

Esteri's E Portofolio

Essential Skills

INTRODUCTION

Critical Thinking and Time Management are important Academic and Employment Skills. They help people solve problems, stay organised and finish tasks on time. These two skills together can make success easier and responsibilities being handled with confidence.





CRITICAL THINKING

Critical thinking is an ability to think clearly and logically about any information we get or find before accepting it as true. It is the ability to question, evaluate, analyse, and understand information. Students usually repeat what they read instead of really understanding it and thinking deeply about it, but as independent learners, they need to reflect on what they are doing and how they are progressing. This can be done by engaging with the material, asking appropriate questions, understanding it, and then reflecting by comparing the information with what they have found. This helps to strengthen arguments in both studies and work [1] For

have found. This helps to strengthen arguments in both studies and work.[1] For career success, it means looking at problems from multiple perspectives, solving problems efficiently, making decisions, working in teams, and analysing risks. This contributes to career growth by developing one of the most important skills in both the workplace and education.[2]





TIME MANAGMENT

Time Management is a skill that helps by achieving goals, balancing personal life and education. This helps students to manage stress and anxiety and focus on their studies by prioritizing tasks and balancing schedules. [3]Key strategies include prioritizing tasks. Success comes from consistency.[4]It is also important to set clear and realistic goals. These goals should be achievable and can be divided into smaller parts to help you stay focused. Prioritising tasks is key, as it allows you to focus on the most important work first instead of wasting time on less important activities.[5] In addition, planning your time and making a simple schedule can help you stay organised. It also helps to avoid leaving work until the last minute. Good time management can improve focus, reduce pressure, and make it easier to complete tasks on time.

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