

Don't do it!



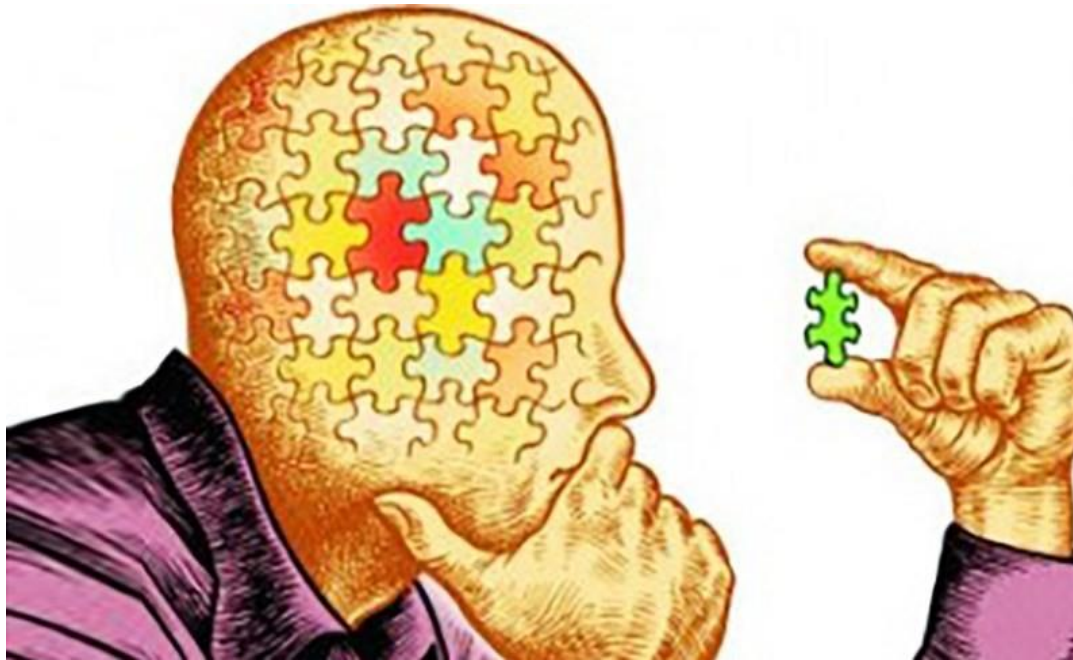
(A reflection on procrastination).

Ever had an assignment due and leave it until the last possible day to start writing it? This is me. Welcome to the world of procrastination. The art of postponing work until the last minute for short-term pleasure. I am left feeling stressed, anxious, confused, and unable to concentrate. I am seriously regretting my decision right now. My head is pounding, and I am feeling tired. Feeling frustrated, muttering under my breath “why have you done this”? It is not healthy, and it is certainly not productive. Eventually, I submitted my assignment just a few minutes before the deadline. “Yes, I did it,” I told myself. Feeling accomplished but also annoyed. I have burnt myself out, I feel exhausted. Why procrastinate, you ask? Are there any benefits to it? The answer is no there are not any benefits. Procrastination leads to bad stress, wears you out, and can have negative effects on your health (Summa Health, 2021). Not all stress is negative, some stress is essential for a healthy life. It can help motivate us to meet our goals, make us smarter, happier, and healthier, have a sharper focus and improve performance through motivation. It helps us to come out of our comfort zone. More importantly it teaches us the fight or flight response (Phycology Tools, 2022).

I stop and pause and reflect on my experience. Why is this important? It is important because it aids me to identify ways in which I can change, improve, and establish coping strategies. It helps me to identify how detrimental procrastination can be. Reflection is crucial for ongoing growth and development. By analysing my learning this informs me of my future mindset and actions. It helps me to assess the ways I can improve (McLeod, 2017). It can also give me insight into my professional practice (Health and Care Professions Council, 2021). My mental health can be improved by reflecting, now that must be good, right? It encourages me to take charge of my learning. It enables me to focus on why I am doing what I am doing instead of how I am doing it (Webb, 2018). Encouraging me to focus on my personal strengths and weaknesses will make me more aware of the skills I have developed and the ones I need to improve. This will make me more invested in my learning. Critical thinking skills are embedded through reflection enabling me to connect previous learning experiences. By processing this information, I can understand my learning better.

