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| Awarding Body: |
| Programme Name: |
| Module Name (and Part if applicable): |
| Assessment Title: Developing Academic Skills |
| Student Number: |
| Tutor Name: |
| Word Count: |
| Please refer to the Word Count Policy on your Module Page for guidance |

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Introduction

Time management is a concept that has been understood and applied for many years (Hasanah and Silitonga, 2020). Many time management books have been written on the subject, time management seminars pursued. Here, we will discuss time management skills and their effects on daily life, how they improve our academic as well as interpersonal activities. Several matrices and models like Eisenhower and Pomodoro models are included in the report. Aside from these, the report will also include an elaborated discussion of plagiarism and referencing, plagiarism refers to the direct unauthorized use of writings published before and referencing indicates pointing out the taken section of others' work. The report also depicts the importance of academic integrity in relation to writings. As a whole, this report will provide information on time management and writing skills and their effect on personal improvement.

Task 01

Time management

Time management is the process of planning and exercising conscious control over the amount of time spent on each task, thus increasing the level of productivity (Ubsdell, 2015). Time can be managed through following some steps like analysing how to spend the day, keeping track of all activity occurring within a particular period e.g one week. For this reason, routines are the key to student time management skills. They give one a vision of what is his or her daily schedule, what one should do at certain times, and make everything easier to remember. The understanding of the benefits of time management encourage one to be more time managing. The management of time needs to be taken seriously as it improves both our physical and mental health through a routine process. By developing routines, as students, we can avoid being late for class or missing important meetings with our seniors. Daily time management is also useful in many other ways since it helps in maintaining interpersonal relationships. Managing daily schedules well can improve both efficiency and relationships between people. Also, daily time management has an impact on health care.

Time management strategy

Management of time need to be learned at early stages of life like as a student. Practicing time management helps a student to be more future oriented and focused. Most students in college and university develop some form of time management strategy when they discover how demanding the workload is. These strategies include every aspect of their lives from sleep to eat to study to recreation. Students maintain several strategies like organisation, prioritization, goal setting, communication, and planning to manage their school schedule effectively (Hasanah and Silitonga, 2022).

Planning

planning is another strategy for time management. By planning the order of priorities, the important tasks are done first while less important tasks can be tackled after. Planning effectively includes Writing down all your tasks and schedule activities in a planner or other calendar item like Google calendar, ms outlook etc (Adams and Blair, 2019).

Organising

If a person is organised, he or she can keep your class assignments and your social life. Most students use an agenda book as their organisation tool which allows them to check off what they have done and reminds them of appointments (Wolters, Won and Hussain, 2017). Some people prefer a calendar instead, this helps us stay on top of things that are coming up soon or to be effective. Another organising tool is making lists of what needs to be done. It can be a list of homework, chores, or anything else needed to remember.

Setting up goals

Goal setting helps manage times effectively. it helps one to set the goal, better goal setting leads to better results (Kurtz et al., 2017). Goal strategy can be of two types. Short time goal settings for academic, professional, financial goals. Long term goal settings include emotional control, success mapping.

Delegation

Delegation is an important skill that can help with time management. When delegation takes place, one person is giving work or responsibilities to someone else. students should consider the fact that building good delegation skills will make their lives easier when it comes down to doing group projects.

Priority-based schedule

we can manage time by prioritizing the importance of work. This can be done by detailing work into several tasks, each with a priority of importance that works the same way as the priority system within projects.

My weekly timetable:

