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Introduction:

In this report I will be reflecting and analysing on my skills and where there could be improvement. I will also be discussing my experience and the various emotions I felt, whilst learning the different skills that are needed to progress in my future career. Additionally, I will also be evaluating where my key issues are with learning and how to improvements also, I will be discussing and evaluating the changes I could have made whilst learning these topics and what the possible outcome may be.

Time management:

During the first week of university our first topic to learn was time management and if we use it efficiently. Before coming to this class, I believed that my time management skills, were manageable, I would set times to read in the morning, getting ready for jogs around the local park and just general activities however I never understood what it meant to manage you are individual. Time management is the ability to plan and have conscious control of time. this helps increases effectiveness, efficiency, and productivity inn day-to-day life. "Universities require students to learn independently. This involves coping with course objectives, planning, learning tasks" (Marshall & Rowland, 1998). Marshall and Rowland express that it is essential for students to be independent. As it helps them test their abilities, to see where they have strengths and where their needs some improvement. During the first week of classes, the lecturer had asked all the students to create a to do list to see where we could fit in times for study as everyone has different work schedules and responsibilities.

The task was not hard at all however, I struggled to even start the task Given the certain responsibility I have at home I did not see the to do list as a priority which was wrong. Payne and Whittaker discuss that "sustaining a workload necessary to achieve learning goals. To meet these requirements, students need to get a certain degree of self-organisation driven by "inner motivation" and self-discipline" (Payne & Whittaker, 2000). Which refers to the fact that students need to be independent to advance in skills. During the class we also watched a video called Eisenhower matrix, the video gave a brief description on why many people find it hard to complete tasks also additionally speaking about priorities and if they are in, they are important /in order. 'Students today struggle with managing their time effectively leading to a decrease in their productivity levels along with an increase in stress' <https://leverageedu.com> (2021, august 10). This blog explains that because students struggle to manage their own time, they forget to reflect on what had happened during their day, students forget to analyse the skills that they carry and the skills that they lack in. After this lesson in the first week, I grew to understand that my time management is not as good as I had thought. In that moment of time, I had realised the responsibilities that I have a different now to when I was a child. Time was not an issue. However now I need to learn to use my time efficiently because time spent cannot be taken back.

References:

During week five in class, we learnt about referencing and in-text citations. Before this class I had an idea of what referencing was but was not sure what it meant or how it should be used, however I knew that it always came at the end of every academic paper. Referencing is “the use of a source of information in order to ascertain something” it is a key part of progress and developing work, majority of sources we find are not our own words therefore, referencing is a form of credit to the individual whose work you are adding to your own. Furthermore, I had also learnt there is Harvard referencing, this is the style of referencing that is recommended for students, but there are only two differ in the way the reference is presented. Also, the class was taught how to insert intext citations, into our essays and academic reports. I was very unsure as of what an intext citation was until I had attended this lecture. I learnt that an in-text citation is ‘A short acknowledgement you include whenever you quote or take information from a source in any academic writing.’ This helps identify the reader to the source of where you found the information. Additionally, if cited properly it helps you avoid plagiarism is important with academic writing because if plagiarism is high then it means all the work is copied and not cited or referenced properly. This can affect your final grade also can show that there has been no progress academically.

The class had also learnt ‘The Harvard system, references are identified by the name of the author(s) and the year of publication.’ (worldpress.n.d) so Harvard referencing is more appropriate for academic writing. The second type of referencing is used for presentations. However, the only issue I faced and other students encountered are that all of us are not familiar with the diverse types of referencing and how to reference. ‘Most students first encounter the need for engaging with the academic literature, and for referencing it properly, at university.’ (mirwaldt,2015). Mirwaldt clearly states that students only start to engage in academic literature at university. Which is the main issue as to why student find it hard to reference when writing academic literature. The lecturer had brought in another teacher to come and show the class how to use Harvard referencing. The explanation was simples however, when writing an academic piece of writing lecturers often state that once you know how to reference it helps advance, you are work but also using references from sources such as articles and newspapers help enhance, your academic knowledge even more. At the end of the lecture on week five I was able to understand the diverse types of referencing and the meaning, also what in-text citation are and how to insert the appropriately in academic work.

