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ECGE4005P/C

E -Portfolio

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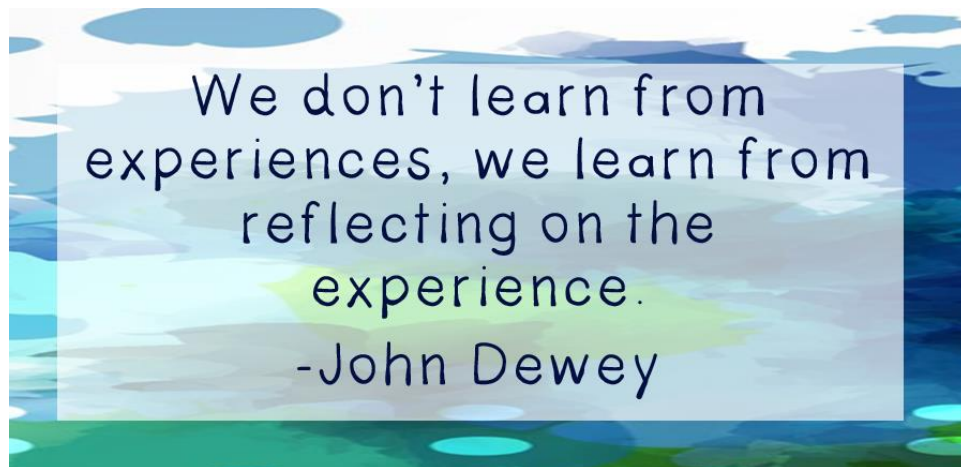
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Exploring the benefits of reflection



(Dewey, John Knilt 2020)

How effective reflection can improve your life?

Reflection is an essential tool, many complete this task without realising, I for one regularly reflect on tasks/activities I have completed in both my personal and professional life. Reflection is an active process of what you did? How did you do it? And what you did? It is useful to use the result of your reflection to handle the scenario better in the future.

From my own first-hand experiences and knowledge, I can think instantly by using a holistic approach as to how I will deal with a situation whilst studying as an adult learner.

According to Donald Schon's (1991) reflective theory, there are 3 stages to reflection:

- 1. 'Reflection in Action' is the knowledge you already have from past experiences, for example tying my shoelaces, I learnt how to do this when I was a child, therefore, I know how to complete this task from previous experiences.

- 2. 'Reflection in action' is to question why? Results in making an instant professional decision.
- 3. 'Reflection on action' This would be my final reflection after the event including; what went well? what went not so well? what would I do differently next time to enhance my learning?

"Reflective practice is a dialogue of thinking and doing through which I become more skilful." (Schon 1987, p. 31)

A reflective journal is essential for my adult learning as I can log all strategies, feelings, difficulties, previous knowledge, experience, thoughts, evaluate and monitor my progress throughout my studies.

Have you ever done this?



Image, Donald Schon Concept of Reflective Practice (Schon, 1983) p 73

As I focus on 3 of Schon's ideas, I share my personal perspective on how each may be implemented;

- **About learning from others** – Sharing knowledge and experiences as well as communicating effectively with peers is important to me. Although I may have different views from them, I am always open to listening to alternative perspectives and learning from them. Support and discuss my own strengths and weakness. As McKay (2008, Forthcoming) says: there are “compelling reasons” to do reflection in collaboration with others.
- **Ongoing throughout your career** – Reflective practice is essential for the growth of your career; it is a lifelong skill once adapted simultaneously. Reflection is an essential skill to own as it helps you develop and grow throughout your professional career- it never stops. ‘Several researchers and theoreticians state that as part of their professional competence teachers should conduct some research into their own practice to enhance development’ (McNiff, 2002; Smith, 1990).
- **Shared activity** – share your reflections and perspectives with peers, be creative and curious. Share strategies, techniques and approaches. ‘The journey from novice to expert requires that teachers engage in numerous reflective activities involving noticing, analyzing and taking action’ (Moore-Russo & Wilsey, 2014).

Why not try it today?



Everyone can benefit from consistent, effective reflection, it contributes to your overall learning and development throughout life.



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What is good Time Management?

This essay will explore what makes good Time Management. Time management is known as the technique of organising and planning effectively and deciding how to split time between various duties and activities. Using Time Management wisely will produce impressive results in completing tasks and activities with less stress. (Aeon, Faber, Panaccio 2021). 'Time management is defined as a form of decision-making used by individuals to structure, protect, and adapt their time to changing conditions' (Aeon, Faber, Panaccio 2021). Interestingly, time management is a relatively new concept. As a result of a meta-analysis to assess the impact of Time Management 'Results show that time management is moderately related to job performance, academic achievement, and wellbeing' (Aeon, Faber, Panaccio 2021). Their meta-analysis consisted of 53,957 participants and over 158 studies. The findings imply a moderate connection between time management and well-being, academic performance, and work performance. It is also important to note personality types and environmental factors are smaller than managing time. Interestingly, there was little evidence of a gender gap in time management skills between men and women. Furthermore, they discovered that there is a growing connection between time management and job success over time. Time management is more likely to result in positive work performance than it was in the early 1990s. The meta-analysis identifies effective time management increases both work performance and well-being.