Ok, so let us crack this! Reflection is the way forward. Join me in making yourself a better person. Through reflection we can support and improve our learning. The evidence is there in black and white. Start small, ask for help, schedule time.

Look back to be able to move forward



(Author, 2017)

References

- “A Reflection on Procrastination.” [Www.linkedin.com](http://www.linkedin.com), www.linkedin.com/pulse/reflection-procrastination-anitha-nadig. Accessed 14 Jan. 2023.
- Author. “Critical Self-Reflection as a Learning Tool.” *Relationship Management*, 4 Apr. 2017, breakviewtraining.com/blog/critical-self-reflection-as-a-learning-tool/. Accessed 14 Jan. 2023.
- Health and Care Professions Council. “What Is Reflection?” [Www.hcpc-Uk.org](http://www.hcpc-uk.org), HCPC, 8 Apr. 2021, www.hcpc-uk.org/standards/meeting-our-standards/reflective-practice/what-is-reflection/. Accessed 14 Jan. 2023.
- McLeod, Saul. “Kolb’s Learning Styles and Experiential Learning Cycle.” *Simply Psychology*, 24 Oct. 2017, www.simplypsychology.org/learning-kolb.html. Accessed 14 Jan. 2023.

Psychology Tools. "Fight or Flight Response." *Psychology Tools*, 2022,
www.psychologytools.com/resource/fight-or-flight-response/#:~:text=The%20fight%20or%20flight%20response. Accessed 14 Jan. 2023.

Summa Health. "Stress Management: How to Tell the Difference between Good and Bad Stress." www.summahealth.org, 18 Jan. 2021,
www.summahealth.org/flourish/entries/2021/01/stress-management-how-to-tell-the-difference-between-good-and-bad-stress. Accessed 14 Jan. 2023.

Webb, Libby. "Why "Reflection" Encourages a Better Learning Experience." *Learning Pool*, 28 Aug. 2018, learningpool.com/why-reflection-encourages-a-better-learning-experience/. Accessed 14 Jan. 2023.

2223470

ECGE4005P/C - Element 2 Time Management -Essay

What is good time management? To have good time management it needs to be understood why it is important. The meaning of time management is explained as “the coordination of people’s tasks and activities to maximise the effectiveness of their efforts” (Wigmore, 2015). The intention of time management is to get more quality work done in reduced time (Mind Tools Content Team, 2022). Suggestions for good time management are planning, prioritising tasks based on importance and managing workload. This enables more creativity, less prone to burnout and enhances the workplace reputation. Prioritising tasks can facilitate achievement to be able to produce quality products which are one of the biggest benefits in the workplace. The ability to prioritise is extremely beneficial for employers. Good time management skills are key qualities that employers strive for. The advantages of good time management are decreased stress, and a less stressed workforce will result in lower staff turnover and lower absenteeism, which increases productivity (Symonds, 2019). Stress can have a detrimental effect on your health. Good time management can also help to improve focus which can have a positive impact as it will help to achieve goals and objectives faster, become more confident and have better workplace relationships (Mind Tools Content Team, 2022). It can also improve mental health, as a plan can help reduce stress. Good time management strategies can also help people feel more in control and can also help to stay motivated to meet deadlines. It will lead to more opportunities such as career progression. To have good time management self-discipline is needed. Self-discipline is a vital attribute. It is the potential to challenge and strive, away from the usual boundaries. To help develop self-discipline, choose, and set small goals, identify barriers, motivation, break old habits and reflect on progress. Setting small goals can give a sense of achievement and improve self-esteem. This has many benefits for personal growth and development. It is the ability to put off short-term pleasure to strive for long-term gain. It is essential that self-discipline should be

practiced and embedded as it is the difference between being successful and not being successful. Without it, life can be particularly challenging to achieve goals. Studies demonstrate that students with a high degree of self-discipline possess more knowledge and are more careful (Mind Tools Content Team, 2022). Researchers have found that self-discipline is more important than IQ in foretelling academic achievement (American Psychological Association, 2023).

