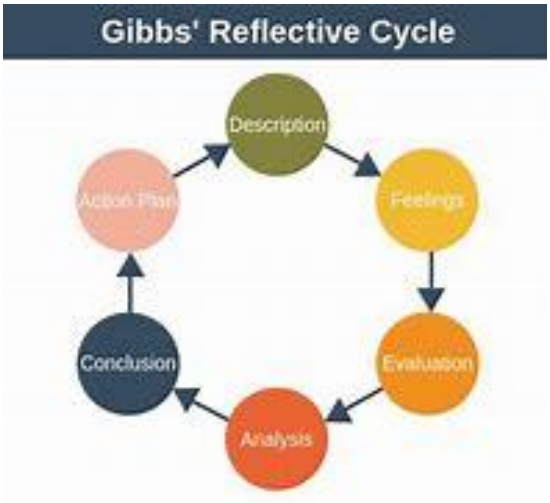
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Learning in the digital era (Christian felices)

Reflection Topic Time Management. (With the gibs method)



Time Management skill (introduction)

This skill is a good skill to have and use in projects and in different places in life. Like school, job, home. This skill not only does save You time for Yourself to do some fun activities or finally learn Your hobby's but also, helps You organize Your daily life and reduce stress. Time Management is the coordination of different tasks and activities to improve an individual's effort

and results. The goal of Management skill is to help individuals save more time and do their work better.

Description of Time Management

- *"Managementstudyguide" explains that Time Management refers to managing time effectively so that the right time is allocated to the right activity. (Time Management - Meaning and its Importance (managementstudyguide.com))*
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- *"kbmanage.com" explains that Time management is the process of organizing, planning and controlling time to get more and better work done in less time. (Time Management - What is it? Definition, Examples and More (kbmanage.com)*
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- *"www.mindtools.com" explains that Time management is the process of organizing and planning how to divide your time between different activities. (What Is Time Management? - Working Smarter to Enhance Productivity (mindtools.com))*

Feelings:

When I first learned about Time Managing and what I have to do to improve/have that skill I didn't like it. I like being organized I even have My phone apps organized but I found it really boring to organize everything with Your life. I remember thinking in My head "What is so exciting about planning Your

life is boring You expect everything You never get surprised." But I didn't turn a blind eye just because I didn't like it at the start. I am an open-minded person so I am always open to try staff even though I don't like their first impression. After I tried Time Managing, I was surprised to see how is actually fun for Me and helpful. I like having control in My own life I like being a leader and I didn't know that time managing would do just that for Me. Procrastination was the leader of My life for a very long time but after I started learning about It changed. Believe it or not I didn't know what procrastination is and what it means. After I used Time Managing skill and improved it My procrastination left and occurs very rarely. And now from all the skills I have as in Management skills I can say Communication and Time management skills are My best and favorite skills I have. Therefore, I feel very lucky and grateful to learn about important skills like Time Management because it makes life easier.

Helpful Questions:

What were You feeling during the situation?

I was feeling confused, excited, curious, and pessimistic Because I was excited that I am learning a new skill but at the same time I didn't know if I will like it.

What were You feeling before and after the situation?

What I was feeling before the situation it was, I was curious to try it but pessimistic because I found it boring and strict. What I felt after the situation when I learned the skill better and used it I was grateful, happy, excited, curious and proud because I was good at the skill and it helped Me in My life.

What do You think other people feel about the situation now?

My mom wants to join the university too since she saw how much It helped Me My future and the knowledges I gained just from this specific skill. She also does lists with everything now.

What were You thinking during the situation?

I was thinking "Will this actually be useful?" "Will I actually manage to use this skill correctly" "do I actually have this skill?" a lot of low esteem questions but they got better the more I learned about this skill and applied it.

Evaluation

After I started learning about Time Management skill and ways, I saw that they help but it depends on the type of person You are and Your lifestyle. If You have a busier life then You will need a more complex list and a better technique. For Me what worked were lists on phone that were short but at the point. I also had to add some extra details and timers because of My bad memory. What didn't work for Me always with lists was normal non digital lists without timers. I use My phone a lot for diverse activities. For entertainment, education, information's, skills like learning recipes in cooking, listening to music etc. So, when I add timers so I don't forget to check My list cause sometimes phones are very distracting, it helps Me stay motivated! Of course, is hard to leave all the phone fun to get to work, but not when You do something You love with passion!

