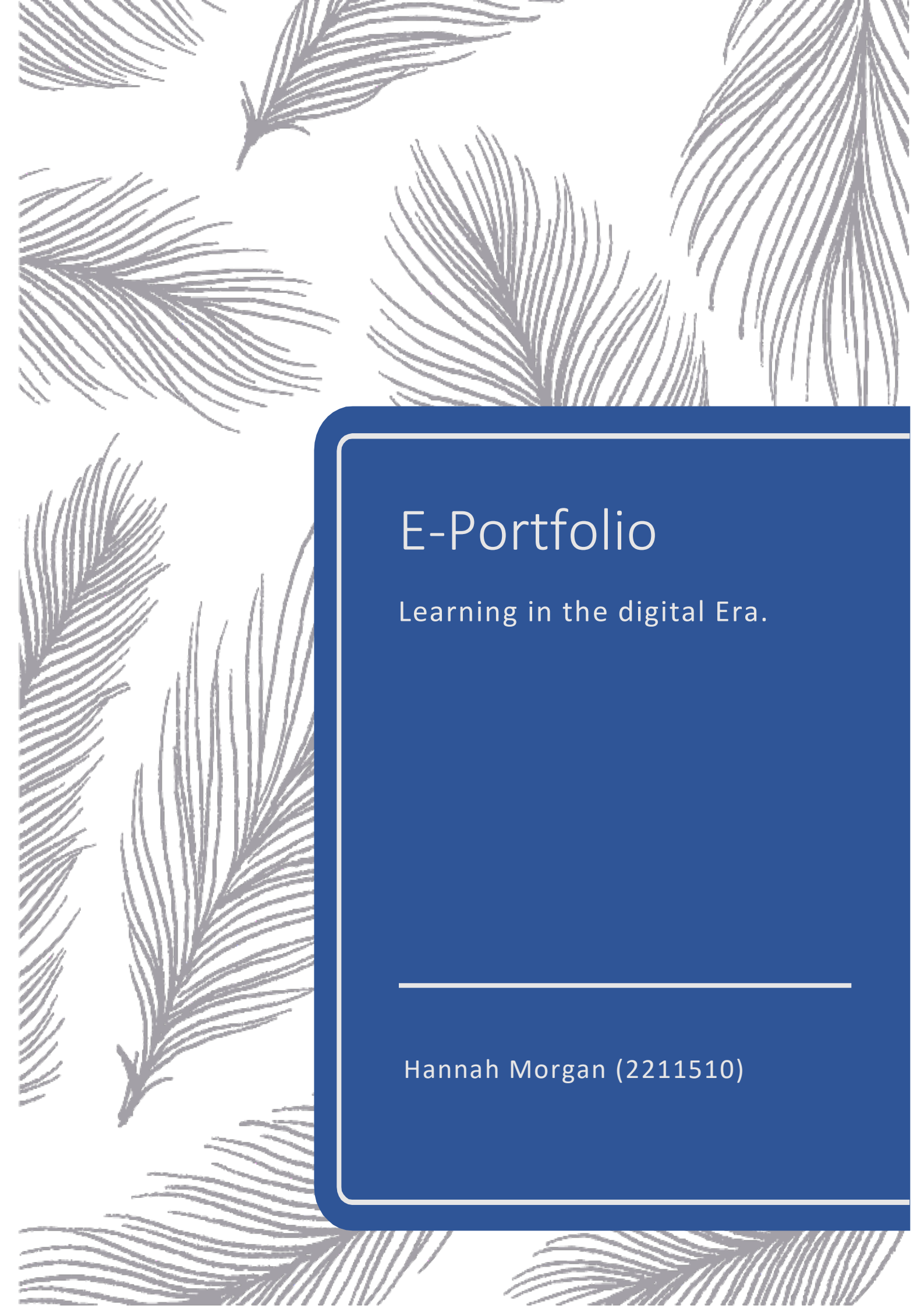




E-Portfolio

Learning in the digital Era.

Hannah Morgan (2211510)

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Reflecting On Reflection.



As a new student for the 2022 Academic year, there has been many a new word added to my vocabulary and a lot of different learning techniques that myself and numerous other students have had to wrap our heads around. Before starting my university journey and working in a primary school I had gotten used to telling the children to 'reflect' on their work after finishing, but what exactly do we mean when we say this? And why is it so important to do so? From a teaching perspective and now as a student, Let's reflect on Reflection.

