

Within my time at university I wish to achieve many things. Firstly, I wish to achieve my time keeping on given assignments. It is important that I address this, as I need to allow myself the time to correctly complete work at the best standard and effectively. It would also take away any stress about deadlines as I would have set myself enough time to complete the given work. I also wish to improve on my organisation skills, to be able to have everything structured and set out correctly. Instead of jumping to different topic areas, and missing out vital information, it would also help me to improve on my ability to learn and understand more effectively as everything will be in the correct format, with all information needed. Lastly, I would like to achieve and improve on my concentration skills during team's calls. Learning online has always been a negative for me. I have always found it difficult to engage in lessons online as I feel there are many disruptions. I understand that other students are allowed the time to speak freely during calls, but this does interrupt my ability to concentrate. I hope that by the time I have completed this university course, online lessons won't feel so daunting and stressful.

To be able to improve on my time keeping I need to set out reasonable dates to complete assignments. I could assess each given assignment and plan out what is needed to complete each one. By planning out the work needed this will allow me to see which assignment requires more time and attention and understand the areas which I need to give more study time to. If I wish to be more organised with my work I need to structure everything out better. To this I can study all subject areas in the correct format given, so I don't complicate everything by studying different topics at the same time. If I wish to create my own studying sheets, I should create folders for different subject areas and make correct headings, instead of keeping random loads of un-headed work in my folder. Lastly, in order for me to find online lessons more effective, I have to keep attending each class for the full amount of time. I also need to rely more on the live classes instead of the pre-recorded lectures. And I need to understand that when students engage in the classes they may have their own opinions or struggles during the work, which they may feel happy to share and engage with during the call. This is why online calls are beneficial as someone may be able to help or advise on the given task or work, or they may ask the lecturer to help with something that you don't want to ask about.

To achieve my time keeping goal I would need to create or buy a calendar/ wall chart where I can plan and write when my assignments need to be completed. Or I can just use an online calendar, which can send reminders through my phone each day. (monday.com) To improve on my organisation skills I can use Microsoft Word to complete different study sheets and create folders to organise them better. (.microsoft.com) Lastly, to improve on my concentration skills I can set times where I will take breaks, so I do not feel so overwhelmed taking in information. I can use a stopwatch app to help set regular break times. ([Stopwatch \(stopwatch-app.com\)](http://Stopwatch (stopwatch-app.com)))

My objectives are relevant to my personal aspirations as each objective will help me achieve my future career. As I wish to be a criminal defence lawyer it is important that my time keeping is on point, as I will have deadlines to complete work throughout my career and people will be dependent on me. My organisation skills are important as I will need to keep up with the constant work loads I will be faced with and it is important that I separate

different work files from each other. My lack of concentration will need to improve as studying law or any other field will require a lot of hard work and concentration. In the near future, I know I will achieve all of these goals, and I will get through any degree I wish to take on.

The timeframe I am going to give myself to complete all my objectives will be to the end of this course. I believe the course is around a year or just under a year long, so that gives me enough time to adapt and change my negatives into a positive. I will definitely be more prepared for the next coming assignments, allowing myself to have more time to complete work. I will also set myself weekly and monthly milestones to help track my progression, with studying.

Reference list

([monday.com](#) | [A new way of working](#))

([https://www.microsoft.com/microsoft 365](https://www.microsoft.com/microsoft365))

([Stopwatch \(stopwatch-app.com\)](#))