

# Learning in the Digital Era

ACCA4025

Component 1:E-portfolio

Submitted by

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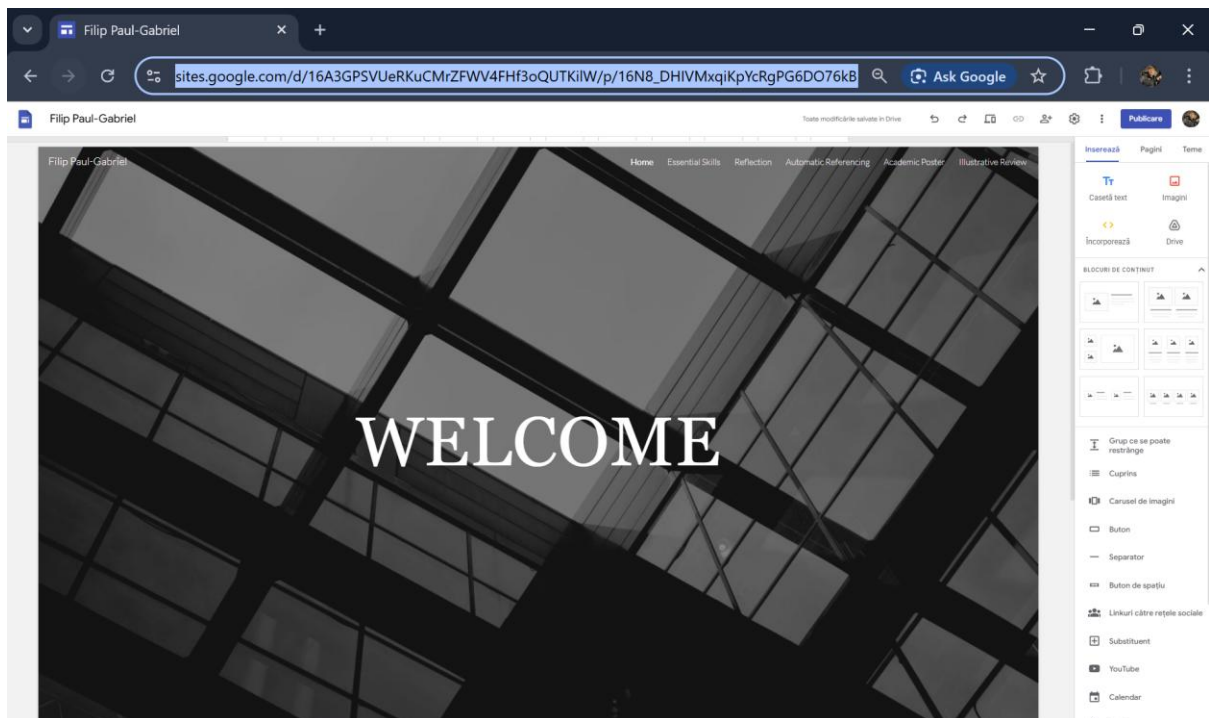
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E-protfolio link

[https://sites.google.com/d/16A3GPSVUeRKuCMrZFWV4FHf3oQUTKilW/p/16N8\\_DHIVMxqiKpYcRgPG6DO76kB51zCS/edit](https://sites.google.com/d/16A3GPSVUeRKuCMrZFWV4FHf3oQUTKilW/p/16N8_DHIVMxqiKpYcRgPG6DO76kB51zCS/edit)

Screenshot of e-portfolio



Cover page/welcome page

# Screenshot of task 1

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## Essential Skills



### TIME MANAGEMENT

Time management is the strategic process of planning and controlling how much time to spend on specific activities to increase efficiency, productivity, and effectiveness. It involves setting goals, prioritizing tasks, and creating schedules to reduce stress and improve work-life balance. Effective techniques include time-blocking, to-do lists, and avoiding multitasking.

It's also important to avoid distractions, like checking the phone too often. Creating a quiet workspace can make a big difference. Taking short breaks between tasks helps recharge and improves focus. Good time management doesn't mean doing everything perfectly. It's about using time wisely to get closer to goals. Even small changes, like planning ahead or finishing tasks step by step, can make the day feel more organized and successful.



