

Personal reflection report

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Academic and Employability Skills

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Introduction:

In my personal reflection report I will be writing about the topics called:

1. Time Management
2. Reflective Writing
3. CV Writing
4. Public Speaking and Giving Presentation

1. Time management

1.1. What is time management?

Time management is how you can organize and manage your time correctly with your daily routine activities. (Mind Tools, 2009)

1.2. The reflection on me from this topic.

During my first lesson, I was listening to my lecturer discuss a few of the many ways to manage our time. I always had trouble managing my time, I believed this will be a major weakness, that I will always have. No matter what I was doing or how many ways I tried in the past to have a better time management, it was never working. While the teacher was presenting us the PowerPoint presentation, I became so interested in it, because I found out how to use my time correctly, and how to balance the time between work, university, and other basic activities. I learned to set smart goals,

and how to use the academic templates for time managing.

Now I have some favourites templates that I am designing a template for everything that I do in the specific week; for example: I am using the Weekly Calendar Template which includes in it : days and hours, and Eisenhower Method Template which helps me to prioritise the most important and urgent activities, and the less important activities, and once's every 2 weeks I record my Swot Analysis Template which tells me about improvements or downs.

From these point forwards, I will consider what I have learned about Time Management, and I will continue putting in use all the templates that had been useful for me and try developing more of my understanding on how to manage my time and put it on practise.

2. Reflective Writing

2.1 What is reflective writing:

Reflective writing is when you look over and set on examination for something that you've learned in the past, so you can do much

better in the coming times. (Sources: (www.port.ac.uk, n.d.) & (Betts, 2016))

2.2. The reflection on me from this topic.

It was week three when we start learning about reflective writing. The lesson started for a while, and I was already so confused because I never really knew what reflective writing is and for what is useful for. The lecturer started to ask people what we know about reflective writing, and I remember that I was scared, and I was hoping not to choose me to explain what it is, because I had no clue what it can be, back then. Slowly, slowly, the lesson started to make sense and I was gaining knowledge and understanding about this topic.

The class was going on smoothly when we came at the slide 'Why Reflect?'. I understood that we should always reflect on the personal, academic or work experience because it is not enough just to get experience, and I should reflect on the experience I had because otherwise it will be faster forgotten.

We had 10 minutes time to discuss about this topic, but in that lesson my desk colleague was absent, so I had to analyse by myself. I start thinking what I have learned in week one and two and try to make a small reflective report of the experiences of what I have learned during that lessons, what skills I received from those topics, how I felt about it, and how it can help me in future. It was much easier when I had to write my reflective report because I had my personal reflection for the topic one.

I never realized the importance of reflective writing until I start doing my reflective report. I am a busy person all the time because, I am a full-time student and I have a part time

job, and outside of those hours, a householder which loads me with a lot of information and tasks, which results in losing important knowledge which is very frustrating because I spend a lot of time to learn everything so hard.

From week three of university, I started do small reports and notes about my experiences. I am using some models of reflection, for example: Gibb's 'Reflective Cycle' (1988) is a model which you can use for one time experience or a repeatedly experience which has a very easy model to follow and has only 6 stages: "descriptions, feelings, evaluation, analysis, conclusion, and action plan" (Source: (The University of Edinburgh, 2020) , or Kolb's 'Experiential Learning Cycle' 1984 is a two ways theory: "a four stage cycle learning" which are: "concrete experience, reflective observation, abstract conceptualization, and active experimentation"; and "a four separate learning styles" which are: "diverging, assimilating, converting, and

accommodating” (Source: (www.simplypsychology.org, n.d.), or “Driscoll's Model (1994) is the easiest model to reflect on your experience, and it has the following three steps: “what, so what, and now what” (Source: (NursingAnswers.net, 2018)

I am impressed of how much easier work hours I have, because now I have everything noted down, and if there is something that I am not sure about or I forgot how to do it, I can easily look to my small reports, and do it without hesitation.

