

# ACE Report

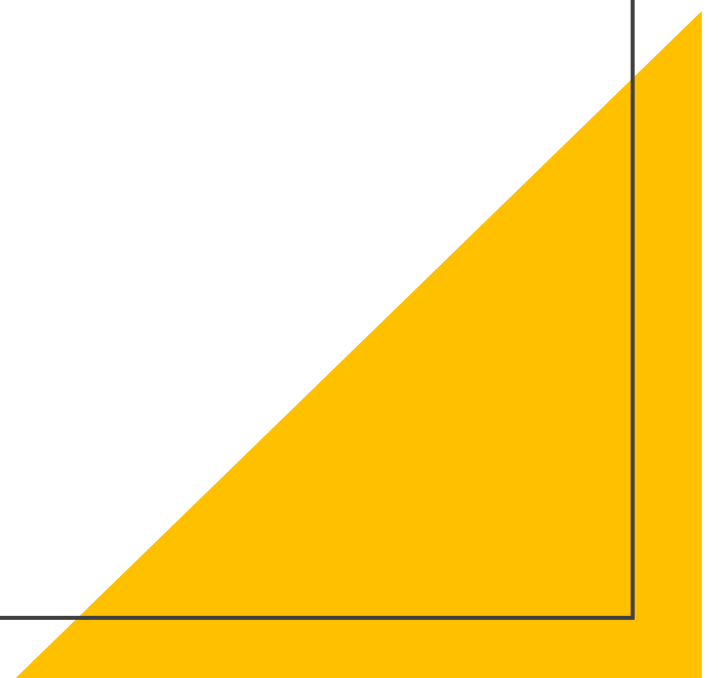
Name: Fabio Martins

Student number: 1919887

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Lecturer: Anita

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# Cover letter

I am going to give an insight on 4 topics that I have selected from the ones we have studied this year in this module and I'm going to also speak a bit about each of them and how they've impacted my life.



It is crucial to know how and when to use these skills because using them alone isn't enough, you need to know when to use them in addition, and know how to apply it to as many aspects of life as possible.

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# Time management

The first topic I have choose to speak about is Time Management because I've seen that time management is a crucial skill to have in my roster due to the fact that if you have good time management skills you can apply it in literally every area of your life and its beneficial in so many different ways whether its in your career or even your personal and academic life. Me personally I've been is situations where I could have managed situations in a better way if I had this skill mastered at the time and what I mean by this is, in the past I would always arrive late to places like school, meetings or events and that's not a good reputation to have and if I had decided to take control of my time and giving myself a time-limit to complete tasks or leave the house when I planned to leave and still give me time to cover any inconveniences it would've made my life easier and maintained a good reputation but I held myself accountable for my actions and what pushed me to change was a quote I read by Albert Einstein that says "Insanity is doing the same thing over and over and expecting different results" and after reading that I realised that I had to do exactly what I should've been doing since the beginning which was taking control of my time and giving myself a time-limit to complete tasks and leaving the house when I planned to leave plus being more conscious of the time also helped me a lot.

# Time Management

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Since then people have started to respect me more and take my time serious because I take my time serious. So far I've been able to plan how to divide my time between specific activities, family and different priorities, we have 24 hours in a day and I believe that with the correct time management skills I can do everything I have planned for the day just by simply taking control of my own time and even still have time for myself and my family, by doing this not only did it give me more time to focus on other aspects of my life it also helped me form better habits like increasing my focus, my productivity and my overall mental health because it keeps me organised. After applying this in my career, my personal and academic life I saw that I not only had more time on my hands but my life itself became even more organised just by simply learning how to properly manage my time. Another thing I learnt that actually helped me with this was the Kolb model of reflection because it taught me to analyse and reflect on what I was doing wrong with my time and think about my mistakes so that I could correct them and create a plan to help me get past my mistakes. It's the small things that have the biggest impact over time and this is proof that by learning a simple skill and being consistent with it can change your life

# Reflection

Being able to reflect upon my past decisions and knowing how to reflect on them whether good or bad is just as important as thinking in my opinion, when I reflect upon something I've done or said in the past I usually take notes so that I can relate to them later on and understand why I've done what I've done or said what I've said. I started to do trading and this is a job that requires me to reflect constantly everytime I close a trade, whenever I lose money I have to retrace my steps in order to be able to find out where I went wrong so that I can understand what not to do each time I enter a trade and when I make money I also retrace my steps in order to find out what made that trade successful and I try to make this a pattern, I learnt that I should not only take notes of my successful trades but I should also take notes of my bad trades so that I can figure out where I ended up making a mistake and for me this is key in my trading. I wasn't always this thoughtful with my trading though. A few years ago when I started trading I barely questioned my trading methods nor did I reflect on my closed trades, it wasn't until I lost £1000 in a day.

