

The path to success: Step by step into the learning outcome

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It's time to express my feelings, my knowledge and my understanding on this module. Starting off one of the most important lessons for me, which was Time Management. has been a good key in life for myself, but we will get there shortly. I also must mention that in this essay I will show you all the important lessons that I had, as Academic Writing, Referencing and Presentation which they are really a life changer lessons. The below construction has been done according to Kolb's learning cycle.

Getting into the first important lesson, according to Cottrell, (2019), *50 Ways to Manage Time Effectively*, the way you manage your time is the key to success in whatever you may do in your life. Learning how to manage your time and how to schedule your priorities can help you develop better roots and understanding of how day to day activities should be made. Placing your activities and priorities in a daily or weekly planner based on SMART targets will help you achieve great results with better understanding and more time-gaps for yourself.

In the beginning of this lesson everything was confused for me, I couldn't understand why we have to do such things, and why is so important to understand the time management scheme. I was feeling like I dropped from the sky, until I realised that paying a bit more attention helps me to understand better and faster the way that I have to learn, to develop myself and to prioritise my activities in a better way. During the class I learned the most important things as how to ask myself the critical question "How important or critical is this situation?" So, automatically answering this question gives me directly a picture of the

importance pyramid which I have in my mind regarding on the importance of the activities that I have. Whatever is important and emergency I must do them immediately, the rest I have to find out if I can delay them or if they are less important but emergency. On important activities, Cottrell (2019, p. 28) recommends taking small steps, having an organised routine and rewarding yourself after reaching goals. By the end of the lesson, everything was much better organised in my mind and not only on my paper, and I already understood the way I have to manage my time from now on and I started using the priority pyramid in my daily routine, which I can clearly see differences in my life.

One of the following lessons has been the Academic Writing, a very important lesson as well because it helped me to improve my writing, my thinking and the way that I believed was right until now. According to Hogue, (2007), *THE LUNGMAN ACADEMIC WRITING SERIES, 3rd Edition*, the Academic writing is a lot different from other type of writing, is nothing like creative writing or the way you write when you create e-mails, letters etc. As well as Creative writing and personal writing are informal, so in them you may use incomplete sentences without problems. However, academic writing on the other hand is formal, you should take care to write complete sentences and to have them organised in certain way.

This was one of the first few lessons that I had since I started again the university, the academic writing for me has been completely a hard different field that I was afraid to step on. As the lecturer started to explain it better, feeding my brain with more and more information I start to understand that my knowledge is not enough as I thought. I started to ask myself if whatever I have been taught was wrong, if the way I express myself was correct or not. Getting more into the lesson I realised that the difference between creative/personal writing and academic writing is huge, and then everything started to align on the correct path in my mind. I learned that in academic writing everything needs to be clear, tidy and using correct words for everything while you express yourself. In that way you seem more professional, more intellectual. I learned about paraphrasing and summarising in anything that may need. I learned how to use them, for example about paraphrasing I learned how to put any text on my own words, how to avoid

copying other's text and to always ask myself if I have put all the important things I had to mention on the paper. By learning to summarise has already generated me a lot of benefits in my daily work, as now I know exactly how to shorten any texts I have to present, how to mention only the important ideas and to be very clear in my presentation. Now, after so many days since I had this lesson, I can see so many differences of the way my brain works, even on small things I instantly think if it is better to express in academic way or in my own way, everything is simpler for me as this lesson has created me options which I can choose whenever I need.

The lesson that had the most impact on me, probably emotional rather than academic, has been Referencing. As referencing is a very important thing to do whenever you write something as you must show if it is yours or you have used someone's else work, our lecturer has been mentioning this extremely important fact almost on all the past lessons until now just to make sure that we got it correctly. By using references, you can easily proof who is the creator, where the information that you write is coming from and what style of referencing are you using. Referencing simply means the mention of the person that wrote anything before you, and you have used the resources of their work.

