

## Exercise 1

- Attending to the online lectures, tutorials and labs related to the specific modules.
- Complete daily work updated on each module.
- Clarify the difficult point in the lectures and project.
- Making proper time plan to complete semester.
- Find information to do project and asked about that from senior students.

## Exercise 2

1<sup>st</sup> semester project and exam difficulty due to poor time management,

Description,

I am a second-year undergraduate at Sri Lanka Information Technology (SLIIT). This incident occurred in the first semester of my university life. I was not aware of anything about time management at the time. Our one semester 14 weeks. Assume it like 3 month. We had to lot of work to do withing that time period. I was not hope we had to do that much of work, not for me faced that situation also other students like me. I did commers subject for my Advance level exam so there was a one mathematical subject in first semester for that some advance level mathematical parts are included so I had to studied those thing. I had to do project, assignment and final exam at the end of the semester we had to hard studied for that. I think poor time management is the main reason among the plenty of reasons that caused the difficulties.

Feeling,

I felt extremely stressed in the first semester of my undergraduate. I felt angry with the people around me because there were so many things going in my head.

I had to waste more time to understand some mathematical part because of I did commers for my advance level. So that my other assignment and exam were ambiguous. In that semester really felt importance about the time management. I always stressed for some reason. At least I could not manage my family and social life. before came to university I felt very simple life and I could live free mindset. But when came university always my mind not free because of lot of work always on the mind. I think all those feeling generated mainly due to poor time management.

Evaluation,

At the time, I did not feel the exam and project situation had been resolved at all. Some project did not well so marks less and that affect my module grade. I did not understand some lectures in my first semester. So that more additional time waste for referred those. For that decrease our time to did project and assignments. I was so much stress. I had no idea some project how to do and I asked about that from other friends to got idea of the project. I understood that to gain the knowledge and skills right and to balance academic, family and social life. to be motivated we should have a goal. When we have proper time management, reaching goals will become unchallenging and effortless.

Analysis,

The situation I had in my first semester at the university was caused entirely by my action and mindset I had during that time. in the lecture on time management, I had learned some steps to structuring the time. our lecturer said lot of thing to make proper time management. We have to identify importance activities and time wasting activity after that we should divide our time period to each activity. I learned that planning should be done for the semester, week and day. When planning for semester timetable, mark on our timetable dates when lectures and tutorials are held .test are set, assignment are due and any significant events, etc. for day planning , we can make a to do list for each day the night before or during breakfast, include everything that needs to be done in that list, prioritize them, etc.

## Conclusion,

I learned to manage time according to the proper time management beginning of the semester. In the time management lecture I have learned some stress reduction tips. To be motivated we have to goal so we should follow the goal otherwise we cannot succeed. Our motivation helps us so we motivate ourselves. Always we should think positive things try replacing negative thinking with positive thoughts. Those tips would have been really helpful to me in the 1<sup>st</sup> semester since I was so much stressed at that time. Not only me most of my friends encountered the same problem because they are also new to university life. So having a goal to get a better GPA is a must in university life. For that good time management is a must.

## Action plan,

In the future, I will ensure to follow the steps and have proper time management for any situation in life as taught in the lecture of time management. In the lecture I learned five steps to successful time management. Those are set specific academic and personal goals, creating a term calendar recording major events, create a weekly schedule of classes, labs, meetings, etc., if we can do our work with time management it will be more successful and our stress less. I will use those tips for my future career to be successful.