



UNIVERSITY OF WALES
Trinity Saint David
London

REFLECTIVE REPORT

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COURSE: Business Skills

MOODLE: Academic Skills(LCLM4001)

GROUP: 2

LECTURER: Peter Allen

TERM: 1 – Weekdays

YEAR: 2025/2026

INTRODUCTION

Academic Skills are a set of a essential knowledge that the student need to be succeed on your academic life. These Skills go beyond and covering a range competencies on professional life.

On this Moodle I learned various subjects: Time Management, Note Taking, Critical Reading, Paraphrasing, Summarizing, Research & Harvard References, plagiarism and so many others contents.

For my Report I will write about **Time Management** and **Note Taking**, because has been a great experience on my personal and professional life, I applied it daily to manage my time and keep everything by priorities and I take notes everything at work and classroom.

TIME MANAGEMENT

In week 1 I learned how management my time and how is useful for me.

Before I had difficulty to manage at work and be on time for many reasons, now I can use reminders on my phone for important tasks. In the classroom the Lecturer Mr Peter Allen showed many examples and exercises how can apply daily routine.

Time Management is important for many reasons: Improve Academic performance, reduces stress, enhances productivity, develops self-discipline and provide more free time. Good Time Management is about allocating sufficient time, using that time successfully and balancing.

Time Management have three important strategies can I use to be successful

4D Strategy – Do, Delegate, Defer and Delete.

Eisenhower MATRIX – Prioritization.

The Pomodoro Technique – 25 minutes intervals, short breaks.

Those mentioned above, Eisenhower Matrix are what I use most often, I can determinate what is urgent, important and not important

Make a Study plan is important because can manage my time during the week, help guide me how be on time at school and other places, a example below about how I make my study plan:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

On this Moodle I had access to many articles about Time Management Techniques. Kos (2023) says there are more than 58 Time Management Techniques for different personality, productivity and business needs and select 10 most useful and described why on the website.

Rampton (2018) elaborate a article about manipulate the time with powerful 20 time management tips, wich mean we can make our time with this tips: Creat a time audit, set a time limit to each task, use a to-do list, plan ahead, spend your mornings on MITs, learn to delegate/outsource, eliminate half work, change your schedule, leave buffer time between tasks and meetings, get organized and single task, follow 80-20 rule, use online calendar, stop being perfect, just say “No”, instil keystone habits, don’t waste time waiting, Telecommute, Find inspiration, Batch similar task together and Do less.

NOTE TAKING

Week 2 I learned about Note taking, how take notes in the class, how write the essential to understand what the Lecturer says.

Taking notes has advantages, like improved my understanding, preparation for my writing fuller, better structured my arguments, more focus and the ability to assess my own progress.

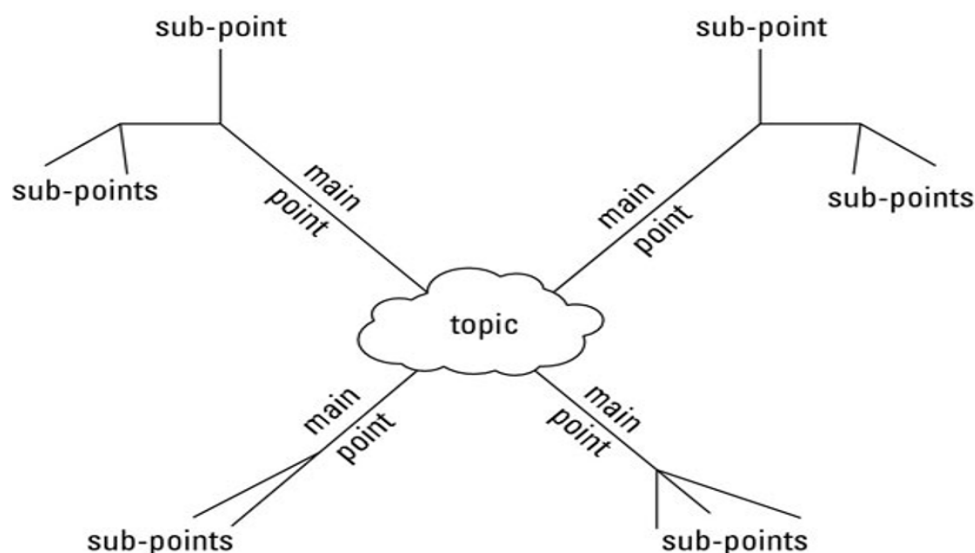
Working my memory is essential to understanding what I am reading or reading. Is important find what works for me when I taking notes, example a interview, news, meetings or podscat.

In classroom I had activities to take note from a conversation on (BBC, 2019), it was a little difficult to understand some words because ingles not my first language, but I training with this activitie and another on youtube to practice more.

They exist different kinds of Notes: Diagrammatic Notes, Mind Map, Linear Notes, Tabular Note and Cornell Notes.

I will explain bit more about Diagrammatic Notes wich one is I need to work on my Task 2 in classroom.

The central idea is typically in the middle of the page following by main points and sub-point for the text, this help me understand everything and explain clearly my idea.



Concluding, is a great experience learned this moodle, in the future I would like open my own business, and the Skills on this Moodle will be useful to support me, I intend do undergraduate on Business Management when I finished the Foundation Year.

The classes in the first term was very useful, and the Lecturer was attentive and patient, I was all classes I confess in the beginning was tense, because the last time I was on school is 2008, and back again is a great challenge, I am excited for the next Term.

REFERENCE LIST

Koz, Blaz. (2023) SPICA. Available at: <https://www.spica.com/blog/time-management-techniques> (Accessed at: 17/08/2025)

Rampton, John. (2018) Forbes. Available at: <https://www.forbes.com/sites/johnrampton/2018/05/01/manipulate-time-with-these-powerful-20-time-management-tips/#ba1c49d57ab4> (Accessed a