



Skills and attributes that support academic study.

Examining three key areas that contribute to the development of effective study skills for students: time management, critical thinking, and note taking. According to several authors, these three areas can significantly enhance one's study effectiveness.



Time management

Let us begin by considering time management to be a fundamental part of effective study skills, using your time managing and organizing your work will benefit your studies.

Cottrell. S(2010 P.142) suggests you

- *plan a daily routine
- *monitor time for online studies
- *use a timer
- *use smart reading strategies.

To put it more simply we must designate time to several areas of life that need prioritizing.

it is useful to be aware of one's assignment deadline and managing time accordingly.

Time management is an everyday practice in my life whether at home or at work, and during my studies, it can be considered that time management can be beneficial in most areas of life. Macmillan.

K.,(2012) argues that tasks should be separated between important and urgent. The importance of a task means looking at the task and the benefits of completing it and the loss if it is not completed. Urgency can be argued that it's the length of time one has before this must be completed.

Critical thinking.



Reynolds .L(2013.P2) suggests that "critical thinking requires us to question everything, including things that may normally be accepted 'de facto'."

Initially, we must scrutinize the argument and ensure not to unfairly counter arguments. It's also crucial to use credible sources for our research. When writing critically, there are at least three points to consider:

- Firstly, observe objectively (is the point valid?)
- Secondly, avoid relying on personal values or beliefs
- Lastly, always evaluate both the positive and negative facets of the argument

Consequently, one should always strive to construct a robust case within their writing and formulate their own conclusions based on the sources they have read, seen, and heard". One must be open-minded and able to express your thoughts and arguments in an improved form "L . Reynolds.(2013 P.2)

conclusion

Note taking.

Cottrell. S suggests(2019P137)." that useful strategies for note taking are to note words and phrases, to order and number them and to make the notes memorable.." (page 227) It is undeniable that creating clear, tidy, and colour-coded notes can serve as a valuable resource of useful information. Furthermore, note-taking can be viewed as a helpful tool for organizing the points that one might need to address in their assignments. The argument is that being selective about what one notes down, choosing only the passages that might be needed instead of overwriting with unnecessary scripts, can aid in putting things into one's own words.

In conclusion, after thorough research and review of the evidence, it is acknowledged that 'critical thinking is a process' (Cottrell. S 2011), and each facet of an argument must scrutinize during study to gather supporting evidence.

It is agreed that note-taking is a crucial component of effective study skills and is one of the most significant aspects of enhancing one's study skills. Following research, effective note-taking strategies will be implemented in my studies.

Time management is indispensable during study to ensure timely completion of assignments, assist with organizational skills, and allocate time appropriately. The proper application of time management, it must be conceded, enhances my home, work, and study life.

Subsequently, the three study skills I have researched will be incorporated into my studies.

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