

# ACADEMIC AND EMPLOYABILITY SKILLS

## Table of contents:

- **Time management:**
  - what's time management
  - Benefit of time management
  - How I improve my time management skills
  - Time management in Software developing
- **Reflecting methods:**
  - what's reflecting method
  - Kolb Cycle
  - benefits of Kolb Cycle
- **Self-Assessment** (SWOT)

# WHY IS TIME MANAGING IMPORTANT?

## ► Benefits

- Better **work-life balance**.
- More get done.
- **Decision-making** has been simplified.
- Improved **concentration**.
- Increased **productivity**.
- Less procrastination.
- Improve **self-discipline** and **confidence**.



# HOW I IMPROVE MY TIME MANAGEMENT SKILLS (ACCORDING WITH 3 TM BOOKS)

## "Eat That Frog" by Brian Tracy:

- 20/80 Pareto principle
- follow my body clock
- Develop a Sense of Urgency

## "Deep Work" by Cal Newport

- Focus on one task at the time
- Ritualize my Deep Work
- Do not jet leg my self

## "4-Hour Workweek" By Timothy Ferriss

- Definition
  - Elimination
  - Automation
  - Liberation
- 



**Organize**

**Prioritize**

**Setting Measurable Goals**

**Monitoring**

**PDP**

# TIME MANAGEMENT IN SOFTWARE DEVELOPING

# Prioritize

- Using 20/80 Pareto principle
- Defining Important & Urgent (Eisenhower method)
- Focus on one thing at the time

# Setting Measurable Goals

- Breaking down objective
- Set both short-term and long-term goals
- Block task in schedule (use Calendar and Bullet journal)
- Use SMART

| Goal: Larning coding with Java |                                                                                                                                           |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>S</b><br>specific           | What specifically am I trying to achieve?<br><br>Lerning the base of coding of Java by next year                                          |
| <b>M</b><br>measurable         | How will I measure success?<br>- Using bullet journal<br>- 6 hours coding lesson online at week<br>- Project simulation any month         |
| <b>A</b><br>attainable         | What steps do I need to take to attain the goal?<br>- Learn base of computer science<br>- Conceptual Project<br>- Learn leguage's comands |
| <b>R</b><br>relevant           | Is this relevant for my long-term objectives? Is this the right time?<br><br>Yes, according with other software developes                 |
| <b>T</b><br>time-bound         | What is the time frame for the goal?<br><br>1 year                                                                                        |

# MONITORING AND PDP

## PDP analysis (checking):

- Prioritize
- Succeses
- Failure
- Process

| Personal Development Plan Template                              |                                                                      |                                                                                                                                      |                                                                                                    |                                                                                      |                                                            |                                                                            |
|-----------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------|
| Objective.                                                      | How I will achieve this.                                             | Resources required                                                                                                                   | Potential obstacles and how these can be overcome.                                                 | How I will measure success.                                                          | When I will achieve this by?                               | Who can help me achieve this?                                              |
| Learn Java                                                      | by online course                                                     | <ul style="list-style-type: none"><li>- PC</li><li>- Wi-fi</li><li>- Javascripty software</li><li>- Youtube</li><li>- Time</li></ul> | <ul style="list-style-type: none"><li>- limited time</li></ul>                                     | <ul style="list-style-type: none"><li>- monthly project simulations</li></ul>        | <ul style="list-style-type: none"><li>- 1 vear</li></ul>   | <ul style="list-style-type: none"><li>- my software dev. friends</li></ul> |
| <ul style="list-style-type: none"><li>- Learn Phytton</li></ul> | <ul style="list-style-type: none"><li>- MasterClass online</li></ul> | <ul style="list-style-type: none"><li>- PC</li><li>- Wi-fi</li><li>- Phytton software</li><li>- Time</li><li>- Money</li></ul>       | <ul style="list-style-type: none"><li>- Limited time</li><li>- Limited finacial Resorces</li></ul> | <ul style="list-style-type: none"><li>- test made by the learning platform</li></ul> | <ul style="list-style-type: none"><li>- 6 months</li></ul> | <ul style="list-style-type: none"><li>- - -</li></ul>                      |

