

Name: Manyodh Singh

Lecturer Name: Dr. Liza Demetriou

Student ID: 2226338

Subject: Academic Skills [LCBB4006]

Word count: 1,297

Assignment 1

Table of content

1. Introduction.....	2
2. Summary of the book.....	2,3
3. Evaluation.....	3
3.1 Essentials of time management and time management strategies.....	3,4
3.2 Benefits and drawbacks of time management.....	5,6,7
4. Conclusion.....	7
5. References.....	7

1. Introduction

Time management is a simple method, which help individuals to organise the planning of different activities. Advance learners continuously face difficulties with time management problems. While it is not an easy task to fully avoid issues with life as a student, nevertheless, it should consume plenty of time to reduce the difficulties which could occur. It should be needed careful planning and managing time stress. This report will discuss a deep history about time management and informs how to create own time management roles and discovers how to develop a semester, weekly, and daily plan of life. Further that, learner can think about how to divide work into a perfect time schedule and follow the time management approach for ensure that you continue track of degree and other works as well.

2. Summary

According to Cottrell, 2019, time is a crucial element in our life, without time managing individuals cannot complete their targets or tasks at the exact time specially pupils. Time management is a mandatory role of learning success. Manage time more effectively a person can suffer less from over workload, completing projects and assignments on time. Time management is not about change everything, it is about rearrange your thinking process. The prior aim of time management is about creating goals. Apart from that, individuals should have basic knowledge how they spend their time in future, for example people ought to have a proper plan of work and working on a right time as well. People should have to stay active all the time and work before deadlines. This report is taken from Cottrell 'The Study Skills Handbook' from lesson 'Time management as a student'.

3. Evaluation

The capacity to organise and regulate how one utilize the number of minutes in a single day to successfully complete the duties at hand is known as time management. Avoidance and issues with discipline are linked to inadequate management of time.

Essentials of Time Management

1. Good Planning

Every individual has a plethora of responsibilities, so not every load of work is going to be completed at once. It takes time and knowledge. For example, some people are delaying their tasks, if they have a plenty of time to do, rather doing at right time they just ignore it and face tremendous amount of anxiety at the last moment of time. Therefore, a good planning is required to finish tasks and suffer less from over workload pressure.

2. Organized Time

Making an outline for all the things that would like or require to accomplish for the entire day is excellent. Avoid planning each moment and ignore which work is particularly crucial; simply list everything up. Few individuals believe that dividing their work before deadlines is beneficial. They can make plans for bigger undertakings and have a better idea in that manner. When it is unable to finish all the requirements, simply add the assignments to the calendar for the following day to carry out. If

individuals follow their time in an organized way, then they can complete their tasks effectively.

3. Prioritizing Tasks

Doing high essential tasks is little challenging. Every individual ought to be aware of the distinction between priority and non-priority tasks. For instance, if a person doing non-priority task first and high importance at last, then it would be difficult to do at the last period. So, urgent works would be finished ahead of non-urgent tasks for better time managing.

4. Handle Distractions

At some scenarios, it is hard for people to concentrate at their work, because of disturbance. That disturbance is caused by noisy environment or with the mobile phone alerts. Due to which, people can easily get disturbed and lose their work efficiency, so work can be done by in a good environment and without the cell phones e.g., mobile phones should be silent or switched off and set time limits for your study session and try to limit delays that are necessary.

5. Analizing Activity

Monitoring your work is a fruitful approach for individuals. With that, people can easily get an idea which work is still pending and when to accomplish it. Have taking a track of work regularly is good. For example, if folks occasionally check their work, then their work productivity is enhanced and get less stressed rather than completing a work later.

Time saving strategies

1. Make Notes

Making or using notes is the best strategy for time saving, it can reduce the tremendous amount of pressure of work. When individuals lose concepts for tasks or activities, an enormous quantity of valuable time is lost. Moreover, it is really a fruitful approach, because it triggers our mind immediately for our next task.

2. Decision

Decision plays another good approach for time saving skills. In rush situations, a person can easily make a wrong decision, because of frustration or a heavy workload. To avoid that, individuals should have to be very calm while planning or creating a decision.

3. Share work

If person can share their tasks, then it is easier for them to be focused on work, when people can share their believes, then they can easily get a vast amount of knowledge, for example students can get a good mark, when they share their ideas among other learners and clear their doubts as well on time.

4. Stop wasting time

People usually waste their time on unnecessary activities, they play games, listening to music and binge watch. As a result, plenty of people time would be wasted, rather than wasting a time on unusual activities, people should use their free time on high priorities thing, rather than doing later

5. Aim for one

Individuals always believe that they are very clever, so they do an ample of work at a one time. Consequently, they unaccomplished to do that and majority of time is wasted. So, people should have to be focused at one time on a single goal.

Benefits of Time Management

Advantages of time management is very straight. Proper scheduling enables people to perform a greater quantity of things in less time. Time management does not require a great pressure of work, it just needed a good planning of work or tasks. Some benefits of time managements are written below:

- . Less pressure of work
- . Reduce anxiety
- . Be disciplined and active
- . Decline efforts
- . More spare time

Drawbacks of Time Management

If time managing is not done in a proper way, then it would create a plethora of challenges. Some of the disadvantages about time managements are written below:

- . Poor task planning

- . Doing multitasking
- . Difficulty at handling a distraction

4. Conclusion

Time is very important, and it should not be wasted. This report summarises the data of the aim of why time management is crucial and how individual can follow the time management strategies and how learner can balance their work and college life. Moreover, it also provides some examples about how to work prior before deadlines and indicates the advantages and disadvantages of time management as well.

5. References

Cottrell, S. [2019] The study skills handbook. 5th edn. London: Red Globe Press.

Cottrell, S. [2019, p.123] The study skill handbook 5th edn. states the time management introduction.

Cottrell, S. [2019, p.127] The study skill handbook 5th edn. states the effectiveness of time management

Cottrell, S. [2019, p.131] The study skill handbook 5th edn. states the time management strategies.