Curriculum vitae

In week eight, we had learnt about writing a cv, that catches employer attention. Also, what makes a good cv. Cv is a shortened work for curriculum vitae, it is when you show off the key personal skills you have and previous jobs to an employer to attain a job. During this lecture we had watched 3 videos on what makes a good cv and was asked to analyse our own CV and check if they are up to date. Personally, I have had my cv changed more than three times, this

is because I have worked in multiple different jobs, and they are all in different sectors. In this lecture I learnt that many people may lie about the skills on their CV however majority of employers like to test their applicants with trial shifts. Personally I know that, but I had my own experience whilst working in two of my most recent jobs, where I was working at Hamley's toy store and Grace field gardens General practice. Both jobs vastly different but important as both jobs I will be working with both adults and children of all ages. Before I had attained these jobs my CV needed to look professional and must show off my personal skills. None of these positions needed training as it was provided as an individual was picked for the job. Employers look for enthusiastic people who are willing to work through and under pressure well and who has the key skills to excel and progress in the job that they are currently applying for. Furthermore, any other experience helps because it means you have experienced customer service and the training for when a customer or client comes in with an enquiry. Additionally, I was still unsure of why a CV is needed, even though a trial test is taken for certain jobs. A CV is a short, written summary of your skills, achievements and experience which relate to a role you want. You use it in the first stage of applying for jobs. Employers often ask for a CV instead of an application form but sometimes you'll need both. 'National Careers state that a CV is important as it is the very first stage that must be completed before applying for jobs. To me this means that a CV is an essential without it. There can be no progression with job searching. By the end of the lecture, I knew that it had been a while since I updated my CV, so when I arrived at home, I had made some changes to my CV and applied for some jobs in retail, healthcare, and receptionist work.'

PowerPoint presentation and speaking.

During week 7, the class had a lecture on giving PowerPoint presentations. The lesson aims were brief but essential to have good presenting skills, the main aims that stood out to me were body language, length and speaking. This was because I personally know that I am not noticeably confident talking in a big crowd, I am better at talking in a small group. However, I am always ready for a challenge. Additionally, when I get nervous, I tend to speak extremely fast, also I tend to forget my lines I recited and start to read from the slides which will get me marks deducted. After this lecture, I knew that I needed to practice, however I did not get to have enough time as I had to help my mum with childminding, but eventually ended up presenting to my family and received valuable feedback. This lecture was just preparation for the real presentation. Commencing week 9 the whole class had an individual presentation on our aspiring careers and to present to each other as our lecturer marked our performance. At first, I was scared because I am not good at public speaking; it is as if my whole-body freezes and I choke up. Also, I stutter when I am nervous, there was a range of concerns I had running through my mind, however I prepped myself even though I was still nervous. I practiced talking to myself in the mirror and presenting to my family, however I realised that it is easier to talk to my family than my peers. In my presentation I started off very confidently if I personally say, I greeted everyone in my class and presented my title with a clear voice and with a big smile. This was one of the criticisms I get the most are that my tone

of voice is not very welcoming, also my face does not look so approachable, but when people get to know me, I am very bubbly and friendly. I had explained my contents page and what I would be talking about during my presentation. Then started to discuss why I wanted to do teaching, my mother works as a childminder and ward host and my sister work in rheumatology, I also would like to be involved in the health sector.

My mum being a childminder means that various children from the ages of six months till twelve would be placed in my mother care till their parents would be finished from work. Even sometimes on the rare occasion some children would stay over, I expressed to the class that it used to remind me of having my cousins over for one big sleepover, especially with the way how mum made everything fun, even learning. On the other hand, children are a handful and are full of different personalities. If one person wanted to go and play, we would all have to go and play, same thing with learning. Everyone got taught only one way to learn which was hard because everyone learns differently. I had then started to talk about the certain skills that are needed to be a teacher, some consist of patience, willing for a variety at work, communication skills and listening skills. There are many more, but I expressed the most on communication and listening skills. Without those qualities you will never achieve or progress in anything, on the other hand I had started to stutter and muddle up my words. Thinking back on that decision and the world now, I will be changing my career.

conclusion

To conclude I always believe that there is room for improvement, as is with life. However, for improvement, I need to be more self-disciplined. Additionally, I need to prioritise learning and improving my skills and set weekly goals to monitor my progressing. I will also be doing monthly SWOT analysis to make sure I can see what my strengths and weaknesses and see what I could do to reduce the amount of weakness and increase my strengths. I know that I have the potential, I will just need to work toward it.

References:

[Time Management - Meaning and its Importance \(managementstudyguide.com\)](http://managementstudyguide.com)

[Why and when to reference | Referencing explained | Library | University of Leeds](#)

(Leveredgeedu, august 2010) [Importance of Time Management for Students - Leverage Edu](#)

[CV advice | National Careers Service](#)