

ACS report

Student Name: Diane Scolari

Student ID: 2412035

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Lecturer: Sam D'Elia

Table of Contents

1. Introduction.....	P3
2. Reflective Report Using Gibbs' Reflective Cycle	P3
2.1 Figure 1 Gibbs Reflective Cycle	P3
3. Pomodoro Time Management Strategy.....	P4
3.1 Experience.....	P4
3.2 Analysis.....	P4
3.3 Conclusion.....	P5
3.4 Action Plan.....	P5
4. Appendices	P6
4.1 Implementation Steps.....	P6
4.2 Video Week 1.....	P7
5. References.....	P8

1. Introduction

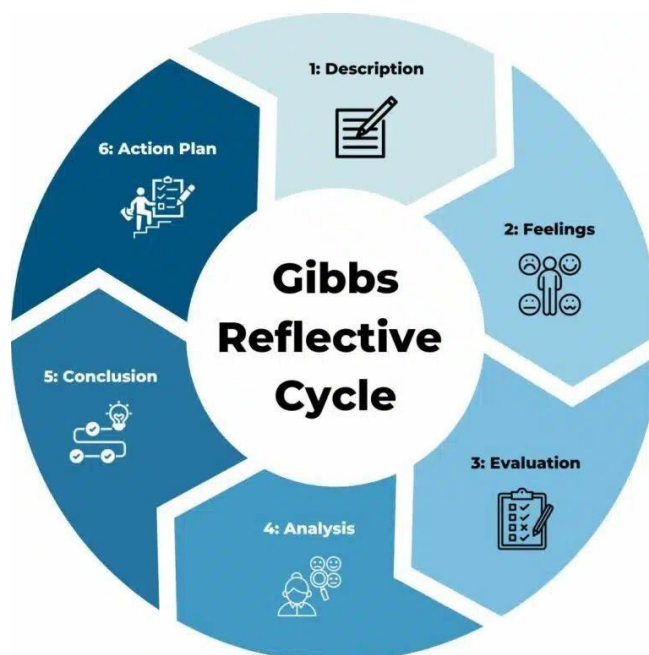
In my reflective report, I will use Gibb's reflective cycle to analyse the Pomodoro technique time management, module learned in week 1, showing my knowledge and strengths about the subject.

I will talk about my experience applying day by day and how I can develop these skills to be successful in my academic life, using appendices in class activities as well as ideas to implement the techniques learned in this module.

2. GIBB'S Reflective Cycle

The Gibb's Reflective Cycle allows us to explore the experiences in different steps:

Description, feelings, evaluations, analysis, conclusion, action plan. It is not as simple as other models, but it can help you reflect on your experiences and extract different perspectives for each situation, ultimately finding ways to improve your actions for the future.



2.1 Figure 1 Gibbs Reflective Cycle

Source: (Channell, 2023)

3. Pomodoro technique time management

Time management is an essential skill to help improve study. Efficient study time can be the key to improving productivity, finishing assessments on time, and avoiding the rush to deliver tasks. It also helps to keep you more focused, reduces stress levels, and generates more free time for organising your day. The Pomodoro Technique is an important tool that consists of choosing one task at a time to focus during a period and taking short breaks between them, for example, 25 minutes concentrated studying and 5 minutes short breaks to relax your mind, making this a cycle, after repeat 4 times is recommended take a longer break as 30min. developed for Francesco Cirilo at the end of the 80's, when he was at the university, had the idea to create something to help him, to be more productive in you academic life.

3.1 Experience

Initially, in week 1, we learn about the Pomodoro technique. I had never heard about it, but it was too interesting because it looks simple, efficient, and easy to apply to university, work, and life. After the class, I came back home and was curious to try to apply to study, and for my first time, I enjoyed the experience. I feel more comfortable and focused on doing the task. After 1 hour and 20 minutes, I could conclude one Pomodoro technique cycle, respecting the study time and short breaks. Cirillo.F (2006, P.6) argues that "A Pomodoro can't be interrupted; it marks 25 minutes of pure work." He says that it is essential to keep marking 25 minutes to be focused on increasing productivity. If you break this time, you can lose your connection with your thought, resulting in more time spent and less efficiency.

3.2 Evaluation and Analise

When I finished this cycle, I took a longer break as the technique recommended and could take a shower to relax my body and mind. When I restarted studying, I was feeling fresh to carry on my task without the pressure on my shoulders, which in other experiences was a barrier to completing simple and complex things, procrastinating and keeping me from performing. As Forsyth, P. (2022) highlights, "is filled with practical tips and tools to help review and improve time use" with this new skill, I could perceive my improvement in studying, without procrastinating and keeping self-discipline, which makes me think that, if I had known this technique before, I am sure that my other experiences would have had a better result.

3.3 Conclusion

With Gibbs' Reflective Cycle and the Pomodoro Technique, I could learn to provide valuable insights into time management and personal development. Initially unfamiliar with the Pomodoro Technique, I quickly recognised its potential for improving focus, reducing procrastination, and fostering self-discipline. By consistently implementing structured work intervals and breaks, I have experienced a noticeable improvement in my ability to complete tasks efficiently, academically, personally and professionally.

3.4 Action plan

The next attempt to apply the technique would be at my workplace. I admit it's been a challenge to use it in a production factory packhouse, where time is money and you are constantly under pressure to deliver orders as soon as possible, but I am trying to incorporate it into this field as well to achieve my goals and stand out for my growth in the company.

