

Academic Skills for the Digital era C2 (BMSW4013)

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Introduction to Time Management

Time management is the concept of deciding on a plan which activities should take how much of your time and acting upon it. Time management is the practice of applying mathematical tools to define time more efficiently.

Living and working proved to be more efficient with a lot of people who seek to be centred and manage their time effectively thus maintain a good balance in our everyday lives. The way of maintaining the productivity and the proper management of time are the most crucial aspects to success in modern society. The allocation of time management is critical. Whether we are dealing with our work, our personal lives, or even a spare time, we still need to prioritize our most important tasks. This will help us to be in control and make progress rather than be a slave to time by working on the less important things (The Knowledge Academy).

Time Management it's more than just ticking off tasks off a list it involves planning the steps needed to achieve goals, it plays a crucial impact in both academic life and personal life. Effective good Time Management can motivate the improvement of self-mastery and responsibility, it enables students to concentrate on vital work and prioritising tasks, meeting deadlines. Students tend to make their study time when they minimize procrastination and increase learning productivity, it also insurances to keep a work-life balance. (BetterYou.ai no date). In addition, there are techniques and tools that were made to help and guide you to become successful with Time Management. In the late 1980s, Francesco Cirillo created the Pomodoro Technique (Wikipedia 2024). Pomodoro Technique is the use of a timer to break your tasks into 25 minutes focused parts blocks of time separated by brief pauses in between. (Perry 2022), this technique divides difficult

work into smaller portions that are easier to handle, additionally it helps preventing the fatigue and mental exhaustion by taking breaks. “According to Asana (2024) The Eisenhower Matrix is a way to organize tasks by urgency and importance, so you can effectively prioritize your most important work”, also known as the urgent-important matrix this technique schedules tasks it consists of using four boxes 1. what do get done first, 2. what to schedule, 3. what to split up, and 4. what to delete. ABC method developed by Alan Lakein is a strategy puts tasks together according to their priorities, duration of each tasks and deadlines by assigning them three categories A-must do (higher priority), B-should do (moderate priority), and C- are low priority tasks. (Ellefson 2023). I personally use these techniques in both personal and academic life because it facilitates me to schedule a plan that allows me to plan ahead of what should be priority and schedule my time. In my personal life, I tend to apply more tactful techniques I use an app that helps me remember when I have tasks to complete each day in order of priorities from the highest to lowest deadliness. When I have assignments from university, I often use the Pomodoro technique because it allows me to focus for a certain amount of time while also making it possible for me to take breaks which helps me maintain focus, furthermore it facilitates to plan ahead. Time Management It’s a vital skill for everyone to own, as it can make a huge difference in how efficiently you work and allocate enough time for each tasks, additionally it keeps you focused, organized, and less stressed, and this allows you to have a balanced academic and personal lives.

Academic Writing

Academic writing is a formal communication technique used in scholarly journals and universities to accurately, rationally, and clearly portray ideas, arguments, and research findings. It is characterised by its systematic organisation, evidence-based arguments, and conformity to particular procedures and standards relevant to many fields. Academic writing avoids emotive and informal language in favour of accuracy, impartiality, and clarity, in contrast to creative or informal writing. The primary goal is to improve the amount of knowledge in a certain field and enable the logical exchange of complicated concepts (Scribbr, 2021; Routledge, 2020). Essays, research papers, reports, case studies, and literature reviews are only a few of the formats used in academic writing, all of which have distinct goals. For instance, research papers require original research and in-depth analyses, whereas essays are meant to increase critical thinking and analytical abilities. In

order to ensure clarity in academic and professional contexts, literature reviews gather existing research and reports express findings in an orderly fashion (Planning Tank, 2020; Diitman, 2022). papers, and which are essential for graduate and doctoral studies. Case studies offer in-depth analyses of difficult problems, whereas literature reviews summarize the body of research already done. Clear communication of findings is ensured by the methodical presentation of information from investigations or research in reports.

It takes practice, feedback, and continuous learning to improve academic writing. One can considerably improve their writing skills by consistently producing essays, research papers, and other academic texts and by receiving helpful criticism from mentors and peers, it is essential to read widely in one's field in order to comprehend the standards and writing norms and rules of academic writing,(In conclusion, academic writing is a critical skill in higher education that promotes critical thinking, effective communication, in-depth study, and professional development. It is crucial to the production and exchange of information within and outside of the academic community, and its importance cannot be misstated.

Critical Thinking

An essential ability for producing quality academic reports is critical thinking. It involves analysis, evaluation, and synthesis to arrive at well-founded conclusions. Writing critical thinking skills enables writers to create excellent academic reports that are logical, convincing, and supported by fact and expand the ability of solving issues into small pieces. I'll define critical thinking, go over its essential elements, and explain how it improves academic report writing. Critical thinking involves analysing information and forming judgments, which necessitates knowledge of biases and preconceptions, as well as consistent source evaluation standards. It helps in identifying legitimate sources, evaluating arguments, assessing opposing viewpoints, and testing hypotheses using appropriate criteria (Ryan,2022). Critical thinkers combine logical ideas to grasp the big picture. Developing your critical thinking abilities entails being able to advocate for your ideas and thoughts, present them logically, and make judgments to develop (Staff C 2023). A universal and domain-general thinking skill, critical thinking is essential for success in any field or profession. Since the information, technology, and innovation will play a major role in shaping our future, it is vital to the economy. Critical thinking enhances language and presentation abilities while allowing rapid and efficient problem solving. Additionally, it promotes creativity by enabling people to evaluate and modify concepts to address

issues. Critical thinking is a crucial skill for self-reflection because it enables us to defend our opinions and styles of living. It gives us the resources we need to assess ourselves appropriately. Science and democracy also rest on the foundation of critical thinking, which establishes beliefs about what is right and wrong and supports theories. A society's citizens must use critical thinking to form opinions about what is right and wrong if it is to function well. All things considered, critical thinking is necessary for a productive and meaningful life. (Why is critical thinking important? 2020). Expand your ability to solve problems by analysing issues into small pieces, thinking through several approaches, and balancing the benefits and drawbacks of each before deciding on an approach of action that may result in more creative and efficient solutions (Jakaber,2023). When it comes to critical thinking, I personally always try to keep my objectives and what I'm trying to accomplish in mind. I also try to creatively consider all of my options before coming to a definitive conclusion. Both the short- and long-term results should be considered when coming up with solutions because they are both important. In conclusion facilitates a thorough approach to problem solving, including problem definition, pertinent data collection, evidence evaluation, decision - making, implementation, and assessment. It is essential for information literacy, fact-checking information, determining potential biases in media and research, and evaluating the authority and reliability of sources. Moreover, it helps by facilitating self-reflection and helping people recognize their own biases and areas for growth, critical thinking fosters ongoing intellectual and personal development as well as improving one's capacity for dialogue.

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