



Skills That Support Academic Study

The areas I will be discussing to support academic study are Time Management, Critical Thinking and Research.



Time Management



Cottrell (2019, p. 125) says that "If you use time effectively, this gives you a choice in how you spend the time saved". This allows you to focus your time on more important areas and allows you to cope better and achieve realistic results. As a reward this allows further time and opens further opportunities.

According to Moore *et al* (2010, p. 135) "There are three big time management issues for students: Planning, Procrastination and Perfectionism". Time must be planned effectively to allow the required time to undertake the daily work required, planning is an important key stage to time management This is done by creating a list of tasks, allowing enough time for each task to be completed by their deadlines, this is important as it provides a guarantee that targets can be achieved..

Bedford and Wilson (2009, p. 11) claims that "Try mapping out your week a day at a time like a timetable. Put in things you cannot avoid such as lecture periods". A timetable is always important as this allows you to see what you must do for the day or week. it also helps to plan when you have free time to do different activities such as go for food with family or have free time to do whatever you want to do.



Critical Thinking



According to Cottrell (2017, p. 1) "Critical thinking is a cognitive activity, associated with using the mind. Learning to think in critically analytical and evaluative ways". This can be displayed during a difficult situation where you take a back seat or a more distant approach to evaluate a situation to help gain more understanding of the bigger picture, this allows you more time to make an educated decision which is likely to lead to a more positive outcome.

Eales-Reynolds *et al* (2009, p. 1) claims that "These abilities underpin good management and leadership. Critical thinking skills will be essential to your study and your professional practice". This allows you to analyse various situations, understanding the needs of others and providing the framework that others may need. This can help develop the skills of others, everyone is different, understanding their best way of working and using a different approach to help them thrive.

Cottrell (2019, p. 255) Believes that "Developing your critical ability is rather like becoming a good detective: hunting out clues, working out whether they are what they appear to be". This is all about understanding a situation fully from start to finish, evaluating what has happened, why it's happened and reflecting on the situation for an improved experience in the future. It is also about providing the best possible outcome and having the ability to spot things and understand things from a different perspective.



Research



Day (2018, p. 57) Believes that "A sensible approach to researching an assignment is to move from the general to the specific; that is, to find and read relevant textbooks". This Allows enough time to understand the subject better and further improve your knowledge of the focus areas, as a result providing a better work output for the areas of interest.

Cottrell (2019, p. 233) suggest that "Research is something we all do. It starts with a 'spirit of enquiry', whether this is investigating 'best buys', sports results, new music or finding a cure for diseases". Research allows us to develop a better understanding. It gives us the ability to understand all aspects of the subject, this allows us to make better decisions and further improve our knowledge. Research is conducted by us all, even when we don't even realise it, this has become second nature to many.

Moore *et al* (2010, p. 53) points out that "Research is a process of inquiry and investigation which can help to solve practical problems and increase knowledge". Researching all aspects allows us a better outlook on resolving and finding solutions to existing or even future problems, this allows the individual to make better decisions and providing more positive outcomes.

The aim of this topic was to understand some of the key areas of academic skills and the importance they have. Cottrell (2019 p. 169) claim's that "These can sharpen your thought processes in ways useful to most aspects of life". After studying the skill areas listed, it is clear how important these skills are to us all. Research has been conducted throughout this module, to gain enough understanding. Managing the time needed to carry out the work and using our knowledge successfully. The three areas discussed provides a foundation for academic skills as these all provide the structure and abilities needed to support us with our decisions and choices, utilising all these skills together help us become better in supporting ourselves and others. The skills also allow us to learn and dictate our actions and the future of Academic skills.



Reference List

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