Finally, in life, organising the priorities, observing what needs to be done urgently and what I can organise later that does not need so much attention now. As noted by Cirillo Francesco(2006, P.4), A different way of seeing time (no longer focused on the concept of becoming) alleviates anxiety and, in doing so, leads to enhanced personal effectiveness. Keeping the rush, anxiety and stress under control, making it easier for your mind not to get tired, and continuing to develop your focus and learning.

4. Appendices

4.1 Implementation Steps

Step 1: Define Study Tasks

Identify specific assignments, readings, or research tasks that need to be completed.

Prioritise tasks based on deadlines and complexity.

Step 2: Apply the Pomodoro Technique

Set a 25-minute timer for focused study.

Work on the selected task without interruptions.

Take a 5-minute break to relax (stretching, deep breathing, short walks).

Repeat the cycle four times before taking a longer break (30 minutes).

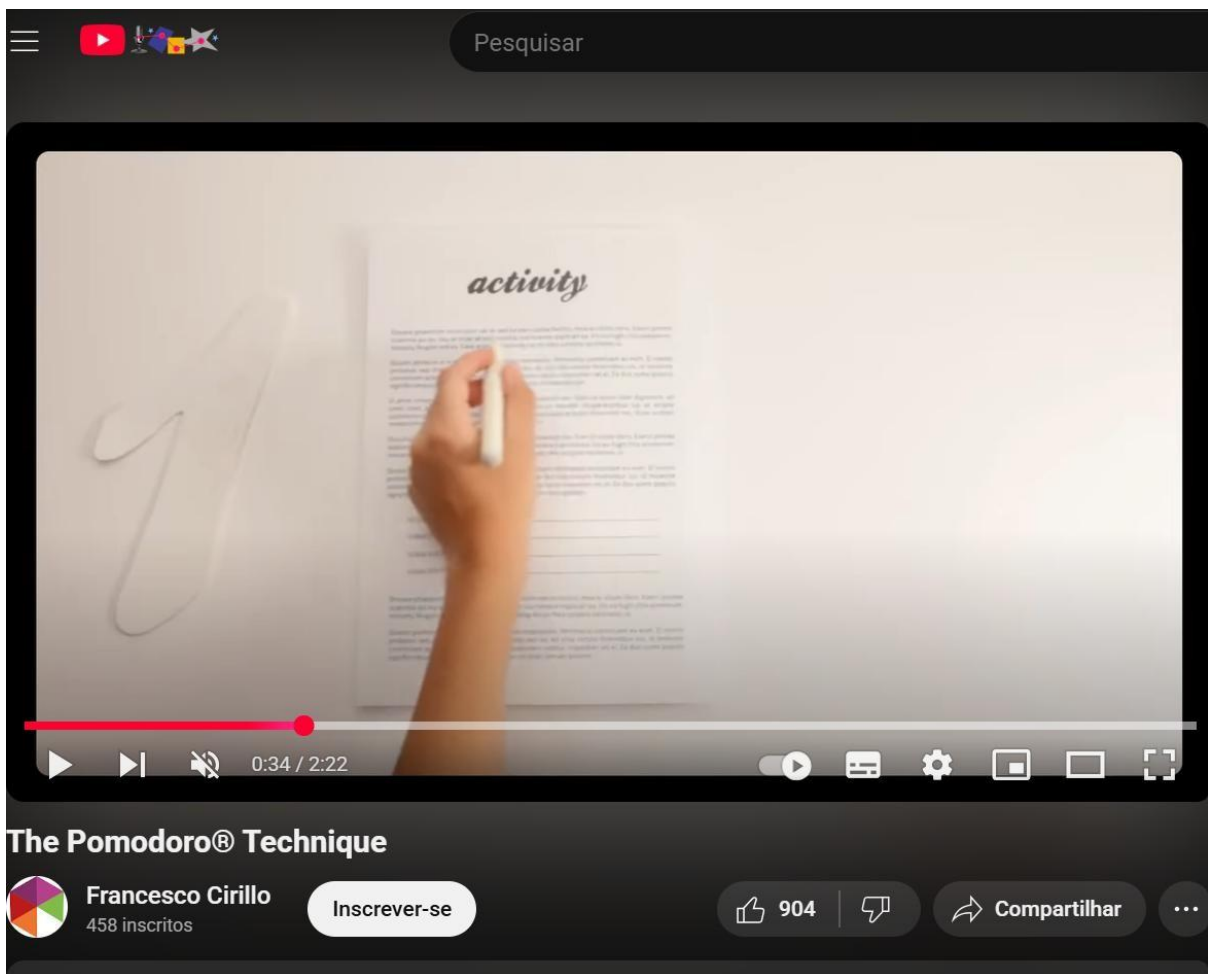
Step 3: Evaluate and Adjust

Adjust session duration or break times based on personal needs.

Note distractions and find strategies to minimise them

Appendices

4.2 Video watched in class, week 1



<https://www.youtube.com/watch?v=dnt2ITdcn8g>

5. Reference

Cirillo. F (2006) *The Pomodoro Technique*, v1.0, p6. Online available from URL <https://friend.ucsd.edu/reasonableexpectations/downloads/Cirillo%20-%20Pomodoro%20Technique.pdf> [accessed 08 April 2025]

Forsyth, P. (2022). *Successful time management : how to be organised, productive and get things done*. Sixth edition. London, United Kingdom ; Kogan Page.

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