

University of wales trinity saint David
Academic and Employability skills BMSW4001_LON

Task 2 : Academic Report

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Introduction

In this report I will be covering 4 topics in this order ; Time management , Critical and analytical thinking skills , referencing and reflection . I will be reflecting on what I knew before this term , what I have learnt and if this report will be useful for my academic and employability journey. I will then proceed to summarize my report after researching a few of my own findings to come to a conclusion.

Time Management

Before I attended University of Wales Trinity Saint David , I knew the basics about Time management which is managing your time well and efficiently. However when I joined University of Wales Trinity Saint David , every lesson I had each week , I learnt more and more about Time management which can really help me prepare myself for my future career.

Time can not be managed. It moves forward and never backwards. Since I am managing time, it's important to make your best use of your time. Time management is all about spending an appropriate amount of time spent on specific actions. You practice skills and use tools and methods to assist you when achieving tasks, projects or are working toward goals and deadlines. One good method that I will be using to work and improve on my time management is the Eisenhower Matrix method.



The Eisenhower method makes you separate all your activities into four priority levels, Important and Urgent to Not important and Urgent as you can see from the image above. The important and urgent tasks receive the highest priority level and should be your primary focus to complete as soon as possible. If you have not completed the important and urgent tasks you can not then proceed to complete the important but not urgent tasks . They are usually tasks that have been set deadlines so they are worked around deadlines . These tasks are the ones you can allocate to others or you can complete yourself if you must, but only after your first and second tasks are completed. The not important and not urgent tasks are tasks that we can argue about . Is it necessary ? Is this task pointless ? This may vary due to the perception of urgency and importance, but mainly these tasks don't even need to be done and would be considered a complete waste of time by most people.

I'm planning to become a Youth Worker and time management is one of the most important skill you must master . Why is that so? As a youth worker you will be allocated 5-10 different people to work with in a period of 5 months and that's a big responsibility . Having between 5 to 10 people depend on you every single day. It is going to be overwhelming and stressful and that's where time management falls in place. If you do not prioritize your work or set a schedule you will be rushing which will lead you to becoming stressed which will then lead you to not being focused properly and that will not help you or the people you , your employees or the people that need your help.

In my academic Journey I will be receiving reports left, right and center each week and will have to be completed before a certain or on a certain day .As a student and worker I do not have a lot of free time on my hand . I work 4 times a week and study twice a week so its important I work around university and study around work so I can complete and do what needs to be done . Furthermore, by using time efficiently and complete my work on time, I will stay engaged with my learning, and on my time free I will do the things that make me happy such as going out with friends and spending time with my loved ones. If don't have control of your time, it's easy to end up feeling rushed and overwhelmed. And when that happens, it can be hard to figure out how long it's going to take to complete a task. Once you learn how to manage your time, you no longer subject yourself to that level of stress. But it's all about doing the Important and urgent tasks first and not the pointless ones that are going to take up majority of your time first.

Analytical and Critical Thinking skills

Before term 1 I knew that critical and analytical thinking is about asking the right questions that helps you understand the meaning and significant claims. You can look at critical thinking in different angles. For example in a court house , lawyers will be asking relevant questions and the judges will be evaluating the arguments and evidence to the determine how strong or valid the information/evidence is. That's one way to look at it. Or you can look at it from another perspective which is that someone with critical thinking skills is able to step back from an argument to see it from every single angle . They will be able to identify errors and approach the problem in the right way . So from all of this I know that it's all about coming down to the best possible solution to solve a problem.



Even though I knew what critical and analytical thinking was by the end of term 1 my knowledge about analytical and critical skills had expanded. I learnt that it can be broken up into two . Critical skills is all about leadership , empathy , creativity and analytical skills include problem solving , ability to collect and analyze information and communication .

This is extremely useful in my chosen career path. With empathy, I will be able to empathize with the young person and learn and understand their needs and motives. Since I'll understand their needs I will arrive to a solution to solve what needs to be solved. To be able to come to a solution I'm going to need to gather useful information , analyse the information I've been given and come down to best solution that will help this young person. A solution that will 100% help and not a solution that will not get this young person anywhere . Adding on to that , Those with high levels of empathy are skilled at understanding a situation from another person's perspective and reacting with compassion and being a youth worker it's not about judging the person and their actions , it's all about understanding why and giving them the help and support they need.

