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Academic and Employability Skills

BMSW4001

Assignment 2

Time management

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1.0 Introduction

This assignment will help to explore the positive or negative influence of time management on the academic and employability performance of people. Its depended from our self to make decisions about how we use our time, putting effort and take control of it. Time management methods come up with an impact on the results of students as practical studies done by past researchers.

Every day of our life, time is essential; it is a usable commodity. It helps to immerse the idea of time through the institution. Planning your time sometimes could be challenging for many people. Time management plays a vital role in improving student's academic accomplishment and achievements. Every student should have it, its mechanism to be organized, setting goals and priorities on how to use your time.

When people are self-motivated, its more comfortable to know how to manage your time. We need to prioritize importance first before we begin accomplishing something else. Dealing to cope with your time could be challenging. It is good to be a focus on yourself and find out what you want from life.

The education and working scheduled must be planed properly and monitored for better results. Need good behaviour to develop, you must establish your target and achievements to get excellent quality results. "Success does not just happen. You make it happen" (**Forsyth P., 2007**). Self-management is discipline witch we must appeal by habit. It will improve to maintain our organization and plans that we want to work on it. Good habits will help to have better results; making time management is the key to reach your goals. However, bad habits, as we all have it sometimes could be difficult to complete our work.

1.1 Academic and employability skills

Reading and writing at an academic level will both expand your topic and general vocabulary and develop your skills. When in the workplace, the ability to create and using appropriate language can be beneficial. While we are developing this ability, people have more confidence, and they help us in our career success. Academic writing is usually written in the third person and contains evidence and in-text reference, production of documents that serve as the permanent of your academic work. It is a different type of book, rules, and conventions.

Tradition language principles are essential such as grammar, punctuation, and spelling, making meaning in academic writing. The tone of academic writing also depending on the subject area and academic discipline you are writing in (**Matthäus A., 1997**). University is helping me to improve my English, speaking and educational. The support of the lecture is essential for us, and we learn to use formal language, plagiarism and to make research and methods on how to demonstrate our academic assignments.

Some people are leaving school because they want to start working, or others who finished school never worked. All of us have dreams, want to achieve, and create something better In life. For example, when I finished high school, I said to myself that I do not want to study anymore, I felt relief when I graduate. After one year, I came to live in England, and I start to think differently, surrounded by intelligent people, they inspired me to change my mind and try to study again. I already knew that I would face challenges in the course that I have chosen, but also, I am excited to gain more knowledge and meet new people.

Lots of people do not have the life experience or a basic understanding of what is supposed to become and stay employed and improve the future. Sometimes skills are separate into two categories, 'hard' and 'soft'.

Hard skills are technical, more like to solve mathematical equalizations or using PowerPoint. **Soft skills** are people with orientation, discussion and management are an example of those skills (**Marsh R.,2012**). Need to be a focus on how to make the balance between personal and professional life, to be responsible and how to take of personal development and learning. How we communicate, creating an excellent working atmosphere, be independent and straightforward are the keys that employers are looking.

I am working at Specsavers optician as a call centre assistant, and my work involved communication and customer service. When my colleagues and I are talking on the phone, we need to use formal language, which included medical terminology. English is not my first language, and it was difficult for me from the beginning. It is different from my previous job when I was working as a poker dealer in a casino. In a casino environment, people are complicated, it is a gambling industry, and we needed to be very patient with our customers. It was a good experience for me.

2.0 SWOT Analyse



A SWOT analysis is a quite simple yet powerful tool to help you build your enterprise plan, whether you are making a start-up or guiding an existing company.

SWOT stands for Strengths, Weaknesses, Opportunities, and Threats.

In term of **strength**, I see myself as a positive thinker and determinate to learn something new. In teamwork, I am always trying to have a good connection with my co-workers and to respect everyone.

In term of **weaknesses**, I can honestly say that I am struggling with my English and I need more time to get us to it with the atmosphere and new people.

In terms of **opportunities**, I am excited to develop my knowledge and complete everything on my list, I will be more confident in myself and my plans.

In terms of **treats**, I can see that I am going to have difficulties how to manage my time with working and study, weather, and world understanding and changing.