# Reflection

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On that day I realised that I had to find out what took me to losing £1000 so I reflected and I was able to find out why I had lost the money and I learnt from my mistake, in a way I became more self-aware. So in my opinion reflecting upon good or bad decisions and taking notes so that you know what to do and what not to do is what makes people successful, its like taking a step back and having a birds eye view of a situation you've been through because by doing this I get to see every aspect of a circumstance and when i do this Im able to find solutions because it allows me to see and think of things I didn't see or think about when I was in that same situation. Me being a person who overthinks I already do a lot of reflecting on my past actions, thoughts or behaviour and that's why I believe that self-reflection is the key to self-awareness, its through this practice that I am able to look at myself with newfound interest and curiosity. There have been many times where I was going through a challenging situation and reflecting upon those situations helped me process and learn from them and that's exactly what takes me to reflect so much. It's the fact that the more I reflect the more I make new discoveries and the more time I put into a thought the clearer it becomes to me. Seeing that reflecting is a key skill in our lives the ones who are able to master this skill already hold an advantage over the people who don't have this skill in their lives.

# Online learning experience

When I had my first online lesson back in 2020 due to the pandemic I was really fond of it in the beginning but the more I had online lessons I quickly came to realise that it was not as engaging as I thought it would be nor was it as engaging as face-to-face lessons, the more I had lessons I started to notice that it's really easy to distract yourself when having online lessons because you're in the comfort of your own house, there literally couldn't be a worse place to have lessons in my point of view and that's why last semester when I went into campus for the first time to have my first face-to-face lessons with my lecturer I was thrilled because in my eyes having the lecturer right in front of me explaining the lesson, going over misunderstood explanations and making sure all students in class understand, that for me just makes it easier to process the information that's being given to me. In fact I came across a study made by the Student Academic Experience Survey (SAES) and it said that 57% of students would mostly prefer in person learning and only 12% said mostly online, the other 31% would prefer if it were a mixture of online and face-to-face learning. It seems like I'm not the only person who agrees that face-to-face learning is actually more beneficial. There's just something about that student-teacher face to face interaction that helps me digest the information with ease.

# Online Learning Experience

Now I am 2 years into having online lessons and I'm still not quite a fan of online lessons, It's still not my preferred method of learning and sometimes I even struggle with paying attention to my lessons, I actually saw myself getting distracted too often and had to do something about it so I reflected on it and eventually thought of a good solution for my problem. And so I decided to start watching my lessons in my room on the computer and leave all other devices downstairs, this way I have minimised my distractions to the max by keeping all other devices far away from me and thus increasing my attention because now all I have to focus on is my computer and the lecturer speaking. Being honest it was probably the best decision I've made in order to increase my attention and from that day on I've always hid my electronic devices when I'm going to have online lessons, it was hard at first even though I had hid my devices but my mind would still zone out here and there but I think that it was due to the fact that my mind was always used to having that one thing that it could distract itself with when I was having my lessons, but I trained my mind to focus on what I wanted it to focus on and that's one of the skills I picked up from online lessons. It really tested how attentive I could be and at the end I was able to pull through and make the most of my situation at the time.

# Public speaking and giving presentations

I grew up being a fairly shy and introverted kid during primary school but I never really was afraid of speaking to an audience thanks to the school plays me and my classmates used to perform in school during the assemblies we occasionally had and so as a kid I was able to speak publicly but as I grew up and got older and older Its like it started to become harder and harder to speak to an audience just simply because I used to overthink a lot more, yes I used past tense because I no longer overthink when it comes to speaking to the public or when it comes to giving a presentation and its mostly thanks to Uni and the assignments we have to do and the presentations I give, it really helped me see that speaking to the public is not that hard.

# Public speaking and giving Presentations

What I've learnt about public speaking was thanks to my University and thanks to my own life experiences, certain life experiences required me to speak to audiences and it became a skill I would start to develop slowly. Once I stopped overthinking and started speaking to the public I realised that good speaking skills is important plus there is nothing to be afraid of, so I started speaking to audiences until it became somewhat normal to me, so in order for me to do this I did some research and found that controlling my breathing is actually beneficial so I started to do that and also planning so that I know how I'll structure what I plan on saying. By doing these simple step it shows me I'm in control of the situation and I'm able to speak to people openly and the same goes for when I'm doing my presentation, these were the steps I had to follow in order to present successfully. I was never really a fan of standing in front of the classroom to give a presentation but I never ran away from a presentation either, I learnt that the best way to stay calm is to read your presentation over and over again so that when the time comes to present my work I won't be shy or in doubt because I know what I'm talking about and I've structured how I'm going to say it, again it's the small things that have a beneficial long term effect.

# Reference

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