

# Learning in the digital era ECGE4005P

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# Is there any point in reflecting? Why do we do it?

(Rybo Chen, 2017)

What does it mean to reflect? Reflection to put it simply is the act of thinking back on what we have done, what we've said or how we've acted, and thinking, how would I do that differently next time, what would I change or what would I keep the same.

I think **reflection** is so important for learning, the act of doing something and then thinking how I would do that better next time opens up the door for you to try different ways of doing things, this will result in the possibility of you learning something new.

Some different ways we reflect include:

- Writing down what happened.
- Chatting to friends/colleagues/classmates.
- Writing in a personal journal.
- In your own thoughts.
- Taking time out to be on your own.

Reflection is a really important tool when you are wanting to expand your Knowledge, empathy, business, qualifications and much more, although it helps you to learn what things went wrong and what could be better it also helps to highlight what went well and what things don't need to change and these things typically without reflection can be really hard to realise on your own. Reflection can truly elevate your experience with learning and introduce you to ways of learning that are easier for you or more fun for you, personal enjoyment, and learning = **WIN WIN**.

when we make mistakes ourselves this also means the lessons we have learnt from these mistakes can allow us to teach others our new knowledge, and this is a really rewarding thing to be able to do. We are able to get completely new perspectives on scenarios and situations after reflecting, opinions and outlooks on things can be

altered and we can begin to become more open minded and allow ourselves to open the door to new ways of thinking.  
***That is quite an exciting notion!***

**"You don't learn to walk by following rules. You learn by doing, and by falling over."**

**— Richard Branson**

We reflect daily without even realising it and it's a crucial part of our lives and we don't even realise it, without reflection no one would learn a lot and we'd all just go round and round in circles making the same mistakes and no progress would be made, to reflect is an amazing thing and it can truly transform your work in your career or school/college. Being confident enough to admit you're wrong and working on yourself is one of the most powerful things you can do for yourself. ***Every day, at any part of your day you should take the time out to sit on your own and just reflect and see how much you can improve your life!***

## "WHAT ARE THE 5 R'S OF REFLECTION?"

THE 5R FRAMEWORK FOR REFLECTION WILL GUIDE YOU THROUGH REPORTING, RESPONDING, RELATING, REASONING, AND RECONSTRUCTING TO MAKE SENSE OF A LEARNING EXPERIENCE."

(UNIVERSITY OF EDINBURGH, 2018)

"We do not learn from experience... we learn from reflecting on experience."

— John Dewey  
..(Goodreads.com, 2011)

Here is a short informative YouTube video on reflection - [https://www.youtube.com/watch?v=...](#)

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In order to effectively manage your time while working or in school, you need to know what time management is and how it can be applied in both settings. In this paper, I'll discuss what time management is and how it can be applied in both the workplace and the educational system. I'll also go over the various time management strategies available, as well as how and when they can be used.

Time management is a very useful skill that is applied in many different contexts for a wide range of purposes. It can be utilised in the workplace, in the classroom, or in daily life. When you effectively manage your time to complete a task within a specific amount of time, you are practising time management. Prioritizing your workload and avoiding procrastination are two things you must do in order to manage your time effectively. When attempting to manage your time, you can employ a variety of techniques, one of which is the use of deadlines. "The 4 Ds are: Do, Defer (Delay), Delegate, and Delete (Drop). Placing a task or project into one of these categories helps you manage your limited time more effectively and stay focused on what matters most to you." ([www.productplan.com](http://www.productplan.com), n.d.). Setting your own boundaries, making a plan for how much time you want to spend on a task or piece of work, estimating how quickly it can be completed, and determining whether you need to rearrange plans to help manage your time are all important aspects of time management. You can take notes and plan your task in order to stay on track and adhere to the boundaries you have set.

In the workplace, some employers will require their employees to take time management courses because they see it as an essential component of working in a team and completing tasks to a high standard. In some cases, having good time

management skills will be a requirement when applying for a job, and employers will monitor this to make sure employees are managing their time effectively. This will guarantee that each team member is contributing their fair share of work, resulting in a strong team and excellent quality of work. Planning up your assignment schedule, giving yourself a reasonable amount of time to finish the task, having a clear and attainable aim, and ensuring that you stay focused and on task are all examples of time management in education. There are incentives in place at school to help students manage their time and this may result in the student receiving rewards. Being as organised as possible is an important component of time management since it will lay the groundwork for effectively managing your time. Being organised will guarantee you do not waste time gathering materials or any equipment you require. "Self-discipline is required for good time management. Procrastination and procrastination is easier to deal with when you have self-discipline." (indeed ,2021). Time management is a strategy that can help you stay focused and on track with the project you're working on, which can assist to reduce your stress levels.

