying this matter made me feel intrigued, due to it being very relatable to myself and could potentially remove my problems. Ineffective management of time also lead to me having sleep deprivation, as I would have the mentality of always completing my tasks before going to sleep. This mindset led me to having sometimes hectic evenings as I would try to rush my errands, and in the mornings when I would attend the lectures, my attention span wasn't as it should have been, and so I wasn't able to get all the notes I needed; especially as I would be writing one point, but by the time I write, the teacher would move ahead and sometimes I would miss out. The real happiness of studying became apparent when I was able to manage my time effectively. I was able to submit my tasks on time, and also have enough time for relaxing and taking a break.
Evaluation <i>(What was good and bad about the experience?)</i>	One of the positives of having a lot of tasks is that you are always increasing in your knowledge as well as experience, which are both integral for success in the future. This is what would drive me further to study more and do as many classes as I could. But this also brought about its negatives, like sometimes being overloaded, which sometimes isn't a pleasant experience. When I heard that we would be learning about time management, I was unsure if it would be as effective. When the lecture finished, I realised how important it would be to prioritise certain tasks over others. I was able to see its effect once I planned how to spend and manage my time correctly and efficiently. I was able to complete my tasks properly without falling victim to my previous issues like sleep deprivation etc.. It also improved the standard of the work which I was producing, as there was less strain on the mind, so my ability to focus increased significantly.
Analysis <i>(What sense can you make out of the situation?) Why was the situation positive or negative? When things went well, what role did you play? When things went badly, can you explain why? Do you know how if other students felt the same as you? Why or why not?</i>	I think initially, when I was unable to manage my time properly, this was due to leaving some tasks incomplete and rushing to other tasks. This would make a schedule very chaotic and disorderly, as you would often have to come back and complete the other tasks which you left out. Furthermore, when you are doing several tasks at one time, the brain is unable to function and perform as effectively as it could have been when focussing on one specific thing at a time. Likewise, a deep problem which I had was procrastination which led to me having more tasks on one day than it needed to be. When I implemented a time plan, I was able to be much more efficient as I had considerable time to complete my tasks, and more importantly increase my

	attention during lectures. Managing and following the schedule was sometimes difficult, but overtime, I was able to adapt and act according to it.
Conclusion (What else could you have done? Or what could you have improved?)	In order to manage my time, I could also set some SMART goals, as these would help me achieve success. These goals can also improve an individual's profile, as he would be able to build and further develop his potential (Cotrell, 2021). Moreover, I could improve by further reducing the amount of tasks I have, so I can spend extra time for more important duties.
Action Plan (If you do it again, what would you do differently? What skills do you need to develop? And how do you plan to do this)	For improving my skills of managing my time, I could also improve my note-taking skills, as this was a factor which impacted the quality of my notes. For example, I could write down the main points which the lecturer is discussing, as this would help not miss any key points, as stated in a study guide (Dawson, 2007). This could be done through practice and implementation.
Reference	Cotrell, S. (2021). <i>Skills for Success: Personal Development and Employability</i>. Available at: https://ebookcentral.proquest.com/lib/trinity/detail.action?docID=6577749 Dawson, C. (2007). <i>The Mature student's study guide – essential skills for those returning to school or distant learning</i> (How to books)