To manage time effectively ‘set goals that are achievable and measurable’ (CFI Team, 2022). The SMART method is an effective tool easy to use with a defined set of principles to help ensure objectives are clear and achievable within a certain time. SMART stands for Specific, Measurable, Achievable, Relevant, and Time-Bound (Boogaard, 2021). Be specific, goals should be clear by asking yourself the five ‘W’ questions which are What, why, Who, Where and Which. Goals should be measurable to be able to monitor progress and stay motivated. Make sure the goal is realistic and achievable. Be responsible for achieving your own goal. Ensure to have a deadline to make sure everyday tasks do not take priority over the long-term goal (Mind Tools Content Team, 2022). Personal Mission Statements are also helpful for organisation and commitment to stay on task. A mission statement defines its organisations purpose and strategy (CFI Team, “Mission Statement”).

Philip Levendusky (1946), PhD, director of the Psychology Department at McLean Hospital suggests that “we prioritise tasks based on importance and urgency, be realistic about your timeline for completing tasks and plan ahead”. He also states that “those who struggle with time management are more likely to experience stress, sleep issues, anxiety, depression, and other mental health issues.” They may also start to display symptoms of workplace exhaustion (Levendusky, 1946). Managing time effectively can help ease these issues (McLean Hospital).

There are two aspects of time management which are physical and psychological. The body is designed to experience stress and react to changes with physical, mental, and emotional reactions. There are two forms of stress, eustress, and distress. Eustress is healthy stress which creates a feeling of positivity and satisfaction. Distress is the primary cause of job dissatisfaction due to incorrect time management and related factors (McLean Hospital). They have limited time to deal with tasks and life responsibilities which leads to distressing feelings, lack of sleep and even depression. Poor time management can lead to poor quality of work, missed deadlines and poor working relationships. Numerous studies have demonstrated a significant link between time

management and mental health. Poor time management can lead to anxiety, can cause unhappiness, and therefore miss deadlines. Depression can also be a factor of missing deadlines as it can numb the senses (Badgular, 2022). Severe stress can cause the body to become numb, which is a feeling of detachment and disconnection from the body and the external world. This may affect the ability to make decisions and relate with others (Feeling Numb Symptoms Causes and Treatment).

Good time management can have huge benefits in the workplace and everyday life both physically and mentally. Benefits such as improved productivity, stress reduction, better work-life balance, more time, less procrastination, and fewer distractions. Good time management training can help to understand why procrastination is used and how to overcome this. It can also help build strong and productive relationships with work colleagues and others. Effective communication can result in fewer conflicts (Herrity, 2021). Having positive relationships enhances all aspects of life. Internal and external factors can also affect time management. Internal factors such as procrastination, discipline, perfectionism, stress, and worry. External factors can be various interruptions such as phone calls, emails, and workload (Interactive and Staff, 2019).

Abraham Maslow (1908-1970), an American professor of psychology, productively consolidated time management with our needs (Time Management Theories to Show Its Upmost Significance, 2011). His hierarchy gives an idea of the five basic areas of motivation. Knowledge of these will allow a better chance of creating situations to feel motivated. This is beneficial for everyone. Therefore, happier, and eager to work in a welcoming working environment. All the above strategies for good time management will produce better results and make or save money, which is the overall goal (Symonds, 2019).

(src='https://secure.gravatar.com/avatar/3b745a82aa1646547ddf85bd0ec6ae19?s=100 et al, 2021).

