



TIME MANAGEMENT EXERCISE AND REFLECTIVE JOURNAL

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Exercise 1

Suggest methods that you can use this time period (Covid-19 Break) to maximize your learning time

- Better Planning.
- Work according to the timetable.
- Keep track my works .
- Prioritize the works.
- Get a good sleep

Write a reflective journal about an incident in your academic life(a disaster of difficulty) how faced due to poor time management

Description

Time management is an essential skill which each and every person must develop. Literally it decides every single thing in our lives. As for students time management is everything. If we cannot deal well with our time, we really cannot expect our futures to be bright and prosperous. Speaking of which, I was once a person who was terrible in managing time. This lead me to my academic failures. Even though I had knowledge to deal with my exam papers because of my poor time management, I failed to show my colors in the exams. Even my teachers and parents noted that it was my only mistake. But still that single mistake had a huge negative impact on my academic activities.

Feelings

It literally drained me down mentally. I was in lot of pressure each and every time I sat for the exams. I was almost sweating while writing and my mind was a war field with overloading facts. Even I failed to read what I wrote on my papers Sometimes. And my heart was pounding when I saw how other students simply turning pages and writing. I really feared the ticking sound of the clock. That made me more panicked. Though I studied hard, sitting for the exams with confidence was not easy for me at all.

Evaluation

I realized how important it is to manage time properly. Besides I can't continue my ways with this severe mistake. It really blunts my future. So I took sometime to solve this problem. Therefore I was able to become a skilled person in time managing.

1. I practiced myself to use a wrist watch. So I can notice the time passing .
2. Before starting to write an answer, I went through the question and sketched the relevant points.
3. Importantly, I divided time for each question. That was the key fact I missed during my exams.

Likewise by following the mentioned steps I was able to expose a new and improved version of myself

Analysis

The exams were not a torture to me anymore. Because I improved myself by developing the skill of time managing. Thus I didn't felt any discomfort while facing the exams. I was really confident. And I was able to come up with my true colors. The steps I followed really turned me into the best version of me. And I could expose my inner potentials. My mind was so calm while I was dealing with my test papers because I practiced point down the important facts relevant to the questions. This always helped me to come up with a complete and informative answer.

Conclusion

Time management is a must. If any individual failed to develop this efficient skill, it always affects negatively to their lives. And it is a fundamental skill that should be developed specially by students. "Good time management enables you to work smarter – not harder". That is the key fact we must understand by progressing this skill. Time management allows us to enhance our inner skills. Moreover proper time managing leads to,

- Greater productivity and efficiency.
- A better academic targets.
- Less stress.
- Increased opportunities .
- Obtain greater opportunities to achieve important life and career goals.

Action Plan

Our life journey offers us countless opportunities. Thus we must embrace them. In order to deal with amazing expeditions, we have to find time. More than that we must be skilled enough to deal with time that we have . This is very much important for students . Because how we deal with our academic activities decides our paths and possibilities. If we failed to manage our time, we purposely blocks our paths to many valuable opportunities. That is why we must ,

- Find ways to deal with time
- Schedule the time
- Avoid engaging in time wasting acts
- Keep straight targets.

Likewise we can open our doors to wonderful life opportunities .