"With good leadership, you can create a vision and can motivate people to make it a reality," Jerome Taillard says associate professor of finance at Babson College. Leadership is important outside and inside of the workplace. As a youth worker majority of the time you will be doing one to one meetings so you need to be your own leader and make decisions on the spot and speak up . If I can't be my own leader then I am not ready for this career path. As my own leader I need to be able to motivate myself , push myself to thrive and if I can't do that I can not lead other people. To be able to lead others means building respect and trust among others , being the voice of those who need to be heard , wanting everyone to succeed and achieve the best of the best and being able to work in a team accurately.

As a student I need to be able to be a leader or develop that skill. Why? There are times I will put into group works and I must be able to lead and participate in the project . There are times where we can be chosen at random to lead our group and we must be prepared for that. With a leader in the group aims and objectives will be set . Tasks will be allocated to the people within the groups. Without a leader in the group people will not be heard , there wont be aims and objectives since people will be doing what pleases them. That's why its important to be able to lead. Sometimes people will rely on you

Referencing

Referencing is important in academic work. It provides evidence to support your own assignments and allows you to acknowledge other people's work.

References should always be accurate, allowing your readers to trace the sources of information you have used. If your reference is not accurate you have nothing supporting your essay which will cost you marks. When referencing you must keep a record of all the sources you used when reading and researching for an assignment so that the person marking your work could go back to the reference. I have learnt that if you do not use reference when you are using someone's idea it is known as plagiarism that's why is it extremely important to make It clear that it is not your words.

However reference in academic journey and employability are two different things. In a workplace an employed can give a basic or detailed reference. That reference will be about you . The reference will be about the skills you have , your strength and weaknesses , your character/attitude , your ability and experience at your work place . In the reference your employer will also talk about your punctuality , your days off at work if you had any and why you was off on that days . It's all about your time at your chosen workplace and what your employer has seen and knows . When applying for a different job the person interviewing you would ask for a reference , from your previous job.



Reflection

I never really had any knowledge on reflection until now. Reflection is about analyzing your own work to improve the way you work. It's a valuable skill that will help with self-awareness. In my chosen career path Reflection would involve reviewing a professional experience or approach to help make positive changes for your future practice. It will turn my experiences into learning and will help me improve in a way that will be right for me.

I think that reflection could also be on the past mistakes you've done and what you can do better next time . For example If I was working as a youth worker right now and I came up with a solution to help someone but that solution that chose did not help , I would take a moment and reflect on what I could have done better and what I will do in the future to prevent this.

I honestly believe that having a look at back at things you need to improve on will help you a lot. Its all about spotting the errors and coming up with a possible solution.

Findings

Stress.org.uk believes that lack of time management can have serious effects on a person's wellbeing. It will cause you stressed and you will fatigue, unable to focus and you will most likely be irritated with everything and everyone. stress.org.uk have said that "when you have failed to manage your time you may be unclear about what is important and end up working on the things that are put in front of you or reacting to demands made by others rather than doing the work that needs to be done". Which is a statement that I extremely agree with due to my lack of time management.

Conclusion

Looking back at my report my biggest priority right now is time management. If people are going to be depending on me in the future I need to be able to balance my work life and my non-work life to be able to achieve my aims and objectives I'll be setting myself. To do that I'll be using the Eisenhower method. I truly believe that, that method is the best method I have come across. Furthermore even though I know of those 4 topics I have spoken about I'm going to be practicing those skills so I can achieve what I need to achieve in life.

<https://luxafor.com/the-eisenhower-matrix/> (Eisenhower Method) – page 3

<https://www.nottingham.ac.uk/studyingeffectively/studying/creativecriticalthinking/criticalanalytical.aspx> page 4

<https://www.youtube.com/watch?v=AwbmMn-Z7a8> page 4

<https://www.prospects.ac.uk/job-profiles/youth-worker> page 4

<https://entrepreneurship.babson.edu/why-is-leadership-important/#:~:text=%E2%80%9CA%20good%20leader%20can%20inspire,as%20much%20talent%20as%20possible> (Taillard) page 4

https://library.leeds.ac.uk/info/1402/referencing/47/referencing_explained page 5

<https://www.stress.org.uk/why-is-time-management-key/#:~:text=Poor%20time%20management%20is%20a,anything%20to%20do%20at%20all>. (Findings) page 6