"Reflection is a key human mechanism in understanding our experience and drawing lessons from it." (Boud, Cressey and Docherty, 2006, p.3). It is safe to say that without reflecting on our own experiences it is difficult to truly understand what we have learnt but what is effective reflection? Is it enough to simply read over our work or watch a lecture again?

Although 'reflection' sounds as though it should be easy, in practice, there is a great deal of challenge in working with the raw material of our experience, and especially doing so with integrity, in ways that support learning, and doing all this within a framework of academic conventions.

(Cottrell, 2017, pp.187)

So, to answer my own question, Reflection is much more complex than we originally thought. Looking over work and rewatching lectures may be a great way to retain information better, but effective reflection is much deeper than that, it is taking the time to think and ask questions of what we have actually learned and how to process it without being biased.

"A reflective practitioner learns from every experience, but a non-reflective practitioner will do the same things over and over again." (Eales-Reynolds *et al.* 2013. P. 72). This is a prime example of why Reflection should be used in every walk of life, from education to workplace practices a person who uses their time to reflect on their experiences are more likely to learn from mistakes

and keep adapting themselves to become better. So how do you effectively reflect I hear you ask! Well, some of the ways developed by Boud *et al* (1985. pp.26-31.) include:

- Returning To Experience – Rewatching or Rereading work, remember key points of what happened.
- Attending to Feelings – Trying to detach from how you were feeling at the time and look in an objective light.
- Evaluating Experience – With your new mindset and feeling detached try to evaluate the experience with what you know now rather than what you knew then.



The Boud *et al.* (1985) model of reflection.

So, to conclude from Boud's theories and his model of Reflection is that it has a broad range of applications but only brings positive outcomes, Reflection is a tool to keep improving and adapting ourselves in life. Whether it be a student or a sports player, Reflecting helps us truly understand what happened and how to learn from it.

Remember, Reflect, Reflect, Reflect!

Boud, D. *et al.* (1985) *Promoting Reflection in Learning: A model*. London: Routledge.

Boud, D. Cressey, P and Docherty P. (2006) *Productive Reflection at work: Learning for changing organisations*. London: Routledge.

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Time management is a widely used term across many spectrums of life. It is used in education, workplaces, personal life, and social settings. Before the term time management came into its own right, A mechanical engineer Fredrick Winslow Taylor in 1911 wrote a book called 'The principles of Scientific Management' which started to pave the way for the modern-day Time Management.

It started as a quest to increase productivity in manufacturing, focused on the efficiency of individual workers, quickly spread to the office, and eventually encompassed the home environment as well. Taylor sought a one best way to do every job, standardizing work methods and tools to increase productivity.

(Taylor, 2019)

People began to take Taylor's Ideas and began to see the potential of a broader approach to not just the scientific spectrum but the importance of working efficiently in all aspects of life.

Modern day Time Management is very important as without effective management of time it can be harder to stay focused, get tasks done or even stay on task. "Time management is the process of organizing and planning how to divide your time between different activities." (MTCT, 2022). Students, Teachers, and Managers will all need good time management to be successful, but good time management is a skill that needs to be learned and practiced in order to truly be efficient with your time.

Firstly, in order to recognise and practice good time management is having the right attitude, Having the willingness to learn and create new habits is essential. "The first thing to do is to cultivate the right attitude, recognizing how much good time management can help you" (Forsyth, 2013. P.10). Without the right attitude It becomes much harder to achieve good time management and to achieve the benefits from it also.

According to Allen and Adair in their 1999 book 'Time Management and Personal Development' they made a framework for the ten principles of time management which include:

Developing A personal sense of time, Identifying Long term goals, Making Medium Term Plans, Planning the Day, Making the best use of your best time, Organising Office Work, Managing Meetings, Delegating Effectively, making use of Committed time and managing your health.

Although this may not be the framework that is used by everyone it is said that with this framework "you can fit all the existing practical advice, techniques, and tips on time management. You can add to them as you continue along the

path of self-improvement.” Meaning that following this specific framework may look different for everyone and how they apply it to their personal experiences.

Looking deeper at Allen and Adair’s framework and applying it to a university student could look like developing a personal sense of time meaning recognising how much time the student has in a day after considering work hours, sleep time, eating and socialising time and deducting how much time they have left for the chosen task. Identifying Long term goals for example, A student completing their degree as a long-term goal and identify medium plans could be due assignments and tasks throughout the year. Planning the day would be made easier by already having developed the personal sense of the and realising what needs to be done, whilst also making the best use of your best time which means to know when the best time is to do something. For example, some students may work better in the evenings whereas others may be more productive in the mornings, it is about knowing what is best for the individual. In Allen and Adair’s framework organising ‘office work’ for a student may mean to minimise distraction from your work life to still have time and to study. Managing meetings could also apply to work life but may also mean managing lectures and making sure to attend. Delegating effectively means to prioritise your time to higher priority tasks by making a list from top priority to low priority and making use of committed time is to actually work when the time has been set out. Finally managing your health is at upmost importance as if a person is not healthy physically and or mentally it is impossible to achieve good results and goals.