### CRITICAL THINKING & READING

Critical thinking is a key skill that should be applied to all aspects of your studies. As a university student, you need to be able to think critically about the resources and information you use in your work. You need to ask the right questions when reading the work of others; your writing needs to show you have the ability to weigh up different arguments and perspectives and use evidence to help you form your own opinions, arguments, theories and ideas. Critical thinking is about questioning and learning with an open mind.

Critical reading is an active, analytical process that goes beyond merely understanding a text to evaluate its arguments, quality, and assumptions. It involves questioning the author's purpose, evidence, and potential biases rather than accepting information at face value. This essential skill requires checking for logical flaws, identifying context, and comparing the text with other sources.

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Match Overview

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1

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Student Paper

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## Screenshot of mind map



Link to mind

<https://www.mindmeister.com/3937353503/teamwork>

## Screenshot of the academic poster



# Screenshot of automatic referencing too

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## Automatic Referencing



Before you can build a successful team, identifying your own leadership and working style is a must. Why? Well, ensuring you're aware of how you work, how you'll need your team to work with you, and how you can use your strengths to develop your team continuously is really important to building a successful team. This step is all about self-awareness.

Team building can take many forms, from small activities and techniques to more structured activities or outdoor pursuits. By regularly engaging your team in these types of activities they will progress in their effectiveness as a team by improving communication, problem-solving skills, having fun and getting to know each other better.

A strong team needs a range of people who can offer different qualities, abilities, and interpersonal skills. This creates a good, balanced group who can operate effectively together.

Facilitate communication. Remember that communication is the single most important factor in successful teamwork. Facilitating communication does not mean holding meetings all the time. Instead it means setting an example by remaining open to suggestions and concerns, by asking questions and offering help, and by doing everything you can to avoid confusion in your team communication.

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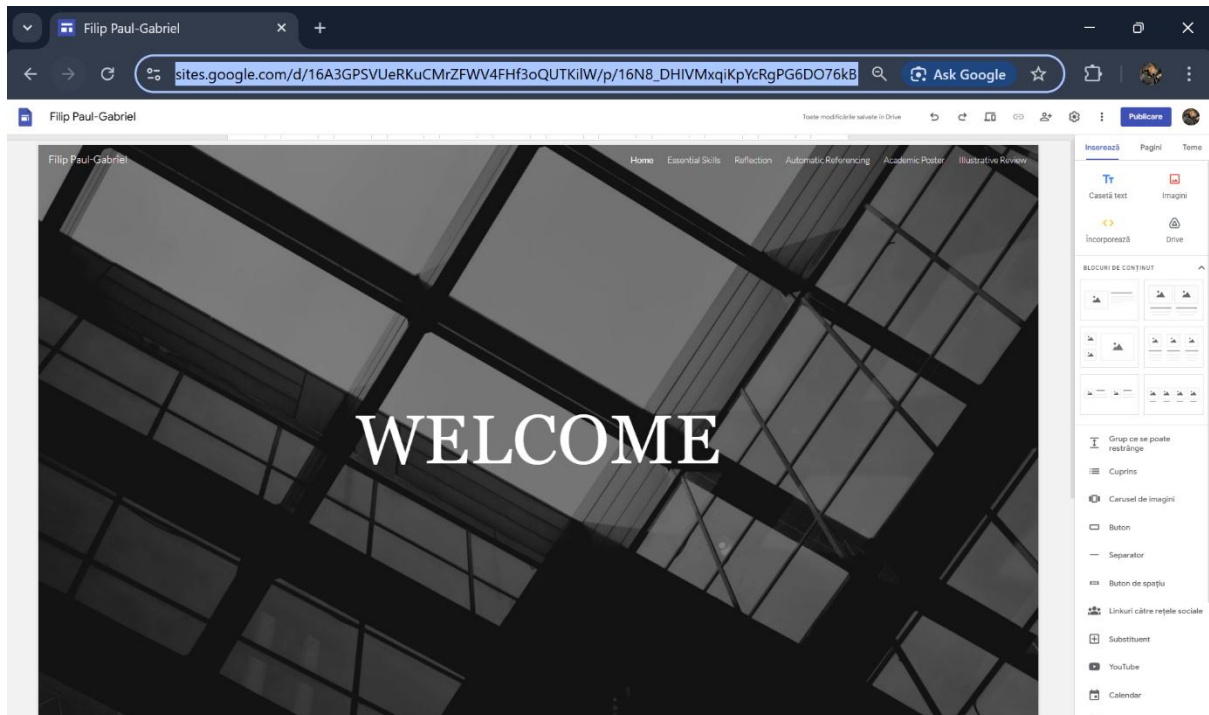
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# Screenshot of each page of e-portfolio