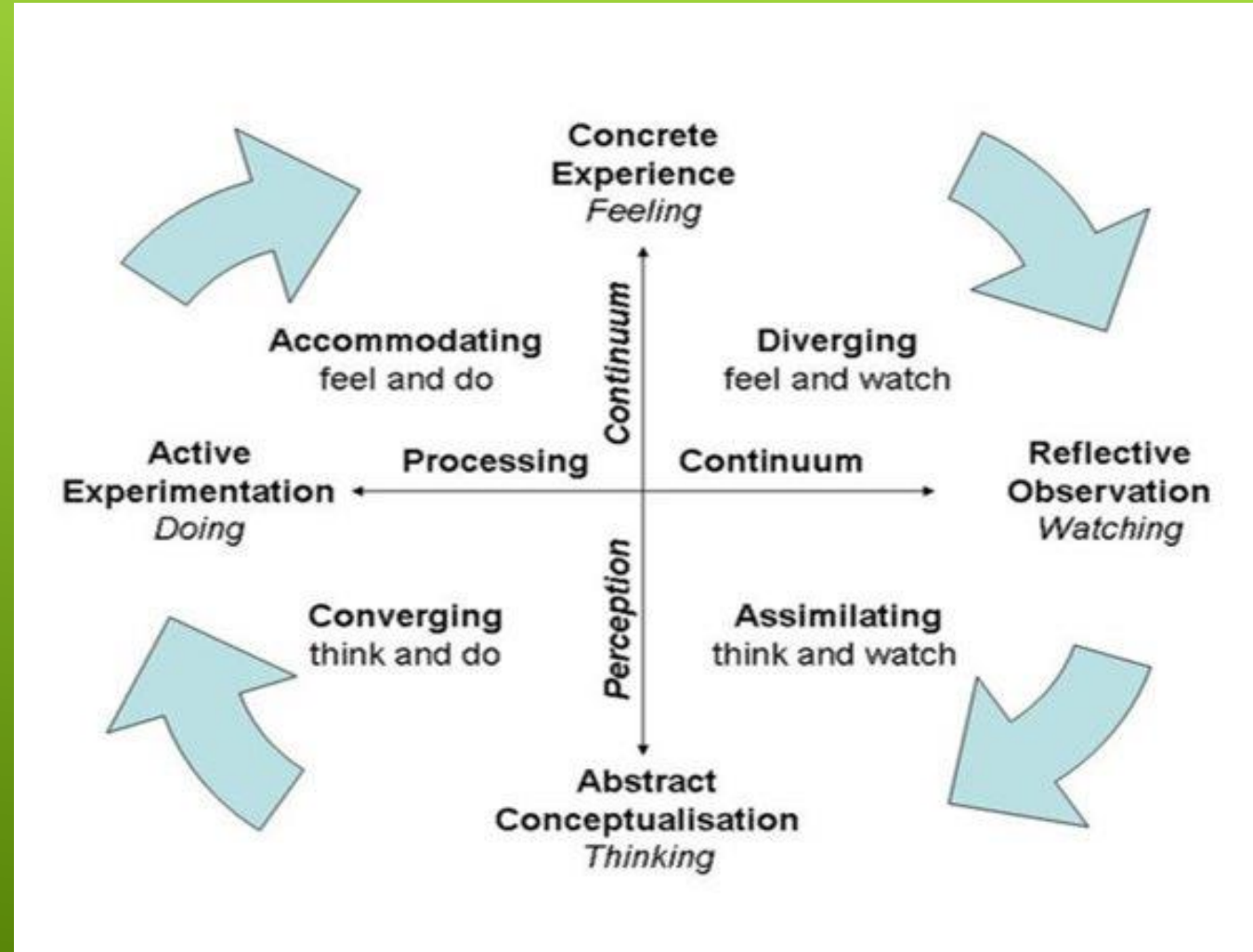
# REFLECTING METHODS

## KOLB CYCLE

"thinking makes you act effectively in word, (...) it make you win the battle you undertake" Jordan Peterson

### Benefit of using Kolb:

- Matches with my learning style
- Evaluate and Deepen the topic.
- Revealed what's effective and ineffective.
- Less time spent to think "how to express the concept".
- increasing self-awareness.
- Creative thinking.



