

LCLM4001 Academic Skills

ACS report 1

Eliese A Shovlar

Student ID: 2418245

Lecturer: Sylvia Hoffmann

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1. Introduction

It goes without saying my academic skills has vastly improved within the last 4 months. Finding information / Research skills, Note-taking skills and

Referencing skills a 3 key area of improvement that has developed tremendously throughout this module. Given the fact, I have been out of education for over a decade! I came into the course with a narrow-minded view, that i would be able to fully understand and navigate this course with minimal effort. How wrong was I! What I have come to appreciate and will provided evidence of over the course of my report is, my intelligence does not work unless I am prepared to fully be committed to understanding of the subject matter. For example, **Eisenhower Matrix - Important Matrix, helps you decide on and prioritize tasks by urgency and importance, sorting out less urgent and important tasks which you should either delegate or not do at all.** At first, I really struggle to understand the concept due to my character being the polar opposite. But after careful consideration and serval conversation with friends and family it dawned on me. **“First focus on important tasks to be done the same day”**. I have began the process on bringing different technique the aid me in my studies, which will give the best chance of a positive outcome a successful year.

2. Section 1

- As I made reference to into my introduction – the Eisenhower Matrix concept and focusing on the task as hand - and not allowing my mind to wonder prove difficult in the early stages of this module. I began to address the problem by taking notes daily. It allowed me to recap my day and fill in some of the missing pieces which has aided me in my research skills, for e.g. - Kolb's, Gibb's and Driscoll's provides evidence that there are many different ways of learning “You may find one that works for you, or you may decide that none of them really suit. These models provide a useful guide or place to start but reflection is a very personal process, and everyone will work towards it in a different way. Take some time to try different approaches until you find the one that works for you. You may find that as time goes on and you develop as a reflective practitioner that you try different methods which suit your current circumstances” by applying parts of the Eisenhower methods has allowed me to complete tasks such as weekly schedules. A task that has been set in class, that I have now completed, a greater achievement to me given the fact a few months earlier this would have not been possible. Considering the way, I learn which is by reflection – David Kold reflective cycle, something that I have recently identified about myself. Ever since I have made

this discover I now have a new approach to my studies. I have been ill on many occasions within the last month struggling with both physical and mental health at time – but my newfound route and confidence I have been able to keep on top of my studies using the online platform provided which, which give clean instructions to aid students to complete tasks such as **“Week 8 - Report Writing & Incorporating Sources - Please note: the following guidance refers to writing reports in general. For your assignment this term, not all of this guidance will apply and you are advised to follow the specific guidance from your lecturer / Module Leader”**. Such clear instruction has provided me with enough information to that I can complete the task set by the require time.

3. Conclusion

In my conclusion I would like to outline a few key facts about my report. The progress and the development I have my on the past few weeks can clearly be seen in the report – from the beginning of the module not understandings or beginning able to comprehend such topics such as Gibb’s, Kolb, Driscoll. To know being able to understand a demonstrate and Implement such the concept into both my academic and person life. With the pros and cons of the Reflective Practice Models at the front of my mindset – I am still cautious as the “models of reflective practice (or any other model). Although they can be a great way to start thinking about reflection, remember that all models have their downsides” because of this it has led me to researching other methods such as “The ERA cycle (Jasper, 2013) is one of the most simple models of reflection and contains only three stages. The cycle shows that we will start with an experience, either something we have been through before or something completely new to us. This experience can be positive or negative and may be related to our work or something else. Once something has been experienced, we will start to reflect on what happened.”

References

Introducing the Eisenhower Matrix [The Eisenhower Matrix: Introduction & 3-Minute Video Tutorial](#) (accessed 16.12.2024)

University of Cambridge(study skills) - [Models of reflection - Reflective Practice Toolkit - LibGuides at University of Cambridge Subject Libraries](#) (accessed 16.12.2024)

University of Wales - [Tile: Week 8 - Report Writing & Incorporating Sources | Academic Skills \(LCLM4001_LON\) | Home](#)