



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

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Name : Alexandru Ion Dinu

Student ID:2234418

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Lecturer: Lizeta Demetriou

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1. Introduction

Time management is the process of organising, planning and controlling time to get more and better work done in less time. It is defined as “behaviours that aim at achieving an effective use of time while performing certain goal-directed activities (Claessens, 2007)”.

This report is going to examine time management as a skill that is extremely important for students and their future career. The report will be based from the book *The Study Skills Handbook* , chapter 6 : Time Management As A Student, by Stella Cottrell .

Thesis statement

This report will discuss the summary of the chapter 6 and point out key discussion and technics related to time management .

This report will evaluate different skills that are important for professional and academic individuals. Will also evaluate some tips to help us dealing with time and less stress.

I will use chapter 6: *Time Management As A Student* from the book .

2. Summary of the chapter 6

Effective time management is a critical skill that students need to develop in order to excel in their academic and personal lives. In the book "The Study Skills Handbook" by Stella Cottrell, the author provides a comprehensive guide to time management for students in chapter 6. This essay will explore some of the key insights and recommendations presented in this chapter, and provide in-text references to support the discussion.

The author discusses the concept of 'time robbers', such as procrastination, lack of planning, and distractions, that can waste valuable time. She suggests techniques for managing time effectively, including creating a schedule, setting priorities, and breaking tasks into smaller, manageable pieces.

The chapter also covers strategies for overcoming common time management challenges, such as feeling overwhelmed or unmotivated, and provides tips for dealing with procrastination and other time-wasting behaviours.

One of the main recommendations that Cottrell emphasizes is the importance of setting clear goals and objectives. According to Cottrell (2019), having a clear sense of purpose and direction is essential for effective time management. She suggests that students start by identifying their long-term goals and then break them down into smaller, achievable steps. By doing so, students

can develop a clear plan of action and prioritize their tasks based on their long-term objectives.

Another key insight presented by Cottrell (2019) is the significance of identifying and addressing time wasters. Time wasters are activities that consume a significant amount of time without providing any meaningful benefits. Examples of time wasters include browsing social media, watching TV, or procrastinating. Cottrell advises students to identify their own time wasters and develop strategies to limit or eliminate them. By doing so, students can focus their time and energy on more productive activities that are aligned with their goals.

Cottrell (2019) also stresses the importance of creating a schedule or a to-do list. A schedule can help students plan their days and allocate time for various tasks, such as studying, attending classes, and completing assignments. A to-do list can provide a clear outline of what needs to be done and help students stay on track. Cottrell recommends that students prioritize their tasks and tackle the most important ones first. This approach can help students avoid procrastination and make progress towards their goals.

In addition to scheduling and prioritizing tasks, Cottrell (2019) suggests that students should also consider their energy levels and work habits when managing their time. Some students may be more productive in the morning, while others may work better in the evening. Cottrell advises students to identify their optimal

work times and plan their schedules accordingly. Students should also consider their preferred work environments and adjust their study habits accordingly. For instance, some students may prefer quiet study spaces, while others may work better in a more active environment.

Another key insight provided by Cottrell (2019) is the importance of taking breaks and managing stress. Students may be tempted to work for extended periods without taking breaks, which can lead to burnout and reduced productivity. Cottrell recommends that students take regular breaks and engage in activities that help them relax and recharge. This can include taking a walk, practicing mindfulness, or spending time with friends and family. By managing stress and taking breaks, students can maintain their focus and productivity over the long term.

Finally, Cottrell (2019) emphasizes the significance of being flexible and adapting to changing circumstances. Students may face unexpected challenges or setbacks, which can disrupt their plans and schedules. Cottrell advises students to be adaptable and make adjustments as needed. This can include rescheduling tasks, seeking help from peers or professors, or adjusting study techniques. By being flexible and adaptable, students can overcome challenges and stay on track towards their goals.

3. Evaluation of time management

Time management is an essential skill that everyone should possess. Time is one of the most valuable resources that we have, and it should be used wisely.

One new piece of knowledge I gained from Stela Cottrell was the Pomodoro Technique. The Pomodoro Technique is a time management strategy that allows individuals to work on a task for 25 minutes and then take a five-minute break. This technique promotes productivity by breaking down larger tasks into smaller, more manageable ones, and helping individuals avoid distractions while working.

4. Conclusion

In conclusion, effective time management is essential for students to succeed academically and personally. In chapter 6 of "The Study Skills Handbook," Stella Cottrell provides practical strategies and techniques that students can use to manage their time effectively. By setting goals, identifying time wasters, creating schedules and to-do lists, considering energy levels and work habits, taking breaks and managing stress, and being flexible and adaptable, students can maximize their productivity and achieve their goals.

5. References

Claessens, B.J.C., van Eerde, W., Rutte, C.G. and Roe, R.A. (2004),
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