Example of evaluation

When I first started getting more interested in the Time Managing skill, I started doing normal paper lists without any digital help. I would write longer details and tasks and I wouldn't write the time but just the date. I Would forget to check My paper lists and even if I checked them, I would see that I procrastinated, or forgot to do them and didn't do the specific task I had to do at the right date. Then an idea came into My mind. I thought "I have a module/lesson that is literally called Learning in the digital era. Why don't I do digital lists?

That way I can add timers and even motivate myself by checking how much screen time I have for diverse apps and where I used my daily time in. I should also add less details since I have a timer now and is on My phone so it will refresh My memory" so I just wrote time date and timers and the title of what I had to do.

Analysis

At the first list time managing method try I would do Paper lists which didn't work the best for Me. Why I thought about it. The things that didn't work for Me with paper lists would be:

-I wrote to many details of each specific task that I have to do and confused Myself more.

- I added dates but not times which was confusing because when I would see the date I would think when should I do this specific task today, at what hour?

- I didn't have a timer to remind Me of the list and its specific task.

- the paper list didn't attract me enough and give me enough motivation to look at it and I would procrastinate.

While the digital list would offer Me better conditions that suited Me the following next:

- *I am a lot on My phone because is My way of getting information's and doing other specific activities like listening to music. And I could check My screen time on specific apps and where I would spend more time then needed so I would see where I wasted My time. And it would also motivate Me to actually do important daily tasks and not just play on My phone by checking the screen time.*
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- *I could add timers and since I am always on phone I wouldn't neglect My digital list.*

  In conclusion the digital list is better for Me as a person and for My lifestyle.

Conclusion

The conclusion is that Time managing is a necessary skill for any person who wants to become a manager. A manager's duties are prioritizing planning balancing leading etc. and for all of this You need to have time and strategy's. There is many tools and ways You can use for managing time but I prefer digital lists over paper lists because they help a person who uses a lot of digital technology like Me. With work school daily life and also offers Me extra time.

Action plan

In the future I would like to stay open minded to everything because that is the way I learned everything I know so far and because is a good quality to have a manager person. I would also like to use digital lists in the future only and depend more on technology but at the same time I would also like to get more comfortable with non-digital ways in case of an emergency where I can't use digital technology.

Example of action plan:

When I will work with a group in the future, I would also advise them to do lists about our tasks as a manager so they can be also organized about our specific task. For example, a task about facts that our teacher gave to us. Or a list that includes all the dates of the information we are taking from the internet so we can add it at the end as a group and reference correctly.

Different depts of reflection

Describing: *In a group where I was assigned as a leader what I would do and how I would apply time management is: I would make a lot of free time by reducing the activities that I have that are nor important nor urgent. After I got extra time, I would make sure I have enough time to help My team in the*

task we got do and and work and lead with them. I would advise them to use time managing methods so they can also have enough time for our group because they play a important role too.

Feelings: *I Would feel a lot more relaxed and positive if we would all have enough time to learn practice and give at both work and school. The person who is well prepared gains more self believe confidence and actually succeeds. So, My priority as a team leader would be to make sure everyone has enough time to prepare that everything is organized and that they are comfortable and not stressed.*

Evaluation: *even though I would prioritize for My team to have good time Management that doesn't mean all of them would have good time management in their life. So, I would have to respect them but also explain them that this is a very important part of the task as a group. Even if there would be people who actually listened to me and have good time management and are prepare that doesn't mean they are going to feel relaxed always depends on the type of people they are. The outcome will be good but You also have to see how You can help each person. But the success rate increases a lot if You are prepared maybe with 50 %*

Analysis: *My group was prepared but since they didn't have good time management in their life they would be stressed about personal staff. So, I would have to reassure them and remind them that we are going to do good and I would have to make them remember that we are at university not home. I could be there for them after the task was done. I would give them advices on how to become better in time management in personal life too. And I would make us practice a lot of times to see where we messed up.*

Conclusion: I learned that time managing is a great skill but not everyone possesses it fully or is 100 so I would have to help the members of my team to get better at it since I am the leader and it would be my responsibility too if they fail. But I'm sure that once they would get the hang of time managing and improve or archive this skill, they would do a lot better.