References

- “American Psychological Association.” *Apa.org*, 2023,
www.apa.org/topics/personality/willpower#:~:text=But%20psychologists%20characterize%20willpower%2C%20or. Accessed 7 Jan. 2023.
- Badgujar, Vaishali. “How Are Time Management and Mental Health Related?” *Time Doctor Blog*, 9 Feb. 2022, www.timedoctor.com/blog/time-management-and-mental-health/. Accessed 7 Jan. 2023.
- Boogaard, Kat. “Write Achievable Goals with the SMART Goals Framework.” *Work Life by Atlassian*, Atlassian, 26 Dec. 2021, www.atlassian.com/blog/productivity/how-to-write-smart-goals. Accessed 7 Jan. 2023.
- CFI Team. “Mission Statement.” *Corporate Finance Institute*, 29 Nov. 2022, corporatefinanceinstitute.com/resources/management/mission-statement/. Accessed 7 Jan. 2023.
- . “Time Management.” *Corporate Finance Institute*, 26 Oct. 2022, corporatefinanceinstitute.com/resources/management/time-management-list-tips/. Accessed 7 Jan. 2023.
- “Do You Manage Your Time Well? | McLean Hospital.” Www.mcleanhospital.org, www.mcleanhospital.org/essential/do-you-manage-your-time-well. Accessed 7 Jan. 2023.

“Feeling Numb: Symptoms, Causes, and Treatment.” [Www.medicalnewstoday.com](http://www.medicalnewstoday.com), 24 Aug. 2020, www.medicalnewstoday.com/articles/320049#What-are-the-symptoms?. Accessed 7 Jan. 2023.

Herrity, Jennifer. “20 Ways You Can Benefit from Time Management.” *Indeed Career Guide*, 22 Jan. 2021, www.indeed.com/career-advice/career-development/benefits-of-time-management. Accessed 7 Jan. 2023.

Interactive, Blue Rae, and I. P. C. Staff. “Keys Time Management | Time Management Obstacles.” *Innovative Psychological Consultants, LLC*, 3 June 2019, www.ipc-mn.com/the-keys-to-time-management/. Accessed 7 Jan. 2023.

Mind Tools Content Team. “MindTools | Home.” Www.mindtools.com, 2022, www.mindtools.com/arb6j5a/what-is-time-management. Accessed 7 Jan. 2023.

src='https://secure.gravatar.com/avatar/3b745a82aa1646547ddf85bd0ec6ae19?s=100, img alt='Avatar for Ailish O'Rourke' title='Gravatar for Ailish O'Rourke', et al. “Maslow’s Hierarchy of Needs in Today’s Workplace.” *Making Business Matter*, 21 Oct. 2021, www.makingbusinessmatter.co.uk/maslows-hierarchy-of-needs/. Accessed 7 Jan. 2023.

Symonds, Dr Paul. “Benefits of Time Management in the Workplace and Training Your Staff.” *Symonds Research Training Course Materials*, 3 June 2019, symondsresearch.com/time-management-benefits/#:~:text=One%20of%20the%20main%20benefits. Accessed 8 Jan. 2023.

“Time Management Theories to Show Its Utmost Significance.” *Mission Self*, 28 Mar. 2011, missionself.com/time-management-theories. Accessed 14 Jan. 2023.

Wigmore, Ivy. "What Is Time Management? - Definition from WhatIs.com." *WhatIs.com*, 2015, www.techtarget.com/whatis/definition/time-management. Accessed 7 Jan. 2023.

2223470

ECGE4005P/C - Element 3 Critical Thinking - Poster

CRITICAL THINKING

What is critical thinking?

CRITICAL THINKING IS THE ABILITY TO THINK CLEARLY AND RATIONALLY, UNDERSTANDING THE LOGICAL CONNECTION BETWEEN IDEAS (THE UNIVERSITY OF EDINBURGH). IT REQUIRES YOU TO USE YOUR ABILITY TO REASON, IT'S ABOUT BEING AN ACTIVE LEARNER.. IT IS THE ABILITY TO ENGAGE IN REFLECTIVE AND INDEPENDENT THINKING.

How can it be developed?

- Always check your information
- look at where the information has come from
- consider more than one point of view
- practice active listening
- gather additional information where needed
- ask lots of open ended questions
- find your own reputable sources of information
- try not to get news from social media
- learn to spot fake news
- learn to spot biased information
- question your own biases
- form your own opinion
- continue to work on your critical thinking skills

(Marr, 2022).