Now I can honestly say that I will focus more on reflective writing because I found it hard to start to write this report and very difficult what information I should put inside

3. CV Writing

3.1 What is a CV?

A CV stands for ‘curriculum vitae’, which in Latin means ‘course of life’. A CV is a description document about yourself, to

impress and get the attention from the employers. This document should include: personal details, personal summary, work experience, educational qualification, skills, hobbies and spoken language. (Sources: (Indeed, 2018) & (DayJob.com, 2018))

3.2. The reflection on me from this topic.

Time was flying so fast, it was week eight of this module, when my lecturer started teaching us about how to write a good CV. Most of the people including me have a bad or incomplete CV, because we were never taught how to professionally make a good CV. During the lesson, I was able to observe the parts missing from my CV, I was disappointed because I thought I have a good CV document. After the lecturer presented the PowerPoint from Moodle about CV writing, he asked me to have a look at my CV document, and he said that unfortunately my CV it is not complete and to have a look to

find the good points and the missing part of the CV.

I already knew I do not have a good CV, but whenever my lecturer said his opinion about it, I felt even worse about it, but at the same time I was happy because I had some good parts. Next I started having a look at my CV and analysed my good parts of the CV that I had included inside, for example: I have a good description of my personal details and work experience, excellent information about my qualifications, I have mentioned my spoken languages and my skills. I was extremely impressed of my own CV, because I had made it myself, and it was not so bad.

But nothing is perfect, so I start looking at my missing parts, which were, for example: personal statement – my teacher said that this part is very important in a CV to have it because, it is the first part that the employer would like to read, but sadly I never knew what and how I should write it, and another part missing is hobbies and interests, but

again I never had this part in my CV, because I was thinking is not so important, but during the class I found out that is more important than I thought, because it tells the employer what I like and what motivates me outside of work or study hours.

After this amazing four hours of discussing and understanding how a perfect academic CV document should be, now I can proudly say that I will be able to make a reasonably good CV.

4. Public Speaking and Giving Presentation

4.1 The reflection on me from this topic.

It was week nine, the day when I had to do my individual presentation, the day that I was not ready for it to come. I remember being 3 minutes late to the class because of the bus I took. One of my colleagues online he started doing his presentation, that's when I thought

that we are not doing the presentations by the students register, so I do not have to do my presentation first, and I was happy for 7 minutes. But unlucky me, as soon as my colleague finished his presentation, my lecturer gave me the amazing news that I am next, and that my colleague took my place because I was late 3 minutes.

And that's when I got shy and I could feel my legs and hands shaking so much, because I did not think that I will be called in front to do my presentation. I was panicked, I didn't even know how to open the PowerPoint and put it as a Slide Show, even though I practised at home a few times.

But somehow, being shy I start presenting my presentation about My intended career which is Barista. For the time I was talking about my PowerPoint, I felt like I am a teacher but with less experience. I was proud of my presentation because was very good looking, organised and well prepared because I put a

lot of work, for the first individual presentation that I had in my life.

As my lecturer gave us as a class the guidance how to make our first individual presentations, I honestly took his advice and guidance so I can make a good presentation. On each of my slides I had around five – six points, so I do not have a lot of information and make the audience bored or them starting to read my slides and not listening to me anymore, and I had on the side printed two pages of information related to each point from my slide. I was following the information from the page while presenting my career, and I could notice that people were interested in what I am presenting and what I have to say about it, which encouraged me, it made me more positive and less shy of being in front of the class and talk. I think I was presenting enjoyable, and I was making a lot of eye contact with the audience which counts a lot in a presentation.

The terrible thing is that I lost some precious time which costed me in not being able to present my whole PowerPoint, which was disappointing. This happened because I panicked at the start and it took me a couple minutes to get back to myself to present accurately, and unfortunately, I went over the ten minutes of presenting with one minute in a half, and sadly I did not finish my whole presentation, I had one more slide to discuss about.

I was extremely disappointed of myself because I panicked and I got scared and shy and I was not able to finish my presentation, but at the same time I was proud of what I presented as it was my first presentation in my life. But I believe that next time I will do better if I will practise my weakness points.

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