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Task 2

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Introduction: A person's ability to see and analyze his or her own cognitive, emotional, and behavioral progressions is known as self-reflection. Other psychological terminologies for this type of self-observation include 'reflective cognizance' and 'reflective mindfulness,' both of which are derived from the work of William James and are used in psychology. Self-reflection involves thinking about, evaluating, and seriously considering one's activities, opinions, approaches, incentives, and requirements. Personal reflection allows one to look at one life from multiple angles. On a macro level, one can assess one life's course (Williams and Reid, 2011). One can see where one is going, assess if one is content with it, and make alterations as needed. Reflection allows us to remember more than simply the

facts of an event — why it happened, how it affected us, whether it should happen again. It's about embracing the whole experience, clearing our thinking, and focusing on what matters most. " Self-reflection requires purpose and self-restraint. It means pausing the chaos of life and merely taking the time to reflect on life, something numerous people find problematic (Graham, 2016).It assists one to re-join more efficiently. It permits one's to have a proper perception regarding the progress in life. After doing task 1, I have tried to make a reflection based on my knowledge as well as skills. For doing the reflection, I have taken the assistance of Gibbs's reflection model.

The reflection of knowledge and experience with Gibbs reflection model: In a nutshell, the Gibbs Reflective Cycle is a self-consideration and managing method that supports people in thinking noticeably and methodically regarding the several experiences they have had during contributing to a given action or experiencing an equivalent situation, as well as concluding (Graham, 2016). It's one of the most well-known cyclical facsimiles of reflection, and it takes through six phases of exploring an experience: Description, emotions, evaluation, analysis, conclusion, and action plan are all included. It deconstructs the event, allowing one to reflect on their own experiences as they occur. The author, Gibbs, claims that by reflecting on one's learning experience, one can improve one performance at the moment as well as one's enactment in the future(Hilton, 2016).

The description of the reflection of the skills me is given in the beneath:

- a) **Description:** Succeeding Gibbs's framework for accompanying a reflection based on the abilities and knowledge that have been expanded, I will start by amplification the realities that are required for building a representative description of the incidence. In the initial level, I tried to find out the whole situation which I have faced during doing task 1 as well as teamwork. As it is the first phase of that model, I simply assembled all the information and experienced what was occurred in the learning stage. At that point, I focused on the material that is essential for structuring the circumstantial and acquiring a deeper considerate of the occurrence. To offer the indispensable information

concerning my note-taking competence, I might remark that I was not particularly adept at that talent in the past, as an illustration. At the time of doing task 1, I had some difficulties while attempting to take notes for forthcoming reference throughout class lectures. In the academic world, the aptitude for taking notes is thought to be a noteworthy convenient proficiency that might be used for a diversity of determinations in both the educational and professional surroundings, comprising precisely to the point the most significant portions of any journal (Graham, 2016). Consequently, I had a problematic time dealing with anxiety, and I recurrently found myself incapable to succeed in my time properly. Even though both cogent and demonstrative thinking proficiency is deliberated important actualities in job life for attaining career aims, I am unable to efficiently apply both in real-world and professional circumstances. Besides, during doing work in the team, I felt problems too for communicating with the others. I often failed to give my opinion regarding any important issue which was discussed in the team. These made me stress also to think about my academic life and progress.

- b) **Feelings:** The 2nd stage of the Gibbs reflection framework is related to the emotional state and the notions that are related to any assumed knowledge which I faced during task 1 (Hilton, 2016). For instance, when I was unsuccessful to take ample lecture transcriptions in class, it continuously made me apprehensive, and consequently, I overlooked many critical shares of class lectures, therefore, I was incapable to achieve good marks on the exam on manifold times. Furthermore, as a result of these, my pressure level augmented frequently, and I was unable to manage my time effectively owing to nervousness, lack of sufficient information throughout the examination, and the panorama of having good results and professional life. Due to these incidents, I had a strong belief that I would be incapable to prosper in both academics and

job life, even if I owned the aptitude to involve in a good job due to my analytical thinking skill. Besides, as I felt shy in the team and could not express my thought to others, my group mates thought that I was fully incapable to make progress in teamwork. These problems also made me feel stressed by thinking about the lacking of communication skills.