("The Benefits of Critical Thinking for Students | Critical Thinking Skills")

Albert Einstein (1879-1955)

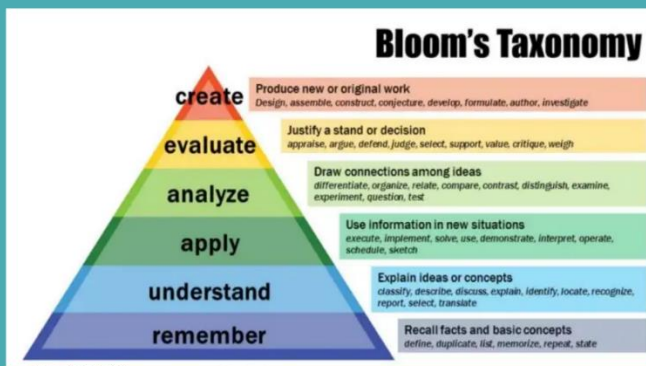
Theorist physicist Albert Einstein is one of the best known critical thinkers in human history. He received the Nobel Prize for Physics in 1921 ("The Critical Thinking Timeline of Some Truly Great Minds").

Socrates (470 bce - 399 bce)

2,500 years ago Socrates discovered a method of questioning that people could not justify their confident claims to knowledge. He established that you cannot rely on those in authority to have sound knowledge. He stated that "persons may have power and high position and yet be deeply confused and irrational". He believed in the importance of asking deep questions and the importance of seeking advice. His method was known as 'Socratic Questioning' and this is one of the best known critical thinking teaching strategy ("The Critical Thinking Timeline of Some Truly Great Minds").

"Having advanced Critical Thinking skills leads to better interpersonal, business, and financial outcomes and is a protective factor against negative outcomes."
-Butler et al. (2012).

"92% of business leaders believe that the most significant skill a person needs to have in order to be successful both at work and academically is Critical Thinking."
(Liu et al, 2014).



("Is Critical Thinking a Soft Skill?")

References

- Borecki, Marcin. "How Benjamin Bloom's Taxonomy Helps Us Develop Critical Thinking Skills." *The Startup*, 7 Jan. 2021, medium.com/swlh/how-benjamin-blooms-taxonomy-helps-us-develop-critical-thinking-skills-84a177511d94. Accessed 8 Jan. 2023.
- Butler, Heather A., et al. "The Halpern Critical Thinking Assessment and Real-World Outcomes: Cross-National Applications." *Thinking Skills and Creativity*, vol. 7, no. 2, Aug. 2012, pp. 112–121, 10.1016/j.tsc.2012.04.001. Accessed 8 Jan. 2023.
- "Is Critical Thinking a Soft Skill?" *The Learning Scientists*, www.learningscientists.org/blog/2021/3/25-1. Accessed 8 Jan. 2023.
- Liu, Ou Lydia, et al. "Assessing Critical Thinking in Higher Education: Current State and Directions for Next-Generation Assessment." *ETS Research Report Series*, vol. 2014, no. 1, June 2014, pp. 1–23, onlinelibrary.wiley.com/doi/full/10.1002/ets2.12009, 10.1002/ets2.12009. Accessed 8 Jan. 2023.
- Marr, Bernard. "13 Easy Steps to Improve Your Critical Thinking Skills." *Forbes*, www.forbes.com/sites/bernardmarr/2022/08/05/13-easy-steps-to-improve-your-critical-thinking-skills/?sh=69d5ea835ecd. Accessed 8 Jan. 2023.
- Paul, Richard, et al. "A Brief History of the Idea of Critical Thinking." *Criticalthinking.org*, 2019, www.criticalthinking.org/pages/a-brief-history-of-the-idea-of-critical-thinking/408. Accessed 8 Jan. 2023.

“The Benefits of Critical Thinking for Students | Critical Thinking Skills.” *Tscfm.org*, 1 Apr. 2021, tscfm.org/blogs/the-benefits-of-critical-thinking-for-students/. Accessed 8 Jan. 2023.

“The Critical Thinking Timeline of Some Truly Great Minds.” *Blog.futurefocusedlearning.net*, blog.futurefocusedlearning.net/critical-thinking-timeline. Accessed 8 Jan. 2023.

The University of Edinburgh. “Critical Thinking.” *The University of Edinburgh*, 9 Sept. 2021, www.ed.ac.uk/institute-academic-development/study-hub/learning-resources/critical. Accessed 8 Jan. 2023.