Time management is a skill that we use in the workplace, but it is also a skill that people use in their daily lives and tasks. Time management is used when people plan ahead for the course of the day, organise their appointments and schedules, plan their meals to fit around those schedules, and ensure they get enough sleep at the right times for them personally. All of these activities are crucial for lowering stress levels, However, despite the fact that your personal and professional lives are separate, there can be a connection between the two since it is thought that having a well-organized, low-stress personal life will benefit you in both, allowing you to bring these talents into your employment or academic pursuits. Deadlines are an important factor in time management because they hold people accountable for completing the task, they have set out for themselves. If you need to turn your task in or get something done by a certain time, it can be a lot easier to get the task done because

you will need something to show on the deadline date. accountability is a useful tool, but it can cause tension in the individual, which is a negative factor. Goals help to keep people motivated, and this can be leveraged to their advantage to complete the task. Although it's important to set up a space that can keep you focused, people use different strategies. For example, some people listen to podcasts or music, which helps keep them on task. Distractions can have a negative impact on time management, so it's useful to keep your workspace clean and uncluttered and avoid electronics that cause distractions.

This paper has covered the definition of time management, its applications, several methods for achieving it, and the situations in which it is most likely to be employed. Though not everyone is good at organisation and time management, it is a skill that can be acquired and requires practice. Time management can be used to lower stress levels and, when done properly, may make daily activities simpler and easier to complete. In my opinion, time management should be taught in schools, as it is a skill that is useful and can be carried throughout the rest of your life.

# CRITICAL THINKING, WHAT IS IT? CAN CRITICAL THINKING BE DEVELOPED? DOES IT AFFECT THE WAY WE MANAGE OUR TIME?

## WHAT IS CRITICAL THINKING?

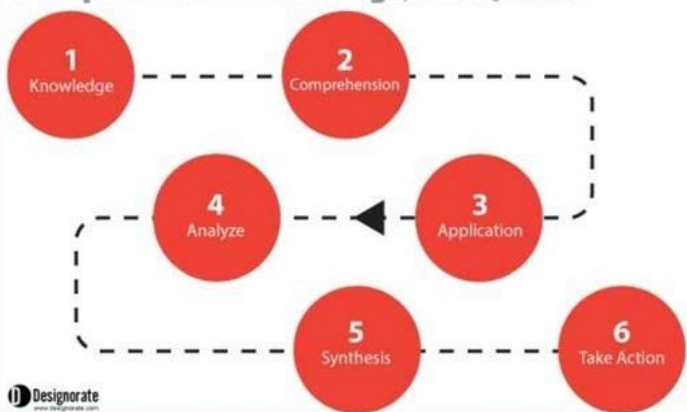


(Bluesoft, 2022)

"Critical thinking refers to the ability to evaluate information and to be aware of biases or assumptions, including your own."

Ryan, E. (2022). What Is Critical Thinking? | Definition & Examples. [online] Scribbr. Available at: <https://www.scribbr.com/working-with-sources/critical-thinking/>

## 6 Steps of Critical Thinking by www.designorate.com



(Genealogy Adventures, 2017)

## WAYS TO DEVELOP CRITICAL THINKING

- Ask numerous questions.
- Be sympathetic to the situation.
- Maintain objectivity.
- Listen actively.
- Analyze all the information.
- Effective communication.
- Gather Information.
- Obtain information from a variety of sources

Do you need to think critically to be good at time management?

You must exercise critical thinking in order to manage your time effectively. To do this, you must define goals, establish boundaries, record your progress, and give priority to the most important objectives.



(LIVEABOUT, N.D.)

"We can't control time, only what we do with the time we have."

(ReadWrite, 2019)

## HERE IS WHAT TO THINK ABOUT BEFORE STARTING A NEW TASK:

1. **STOP**



- Stop what I am doing.

2. **THINK**



- What do I need to do?
- Do I have a checklist that I can use?

3. **PLAN**



- Plan the steps needed to finish the task.
- Fill out the checklist that I can use.

4. **DO**



- Sit down and start working!

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