“Nonexperimental and experimental findings suggest that time management can improve people’s quality of life, lower stress boost job satisfaction, and enhance other facets of well-being.” (Aeon and Anguini, 2017. P.313). Practicing good time management can help an individual feel more organised and feel less stressed in day-to-day life. This is because when an individual feels in control and prepared they are less likely to feel the pressure of deadlines or falling behind in their set out tasks, this lets the individual feel happier and healthier as they have managed their time well and have more time for themselves.

Although there are numerous books and advice on Time Management which follow similar or varied versions of Allen and Adair’s Framework, A valid point is made by an educational developer that most of this advice “is so abstract and unspecific that it doesn’t help you work out what you should actually do” (Levin, 2007. P.3) Which is why each individuals Good Time Management will look different as you take the framework and make it specific

to oneself. To conclude, no matter how an individual decides to look at the frameworks, everyone can benefit from taking the time to manage their time.

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What is Critical Thinking?



The idea of Critical Thinking first came from a philosopher named John Dewey in 1910 under the name of Reflective thinking. He defined it as:

Active, Persistent, and careful consideration of any belief or supposed form of knowledge in the light of the grounds that support it, and the further conclusions to which it tends.

(Dewey, 1910, P.6)

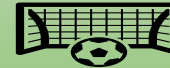
Meaning to look at evidence deeper than face value, to consider all possibilities and think of logical outcomes. An Example of critical thinking and using evidence from Dewey's book:

A man on a walk notices that it has suddenly become cool, thinks that it is probably going to rain, looks up and sees a dark cloud obscuring the sun, and quickens his steps.

(Dewey, 1910, Pp, 6-10)

Critical Thinking

"Critical thinking is careful goal-directed thinking"
(Hitchcock, 2022.)



Why Is It important?

Critical Thinking is important in all aspects of life, In employment, In education and even in our personal life. To be a critical thinker is to not take things at face value and investigate deeper.

To think critically about how a concept applies to a real-life situation, it deepens the quality of their understanding and their ability to apply their prior knowledge to new situations.

(Zivkovic, 2016. P. 107)

A critical thinker Is always learning from their experiences and will change their way of thinking about new challenges from past events which they have learned from.

A critical thinker is less likely to make the same mistake twice as they are forever adapting and investigating deeper.

To learn how to critically think also benefits other skills which can be widely used over a broad spectrum of situations. Practicing the aspects of critical thinking will lead to better decision making, Problem Solving, Research Skills, Creativity and Curiosity. Making it something that we should all learn how to use efficiently.

According to Leicester and Taylor (2010) there are five different aspects to critical thinking:

Asking Questions:
Making this a habit leads to less assumptions.



Point of View:
It is essential to form your own and have good reasoning behind it.



Being Rational:
This includes deducting reasoning from evidence and logic.



Finding Out:
To find out is the end goal of critical thinking.



Analysis:
To look at all our gathered evidence break it down and explore it deeper.

Developing Critical Thinking may take time and a lot of practice, but it Is essential to make the most out of our thought process and to use our time wisely. Following Leicester and Taylors simplified steps and making them habit will grow the ability to Critically think.

According to
(TSCFM 2022)
Benefits
Include-

Improves
Decision
Making

Improves
Problem
Solving

Refines
Research
skills

Polishes
Creativity

Stimulates
Curiosity

Dewey, J. (1910) *How We Think*. Boston: D.C Health and company.

Hitchcock, D. (2022) 'Critical Thinking' *The Stanford Encyclopedia of Philosophy*. Winter Edn. Available at: <https://plato.stanford.edu/cgi-bin/encyclopedia/archinfo.cgi?entry=critical-thinking>

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Zivkovic, S. (2016) 'A model of Critical Thinking as an Important Attribute for success in the 21st Century' *Procedia – Social and Behavioural Sciences*. 232. Pp. 102-108. Available at: <https://reader.elsevier.com/reader/sd/pii/S1877042816312666?token=42A1B478C9B569B266374E6C09F4868D79929629A132593027C225CC013D7026A798D6953E8C4CC1B06AF1326DC3ECF9&originRegion=eu-west-1&originCreation=20230104160444>