# SELF-ASSESSMENT

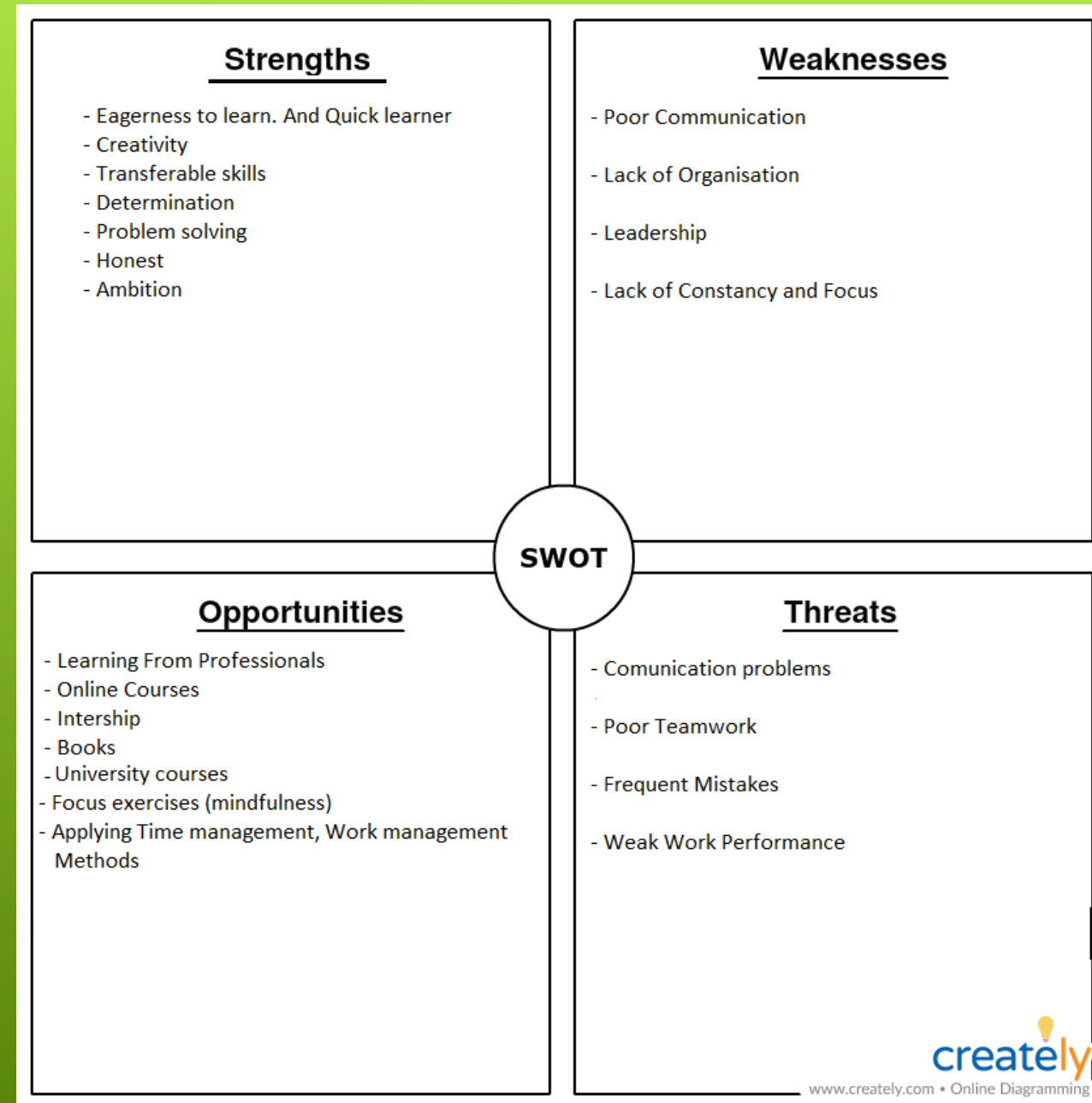
## SWOT AS SELF-ANALYSIS TOOL

**Skills Employer wants:** (according with <https://newmanu.edu/>):

- Critical thinking and problem solving.
- Teamwork skills.
- Professionalism and reliability
- good communications skills.
- Leadership.

What I need to improve:

- Communication ---> I'll try to talk more with people
- Leadership --> Reading leadership books and working with other professional



# REFERENCES

- ▶ [Time Management Skills: Definition and Examples | Indeed.com](#)
- ▶ [A Step-By-Step Guide to the PDP Process | Lucidchart Blog](#)
- ▶ [skills-time.pdf \(tideway.london\)](#)
- ▶ [Time management | Employability skills | ICAEW](#)
- ▶ [Top tips for time management | Academic & Employability Skills \(bath.ac.uk\)](#)