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### Strategies for Improving My Academic Performance and Increasing My Score

In order to improve my academic results and increase my overall score, I recognize that efficient time management is essential. Properly organizing my study hours will allow me to more consistently reduce stress, and ensure that I fully understand the material rather than rushing through it before deadlines.

To begin with, I plan to create a structured weekly schedule. At the start of each week, I will review all upcoming lectures, assignments, and deadlines, then distribute my study hours according to priority and level of difficulty. Subjects that require deeper understanding or more practice will receive more allocated time. By planning in advance, I can avoid last-minute preparation and maintain steady progress throughout the semester.

I will divide my daily study time into focused sessions of 30-40 minutes, followed by short breaks of 5-10 minutes. This method will help me maintain concentration and prevent mental fatigue. During each session, I will set a clear objective, such as completing a specific chapter, summarizing the concepts, or solving a set of exercises. Having precise goals for each study block will make my course more efficient and manageable.

Additionally, I intend to practice active learning using a clear system. Urgent and important assignments will be completed first, while less demanding tasks will be scheduled later in the day when my energy level may be lower. I will also dedicate time for revision at the end of each week to consolidate the information learned and identify areas that require further clarification.

Reducing distractions will be another key aspect of managing my time effectively. During study sessions, I will leave my phone on silent mode and avoid unnecessary use of social media. Creating a quiet and organized workspace will also contribute to better focus and productivity.

At the same time, I understand the importance of balance. I will ensure that my schedule includes time for rest, physical activity, and personal activities. Maintaining a healthy routine will support my concentration and long-term academic performance.

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# THE IMPORTANCE OF TEAMWORK IN ACADEMIC & CAREER SUCCES

## Introduction

Teamwork plays a vital role in achieving success both in academic life and in future careers. By working together, individuals can share ideas, improve their skills, and solve problems more effectively. In both school and the workplace, teamwork helps build communication, responsibility, and confidence, making it an essential factor for long-term success.





## Academic Success

Teamwork is very important in academic life because it helps students learn more effectively. By working in teams, students can exchange ideas, support one another, and understand lessons better. Teamwork also improves communication skills, responsibility, and confidence. When students collaborate, they are more motivated and can achieve better academic results together than working alone.

## Career Success

Teamwork is essential for success in any career. In the workplace, employees must collaborate to share ideas, solve problems, and achieve common goals. Working in a team improves communication, increases productivity, and encourages creativity. Strong teamwork also creates a positive work environment and helps individuals grow professionally.



## Conclusion

Teamwork is a key element of success in both academic and professional life. Working together helps individuals learn from one another, achieve better results, and develop important social and communication skills. Therefore, strong teamwork abilities are essential for personal growth and long-term success.



How did I feel while using Google Sites to create my website?

I felt confident and relaxed while using Google Sites because the platform is very intuitive and easy to navigate. From the beginning, I understood how the tools worked, which made the whole process enjoyable. I didn't feel stressed or confused, and I was able to focus on being creative instead of worrying about technical problems.

Was it easy for me to design and organize my pages on Google Sites?

Yes, it was quite easy for me to design and organize my pages. The drag-and-drop feature allowed me to quickly add text boxes, images, and sections exactly where I wanted them. I could clearly structure my content, create separate pages, and adjust the layout without any difficulty. Everything was well organized and simple to manage.

What features of Google Sites did I find the most practical and helpful?

I found the automatic saving feature very practical because it saved my work instantly, so I didn't have to worry about losing any progress. I also appreciated how easy it was to customize the theme, fonts, and colors to make the website look attractive. Another helpful feature was the ability to preview the site before publishing it, which allowed me to check and improve my work easily.

