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Title Of Report – Assignment 1: Time Management

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INTRODUCTION

In this diligent era, students need preplanned time to analyse academic problems and to achieve goals in studies. Students perform many activities such as making assignments and preparing for exams and these activities need desired time to prepare for it. This report will evaluate importance of time management skills during writing, reading and listening. This report will also explore some important elements of time management and how we can deal with situation in under pressure and also, we will take insight on how some things are responsible for wasting time.

This report based on the book titled 'The Study Skills Handbook

SUMMARY OF BOOK

The book concludes topics related to time management and also this book tells why time management is important. Firstly, time management is becoming very important to us to achieve success in study. If we preplan everything like making assignments on time then we will have time to prepare for exams and also the book discusses some effective steps to manage time like how much time requires to study or to do any other work. We have to make timetable according to week and months and try to supervise where time is wasted in unwanted activities. We have set priorities and making list of upcoming activities and try to complete work on time. Some time management techniques also discussed in this book such as time saving strategies and online study techniques. Some quotes which are mentioned by students are also mentioned in the book like: "The thing about studying so much on your own is that you realise how you rely on other people, teachers or just others working around you, to help stay concentrated yourself. When it is just you and the screen, you drift off more easily, so you need to give yourself ways of staying focused. I always start it by making a list of things I have to do – there's always more to add than I imagine, and that usually shocks me into getting down to it. When you are researching online there is always the temptation to look up just one more thing or to see what one more search engine turns up. You have to know when enough is enough."

3.1 Time Management: Hours required for study

In book there are also hours mentioned according to years and week which are required to study. According to (Cottrell, 2019) a successful full-time study on degree programme takes up to 1200 hours every year and if there is work based courses are their then hours may also include workplace practises and activities. If we take number of hours according to week then there may be some varies because number of hours totally depend on how many weeks are off, we take for example: 1200 hours = 23 hours a week for 52 weeks. 1200 hours = 27 hours a week for 45 weeks, If we take break of 7 weeks then we have to distribute our time according to different terms and holidays pattern.

3.2 Time Management: Nominal hours requirement

According to (Cottrell, 2019), there is nominal requirement mentioned in the book which is general assumed that how long it takes to study. There are various factors according to different student's factors such as:

- How much additional study required to get higher marks.
- How quickly they go through the study topics.
- Care taking in fine tuning their studies.
- Demands of work-based performances.
- Is they find study complicated or not

3.3 Time Management: Part-time study

According to (Cottrell, 2019) numbers of hours totally depends on the division of the qualification during every year. If we study approximately 50% of fulltime degree then it would be around 600 hours per year or 12 hours a week and if we study of 80% of

fulltime degree the it may be around 960 hours a year or it may be average 18% hours a week.

Lifestyles - there is more flexible time to part time students as compared to full time and they can enjoy their leisure time in enjoyable activities or they can work also to manage their lifestyle.

Support - Part time students have opportunity to get support from their parents and family because they have a plenty of time to spend with their families which helps to get free from stress and depression and this can also increase energy level. another benefit to part time students is that they can get personal tutors and lecturers support also to improve their performance in studies.

Motivation - they have time to refresh their brain by performing their desirable activities or they can watch motivational videos or to read books which can helps them to enhance their motivation in studies or any other activities.

EVALUATION

This book about skills regarding time management that how much and how well work should be done in limited time and after that also to spend our leisure time with family and doing any free time activity. Well, there are some effective time management steps discussed in the book steps such as Be systematic, clarifying time, time planning, apply it and monitoring our working. These steps are important to set our priorities and to increase effectiveness on time which can also enhances our critical thinking and motivation in studies which leads to a desired success in academic career. Moving further, Time management techniques such as focused on task, set early deadlines, organise time to study and try to complete task on time which will also help me to reduce stress and to increased productivity in my work. Nowadays, Students are becoming depressed and feel anxiety because of under pressure situations through which it will affects their studies. However, when there is preplanned timetable used by students, they will complete their work on time through this it will help them to feel free, becoming confident and also it helps to enhance energy level. Moving-further, Sleep is also very important part of our life and some of us are not able to sleep well due to anxiety and stress. So that's why as we mentioned above time management is one of the main elements which helps to get rid from anxiety situations. By Time management we can get a good sleep which will helps to refresh our brain. "If you feel that your time is under pressure, or you suspect that you waste time that could be better spent on other things, then it is worth developing your time-awareness and time management skills" (Cotrell,2019). This book helps me to learn lessons about how I can manage my workload and achievements. This book helps me to explore how I can spend some time thinking about priorities and working out on goals. Priorities tasks into important, urgent and not urgent. Then try to break tasks with manageable steps. Afterward, the book helps me to recognise my achievements and through these time management techniques I can able to enjoy my leisure time.

CONCLUSION

In a nutshell, the book providing a bunch of tips and resources regarding time management which helps to students to succeed. The book provides guidance and advice to maximise time as a student and to manage according to different tasks. I think this book can really inspire students and helps us to build confidence to enhance their performance for their desired higher standards in studies. According to me, this book is really valuable for students to learn something or to gain advance knowledge about skills through different strategies mentioned in the book, it prepares students for before, during and after academic studies

REFERENCES

- Cottrell, S. (2019) The Study Skills Handbook, London.
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