- c) **Evaluation:** Employing the Gibbs reflection framework, the 3rd stage is the assessment of a condition or else an ability in the most operative technique (Hilton, 2016). In that stage, I tried to investigate both the productive and cynical phases of the gathered acquaintance at the equivalent period. After implementing that stage, I learned that I had made mistakes in taking] notes in class and did not communicate with others in the team because of extreme pressure and fear. The panorama of taking accurate transcriptions in class and during the team meeting initiated me to be anxious from the preceding time, and consequently, I was incompetent to ample the work through the note-taking era. Furthermore, the incapability to accomplish one's time was related to these topics. In brief, I understood that critical thinking is one of my greatest skills of mine, which might support me in performing marvelously on test day and throughout working in the team.

- d) **Analysis:** During the analysis, I began to recognize what I needed to double-check throughout the note-taking period in class. Upon further investigation, I discovered that I had expended too much time thinking regarding what would occur during the class lectures. At that time, my brain seemed to work more slowly and was incapable to deliberate on a certain topic as a result of excessive worry. As a result of all of these factors, I was unable to efficiently manage time and stress. Besides, in the team, I failed to make a good impact due to my communication problem as well as shyness. I believed that as I succeeded to identify the issues which are related to my weaknesses through critical thinking, this skill might support me to do well in my academic and professional life by emphasizing more on the new skill acquisition process.

- e) **Conclusion:** As a result of that familiarity, I erudite what I wanted to do to progress my note-taking abilities, stress managing, and time managing.

Additionally, I gained proper notions regarding the ways to be more intensive during the class lectures, along with how to concern less consequently of my understanding here. For increasing my participation in team management, I have focused on the methods of improving communication skills as well as being more cooperative in the team by assisting others to do team works properly with sincerity.

f) **Action Plan –**

In the last step of that reflection framework, I have organized proper systematic policies for supplementing the abilities of anxiety as well as time managing along with note-taking dexterity for partaking growth in the upcoming specialized life. Besides, to do work properly in the team, I will also work to improve my communication skill properly for the betterment of myself.

The description of personal development plan: Personal progress planning is the progression of emerging an action plan depending on consciousness, standards, replication, aim-setting, and forecasting for personal growth in the perspective of a career, schooling, affiliation, or for self-enhancement(Hill and Egan, 2012). It can be fulfilled in a diversity of surroundings, including exertion, school, and affiliations. The plan helps to highpoint the strong points that one already possesses, as well as what one needs to modifier or else learn to attain the purposes and any possible shortages one believes that one might possess. It is applied to support one in learning and the overwhelming problems that one may be experiencing. By focusing on my lackings, I have prepared a personal development plan which will be discussed in the beneath:

1. **Note-taking:** Take notes is the procedure of recording information from a diversity of bases and platforms in a notebook. Students take proceedings to

record the important substantial and get rid of their concentrations of the encumbrance of remembering the whole presentation(Hill and Egan, 2012). Besides, taking operative notes in class is a precarious constituent of attaining academic accomplishment in college. Besides, enthusiastically taking notes through class might support me in engaged and considerate the significant subjects better. For doing well in note-taking, I have followed the suggestions of my teachers as well as peers. Initially, I make a plan to practice regularly of taking notes. With the support of youtube videos, I am trying to increase the speed of my writing too. In that stage, I also focus on spelling and grammar checking. It will take 1 year to improve my skill of note taking. The timeline will be from 1 April 2022 to 31 March 2023.

2. **Communication:** Communication abilities are the aptitudes that one employs during contribution and getting numerous types of data from other people. Communication of replacement thoughts, opinions, or else even an update on a project is just a few occurrences of what one can do (Williams and Reid, 2011). Communication aids comprise the aptitude to listen, speak, perceive, and sympathize with others. It is also advantageous to be cognizant of the discrepancies in communication methods. In team management, communication skill is important for having a proper connection with every one of the team. Through the proper collaboration of the members, the team can be successful to attain its goals.

For improving my communication skill, I have emphasized speaking. To speak fluently, I have already joined the speaking club. Besides, to enhance co-operation with the team members, I am trying to befriend them and augment the confidence to talk in front of people. The whole process may take 6 months for improving my condition and doing well in life.

3. **Time management:** Time management is the practice of proactively forecasting and exercising cognizant control over the quantity of time spent on explicit actions, anticipating intensification helpfulness, efficiency, and production in particular(Williams and Reid, 2011). For augmenting my team management skill, I am maintaining a journal regularly and following a to-do list. Along with these, I am also reading several books to know the details about the

ways of time management. It will take 8 months to acquire that skill properly by 31 December 2022.

Conclusion: In conclusion, it can be said that for having success in life, one needs to do a reflection on their knowledge and experience regularly. Through the reflection essay, one can know one's shortcomings and strong points and can emphasize the plans to improve in life and make progress.

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