Moreover, according to the self-regulation theory (Zhao, et al 2019). Self-monitoring is an essential part of pursuing academic goals. Based on this approach, they investigated how procrastination is influenced by and how self-monitoring and time management are linked. Results identified from their case study of 503 Chinese college students show that procrastination was negatively linked with self-regulation and effective time management procrastination and self-control. This means Time management was successfully linked with effective self-control and self-management. However, the ability to manage your time has a moderate impact on your well-being, academic success, and work performance. These three results are significant in people's lives. A stress-free, well-lived life involves doing an exceptional job at work, achieving excellent marks in school, and promoting psychological wellness. Thus, the widespread advice to improve time management is unfounded: the value of time management cannot be overstated.

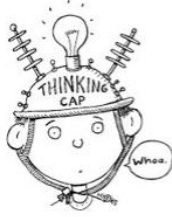
Another significant factor relating to time management is procrastination. Procrastination may be defined as 'the voluntary delay of an intended and necessary and/or [personally] important activity, despite expecting potential negative consequences that outweigh the positive consequences of the delay' (Klingsieck, [2013](#)). 'Procrastination is frequently influenced by various negative factors, for example,

lower academic performance' (Steel et al 2001). 'Increased stress' (Sirois et al 2003). and 'poor mental health' (Stead et al., [2010](#)). To be able to eliminate procrastination, one must be aware of the causes and circumstances that keep it going.

However, Dewitte and Lens. (2000) completed two different studies, the results from their first study's findings revealed that procrastinators were found to have low action identities. Their second (questionnaire-based) study revealed learners had more precise goals regarding their studying, they also postponed more of their personal activities and studied less in general than non-procrastinators. (Dewitte and Lens, 2000). Procrastination has common links to low self-regulation behaviours and poor time management issues. (Wolters et al, 2017). Moreover, the research identified learners would comprehend a better concept of time management and its role in self-regulated learning. Through these efforts, learners often regulate their time effectively as they engage in their academic activities which are compulsory for achieving their learning outcomes by implementing producible management of time. There are various approaches to procrastination: the differential psychology perspective; the motivational and volitional psychology perspective; the clinical psychology perspective; and the situational perspective (Klingsieck, 2013). The purpose of their study was to produce contrasting strategies to develop a better concept of procrastination by undertaking multiple methods.

Furthermore, Time management can play a vital role in any individual's life. Meta-analysis evidence suggests that if time management is used effectively, it can in return boost productivity and cause less stress for students. (Aeon, Faber, Panaccio 2021). Additionally, it is a critical competency for both personal and professional success. Furthermore, Time management is a significant self-regulation process. (Zhao, Meng Sun, Xu, Geng, Han, 2019) In addition, procrastination has many negative factors including little self-control, lack of time management skills and poor mental health.

Finally, during Covid learners were expected to sign up to online courses which involve self-regulated motivation to study. They found learners struggling to self-study, so they implemented a self-study intervention to see if this would help all learners succeed in completing their course. Which was identified to be successful. Unlike the learners who never interacted with the online courses offered to them, who went on to withdraw their studies shortly after. Future recommendations for teachers and education facilities could use this information to implement interventions for all courses to boost completion percentages. (Beishuizen & Steffens. 2011; Wang et al., 2013)



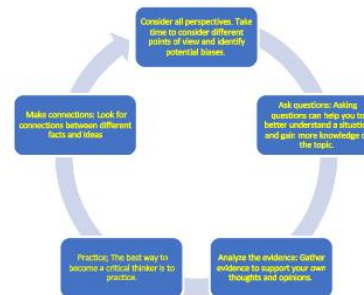
(Jones, Scott, 2012)

Critical thinking involves consistent questioning and evaluating as many resources as possible. Having an open mind and analysing all the information vigorously is essential to ensure the best possible conclusion. Thinking critically is understanding how ideas are connected clearly and logically.

'Glaser (1942), a psychologist, defines critical thinking as an attitude and logical application of skills in problem-solving contexts. Whilst Ennis (1962) defines the construct as a logical process and product-oriented phenomena, while characterizing it as the correct assessment of statements'.



Ways to develop critical thinking skills



Artificial intelligence. Brain Thinking. Geralt 2019

John Dewey defines 'Critical thinking' as an 'active, persistent and careful consideration of any belief or supposed form of knowledge in the light of the grounds that support it, and the further conclusions to which it tends. (Dewey 1910: 6; 1933: 9)

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