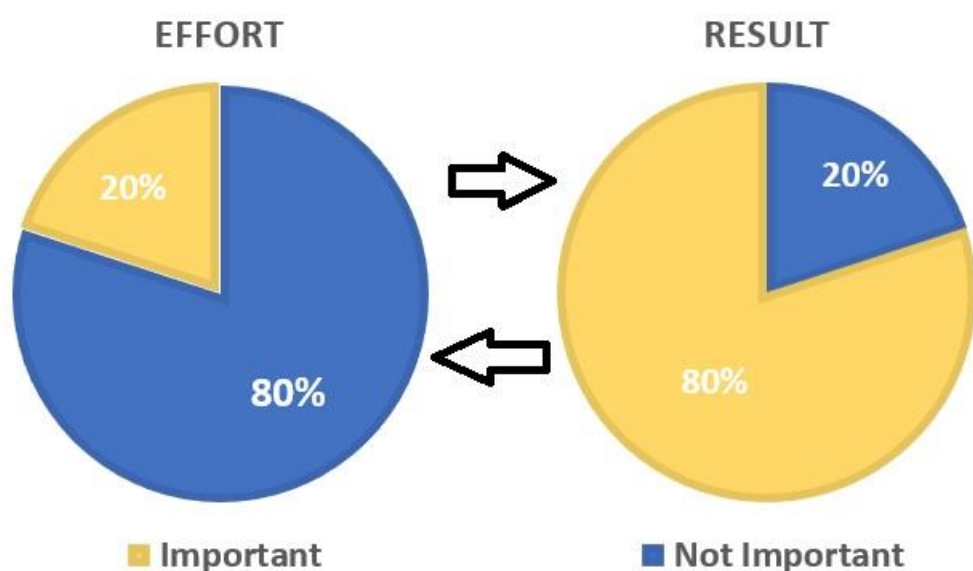
2.1Time management

Apart from setting goals and be responsible with our time, we need organization and methods on how to do it. When we are putting effort and pay attention to our priority, the result will be higher. Whatever you do with your time, it is on you, and that is the scary part. It is scary because we might make the wrong choices or miss out. People give excuses, and they do not want to realize what is more important, we all have time we just do not have a lot of it, so they must be sacrifices. "Lake of clarity is the number-one time-waster. Always be asking, "What I am trying to do? "How am I trying to go?" (Tracy Br., 2016)

Pareto Analysis is a simple decision-making method that can help you to consider and concentrate on different tasks by balancing the help that solving each one will provide. Based on the idea that 80 per cent of problems may be the result of as little as 20 per cent of causes. However, you can complete the whole book for the rest 20%, but it will take eight hours. It depends on you if you think it is worth it. This view is encouraging you to focus more on the things that matter most, primarily the tasks that help us reach our ambitions.

When I wake up every morning, I want to do as much as I can, but unfortunately, I don't have that time or to be more honest, I don't have a plan, and I believe this Method could help me to be more organized. When I separate my work task, it is more accessible to finished everything on time. The team helped me learn and improve, and I had to learn how to separate my job and finished on time. The urgent priority at my workplace is too was to answer the phone. When is busy we can't manage to make all reports to the costumers, and we create a plan, when we are two people in the office one person answering the phone and other one make reports, this is how to separate our task. The tool has some advantages, involving:

1. **Identifying and prioritizing problems and functions.**
2. **They are helping people to organize their workloads more effectively.**



“What is important is seldom urgent, and what is urgent is seldom important.” **(President Dwight D. Eisenhower, 1973)** Sometimes important tasks are also urgent, but typically they are not. Your To-do list is out of control, and you have no idea from where to start, we always want to get everything done and move on but how do we know what comes first and what cannot. Eisenhower created a useful time management matrix which shows us how we must spend our time on things that are important and not only to the urgent. His system is known as the Eisenhower Method, and we can separate from critical and essential responsibilities. We can only advantage of the Method if we can commit yourself to make the fundamental category of our daily tasks. Th involves that we group our responsibilities and activities into these priorities.

This Method comprises that we arrange our duties and activities into these four priorities.

1. **Priority 1 tasks are both urgent and important. (Tasks I will do immediately).**
2. **Priority 2 tasks are important but not urgent. (Tasks I will schedule to do later).**
3. **Priority 3 tasks are urgent but not important. (Tasks I will delegate to someone else).**
4. **Priority 4 tasks are neither urgent nor essential. (Tasks that I will eliminate)**



3.0 Personal Development plan

The purpose of establishing a personal development plan is a process of self-analysis, individual thinking and honest appraisal of your strengths and weaknesses. Should allow you the benefit of the training you have received, and to consider your future improvement. Personal development does not certainly mean increasing movement. Instead, it is about supporting people to improve their performance and accomplish their full capability at every stage of their path(Person N., 2018).

Before I came to live in England, I did not know what I want from my life. I was twenty years old when I first arrived, and it was scary. To move to another country is not easy at all. Throw the years I still did not know who I am and what I want to do with my life. I was a little bit lost. I guess we all been there. I was working in a casino environment for six years, and I thought that was my dreaming job, I felt comfortable and safe before I realize that now is my time to try something else and progress. Currently, I am working as a call centre assistant at optic, and I would like to see myself in the next two years as a manager in my company where I am working now. The environment is different, and the job is more complicated, but I am happy that I can face difficulties and challenges to gain more experience and to do some plans to achieve my vision.

There are some study abilities I want to make my development plan. That is why I start my study and I am doing my degree. Which will make it amazingly effective to achieve my goal and another side I must develop my skills which are such an important to achieve my ambition.

When I was creating my development plan, I need some steps to achieve my goal, and here they are.

Personal Development Plan

Goal	Action	Evidence of achievement	Target Date
Organising my time when it comes to university work	-To-do list -Post-it notes	University of Wales Trinity Saint David	February 2021
Improving and development at my workplace	Pay attention on every detail, asking questions, delivery a good costumer service	Making notes and research, communication with my teamwork	December 2020
Improving academic and formal language	Research, assignment, class exercise, communication with people	Be present in class, take advantage of lecture support	February 2021
Gain weight (3 kl)	Exercise, organise my food schedule	Join the gym	November 2020
Driving lessons	Organise my time management	Saving money	January 2021
Read 10 books	Research books are interesting and helpful to my development	I learn more easily when I read	January 2021



4.0 Conclusion

Since a good degree prevents employees from finding a job, however, a grade is not enough. Employers want much more from their graduate employees, and they want employees can bring benefits to the company and let the company in a strong position during the fierce competition. And I made a personal **SWOT** analysis built on employability skills and more aware of myself. I will stick to the plan and **PDP** plan, and I hope that it would help me improve my academic and employability skills after I graduate. I want to be decent in my workplace and focus on being grown for my future development.

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Assignment Component 2: Practical

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