

BMSW4001
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ACADEMIC AND EMPLOYABILITY SKILLS

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TIME MANAGEMENT

Perceived control of time

What is perceived control of time?

These behaviours affect a person's control of time, which refers to the feeling that one is in control with respect to how time at work is spent. In other words, it reflects the extent to which one feels that one has the time in the work situation in hand.

From my understanding having the perception of time control can cause procrastination to become a trait.

Trait procrastination: Trait procrastinators engage in higher levels of dilatory behaviour than non-trait procrastinators. This relation represents the most elementary form of the construct validity of any trait procrastinator scale. Trait procrastinators not only self-report more dilatory tendencies in personality questionnaires, but they also exhibit a greater likelihood of being behind schedule on their personal projects (Lay, 1990) studying for an examination for fewer hours than intended (Lay & Burns, 1991), turning in later than others (Ferrari, 1992), and Christmas shopping on Christmas eve (Ferrari 1993)

Eat that frog

Mark Twain once said if the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that is probably the worst thing that is going to happen to you for the rest of the day. Your frog is your biggest most important task, the one you are most likely to procrastinate on if you don't do something about it. It is also the task that can have the greatest positive impact on your life and results now.

Rule 1 of frog eating is if you have two frogs eat the ugliest one first.

This is another way of saying that, if you have two important tasks before you, start with the biggest, hardest and most important task first. Discipline yourself to begin immediately and then to persist until the task is complete before you go on to something else think of this as a 'test. Treat it like a personal challenge resist temptation to start with the easier task.

Constantly remind yourself of the most important decisions you must make each day immediately to what you can do later, if you must do it at all.

Second rule of frog eating is: 'if you must eat a live frog at all, it doesn't pay to sit and look at it for very long.

The key to reaching high levels of performance and productivity is for you to develop the lifelong habit of tackling your major task first thing each morning. You must develop the routine of 'eating your frog' before you do anything else, and without taking too much time to think about it."

Moral of the story is start your day with the most important task, the one you are most likely to procrastinate on, and the rest of your day should work a treat. Creating more free time for yourself and less stress, getting rid of procrastination as a trait.

Using the library and gathering information

Gathering information in the library.

The library is an archive of informative materials for a person to gather facts and figures on any subject of interest, Informative materials may be in the form of books, journals, newspapers, magazines, films and videos.

Nowadays with computers and its associated technologies, databases have emerged as an additional feature of libraries.

Databases are also considered as electronic libraries that accumulate pieces of information through the help of management software that is installed in a computer, (volks,2007)

What is the importance of gathering information?

The purpose of gathering information is to support the planning of your organisations work to become more fully inclusive, it is important to look at available facts, objective information including demography and best practices.

What does the library have?

A library is a place where many books are kept. Most libraries are public and allow people to take books home, several libraries allow you to borrow for several weeks, some belong to institutions for example companies, churches, schools and so on

There are many ways of using the library. Here are five ways you can use the library:

- 1) Getting a library card, this allows you to build a trust with the library showing what books you have brought home and returned to the library.
- 2) Ask the librarian for help, the librarian can tell you where to look for certain subjects and maybe give a better understanding for what you're trying to research making you research a little easier. Kind of like a human google.
- 3) explore multiple book formats. Not every book is to allow out of the building, but still can be read with supervision, these books hold information that is unlikely to be on the internet or if is on the net was probably referenced from these books.
- 4) expand your reading horizons...
- 5) stock your shelves,

Spending time in the library is especially useful to students and teachers to gather more knowledge about a particular subject. Spending time in the library is the best thing one can do to increase his or her knowledge.

The importance of library skills:

Librarians are specifically trained to research, locate, evaluate and present information. Because these skills are not dependent on technology, they are enduring. In fact, greater access to a larger volume of information in a more technology-dependent environment can only increase the importance of quality researching.

Note taking:

Taking notes is vital when gathering information. Reading the original passage over and over till you understand it. Becoming familiar with the information you're gathering. you can start to use it in other aspects in life. As humans we forget things, so taking notes is like an extension of your memory using less memory to remember what everything means, then understanding something without having to use memory at all.

Note down vital information using one or two words for each idea, don't overload your mind, use a monolingual dictionary to look up unfamiliar words, and find synonyms for them using a thesaurus.

C.V writing

WHAT IS A C.V?

“A CV is a document aimed at convincing an employer that who you are, your qualifications, work experience and your skills makes it worthwhile for them to offer you either work experience or a chance to move forward in a formal selection process.”

(Morgan, 1997, p.339)

Its difficult to judge a book by its cover so a cv is a written presentation of yourself like a baseball card it will show your intellect, attributes, skills and so on. I would try to structure my cv like a rare baseball card. Making the employer feel like they would be wrong to not hire me.

Include personal contact details to your cv.

Start with your name of course and add an email address most employers would send you an email before giving you a call so it's expected to have a phone number, they can contact you on.

Social media: This could give an employer some insight on you as a character, what you enjoy for hobbies, your sense of humour, physical skills and just your general social lifestyle this could encourage someone to want you as a part of their company.

Personal statement

- **Brief**
- **Clear and concise**
- **Should be no longer than three lines, or maybe two or three sentences**
- **If you use one, make sure you have evidence to support what you're saying!**

For example, I got invited very quickly to an interview for a delivery company because I added “I know London very well I have been riding on London roads for many years I know a lot of shortcuts and I passed my first CBT in 2012.”

I'm sure things like this will help because your adding personal experience that is relatable to the job you're applying to.

ADDITIONAL RESPONSIBILITIES AND ACTIVITIES

President of a society, committee member of a group, parent, carer etc

Show relevant skills and understanding gained from these activities.

Reflection

Initial experience

In the start of the course, I realised how unorganised I was because I had completely forgot I had made a student email account and I ended up missing the first week of UNI

This caused me to read a lot more and organise myself a little better. Funny enough the first week was about time management.

I worked from home during term one, so being on time for lectures wasn't an issue, thanks to the virtual learning environment overall I wasn't overloaded with information, so it was very simple to take in what I have learnt this term, classmates have a good sense of humour, they ask interesting questions, and they were helpful in the group chat when someone wasn't sure of something.

Description

In the first few weeks we were placed into groups seven groups of five or so, We were also given four tasks to submit by end of term, two of them being group tasks on the digital side of the course.

We also had a class after lectures in case anyone needed any further help or confirmation that we were on the right track.

Feelings:

I defiantly feel like I am back in school, but in hindsight have taken this way more serious than school, and maybe I have had the trait of procrastination.

Evaluation:

I have had a good experience in the first term having an idea how I will get through term 2 and I'm sure classmates have the same feeling, I don't have anything bad to say, after all it was only term one.

Analysis:

I now understand the importance of note taking and how easy it is to lose notes, so I use doodles to help remember where I have written something, the lectures are very interactive with online students during class, so I still felt very much present.

Conclusions:

Asking question is just as important as taking notes, interacting with other students, sharing ideas, maybe someone has the information or tips for the ideas you have, you wouldn't know unless you speak your mind.

Personal action plan:

So, to not procrastinate in term two I'm going to use the "EAT THAT FROG" method as I realised very late about this method but I didn't have a term before this one so I will take it on the chin for this term.

Thank you !