This lesson was not something unclear for me, as I have used referencing before in a different way. Although was very important that I was able to learn the correct way of referencing, and not the way that I was using. The Harvard style of referencing that I'm using anymore, seems to be the easiest for me as I only have to state specific information every time. This way seems that is very easy for everybody to understand and to use. During the lesson I learned how to use correct references according to the Referencing Handbook provided by UWTSD, in different situations as when I get some information from an e-book, from an article, from a website or even a journal, there is a different way to express and to proof who is the creator by referencing correctly every time that you used someone's else work. In the beginning I could say that my brain was a bit stubborn and couldn't realise how easy it is to make correct referencing, but now I started to use it almost daily whenever I do some research on different fields. This way my work looks more clear, more professional and without plagiarism.

One last lesson which made a big impact in my way of thinking, has been Presentation.

Getting to know better about myself in the whole semester, made me realise how much I can benefit from being at the university. The lesson about presentation provided me a lot of important information about how to create a proper presentation from a to z and how to present it in front of other people (in my case, my colleagues and lecturer) but also to gain confidence of speaking in public. This topic was something that I experienced previously, so my skills of presenting was not at an early stage, while at the very beginning of the lesson I thought that I know everything and I wouldn't benefit from it, it appeared that I was completely wrong as during the lesson I learned important things and better ways of creating a presentation and how to present in front of people without being anxious.

According to Bradbury, (2006), *SUCCESSFUL PRESENTATION SKILLS*, has stated that any presentation is about communication. A certain amount of presentation ability is required in almost every type of commercial transaction. You will be creating a presentation in every situation, whether it's walking a new employee through the fundamental office operations, reporting back at a departmental meeting, making any type of sales calls, or giving the board members a summary of a new product. The author has presented seven fundamental stages that may be used for every type of presentation in order to create a fantastic one.

The first stage will be to identify what you want to accomplish, and the second will be to decide whether a formal presentation is the best approach to do it. Then, if you decide to move through with the presentation, choose the format it should take. Once you have done that, you must write the script. The last stage is to plan and make your handouts and visual aids, then practise and simply just do it! All the information that I gather from the lesson in class also from different books and online sources has provided me the knowledge and the correct way to develop this skill of presenting by trying and repeating for a lot of times in front of people.

Overall, the lesson was great, I have developed more self-confidence to speak loud in front of people, I have gained important knowledge regarding the most

important things to specify while presenting and how to create a correct template by choosing the correct presentation type. Although most of the things went well, at the time that I had to do the main presentation I realised that I must work more on my skills as even with my notes open in front of me, I was still not able to provide a clear presentation to my colleagues and my lecturer. In the future I have to develop my skills even more and to train my brain to feel confident with new ways of practice.

As main conclusion I can say that has been few weeks now that I have started the university, seeing myself at the beginning of the lessons up to now, it makes a big difference in my life. I couldn't understand anything when I first started, everything was hard. With patience and willing to learn, I got into the loop of learning and that opened my eyes. Starting from the most important things to the less important things for myself, by learning about time management which changed radically my life, by using academic writing in my daily work routine and using references to state the original authors on my research and developing even more my presentation skills has been a great benefit for me, everything has changed to a better and brighter present and future. Time management untied my hands and cleared my mind on managing my most important activities to the least important ones, academic writing helped me getting a better picture of myself in front of other important people from my circle by showing more professional, and referencing has changed all my reports and research methods that I used until now, because using references I can always go back to remind myself why I used that particular part or wording and that refreshes my memory instantly. A great presentation is the key for a successful presentation of a new idea, of anything that you want to implement. As for myself it gave me a lot of important lessons that I will use for my future to develop myself and to generate more innovative ideas and presentations for my future company that I will try to implement. All the lessons are very important if you understand them, if you train your brain correctly to absorb all the key points and for you to be able to implement them in your day-to-day life.

Reference list:

1. Cottrell, (2019), *50 Ways to Manage Time Effectively*
2. Hogue, (2007), *THE LUNGMAN ACADEMIC WRITING SERIES*, 3rd Edition
3. Referencing Handbook provided by UWTSD
4. Bradbury, (2006), *SUCCESSFUL PRESENTATION SKILLS*
5. Cottrell, (2005), *Critical Thinking Skills*
6. Cottrell, (1999), *The Study Skills Handbook*
7. Source: <https://library.nua.ac.uk/welcome-to-study-skills/time-management/> (Accessed : 26 Aug 2022)