Personal Weekly Timetable Template

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------------|--------------|--------------|--------------|--------------|--------------|--------------|-----------|
| 7:00 – 8:00 | Organisation | Organisation | Organisation | Organisation | Organisation | Organisation | |
| 8:00 – 9:00 | Organisation | Organisation | Organisation | Organisation | Organisation | Organisation | |
| 9:00 – 10:00 | Work | Writing | Writing | Writing | Work | Writing | |
| 10:00 – 11:00 | Work | Writing | Writing | Writing | Work | Writing | Spiritual |
| 11:00 – 12:00 | Work | Writing | Writing | Writing | Work | Writing | Spiritual |
| 12:00 – 1:00 | Fun and play | Fun and play | Fun and play | Fun and play | Fun and play | Work | Spiritual |
| 1:00 – 2:00 | Work | Work | Work | Work | Work | Work | Spiritual |
| 2:00 – 3:00 | Work | Health | Work | Work | Health | Family | Spiritual |
| 3:00 – 4:00 | Health | Health | Health | Health | Health | Family | Spiritual |
| 4:00 – 5:00 | Finance | Work | Work | Work | Fun and play | Family | Spiritual |
| 5:00 – 6:00 | Organisation | Work | Work | Work | Fun and play | Family | |
| 6:00 – 7:00 | Family | Family | Family | Family | Friends | Friends | |
| 7:00 – 8:00 | Family | Family | Family | Family | Friends | Friends | |
| 8:00 – 9:00 | Fun and play | | | | Friends | Friends | Romance |
| 9:00 – 10:00 | Spiritual | Spiritual | Spiritual | Spiritual | Spiritual | Spiritual | Spiritual |

Here, I have presented my weekly timetable/routine that depicts how I have arranged my daily time to maintain a sound and healthy work as well as personal life. I have allotted significant amount of time for each one as as I have considered enough. I try to maintain the routine everyday so that I can balance the collection of activities that are necessary.

Eisenhower Matrix and Pomodoro model

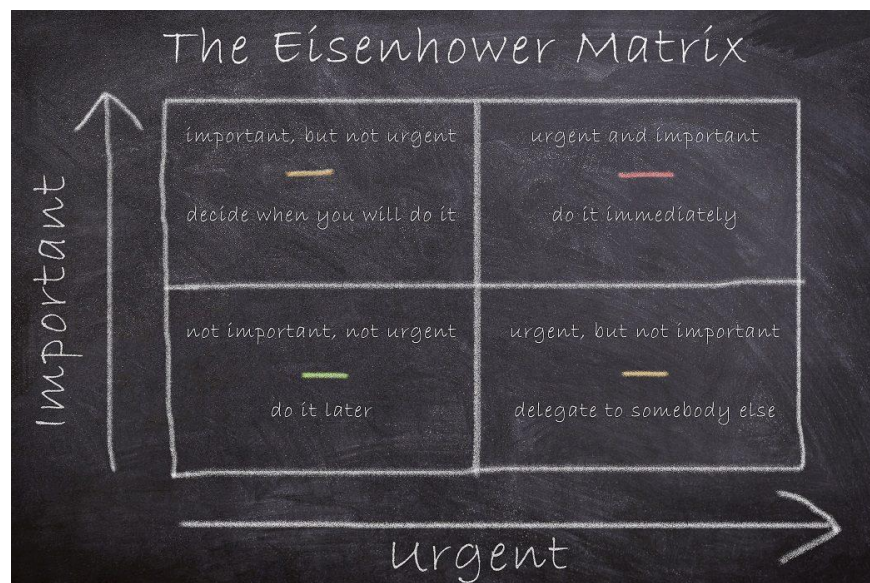
Eisenhower Matrix

This matrix is named after Dwight David Eisenhower (1890 - 1969), the 34th President of the United States, because he was said to live by this method of prioritization (O'Byrne, Jenkins and Bateman, 2017). The Eisenhower matrix is mostly used in business settings, but it has also found its way into education, government agencies, personal relationships. The Eisenhower Matrix is an approach that can be taken when faced with multiple demands at the same time (Alieksieieva et al., 2021). It has four quadrants, each with an approach to dealing with tasks.

The first quadrant represents urgent but not important tasks that are typically related to the workplace (Chernysh, Hliebova and Yarovyi, 2020). These are things like reviewing draft copies of reports or responding to emails from people requesting information you have only provided by email.

The second quadrant involves tasks that are not urgent or important. These tasks should be delegated to others or be abandoned completely.

The third quadrant represents tasks that are important but not urgent. These include long-term objectives and planning for the future, such as updating the CV for future job-change possibility, and so forth (Adcroft, 2018).

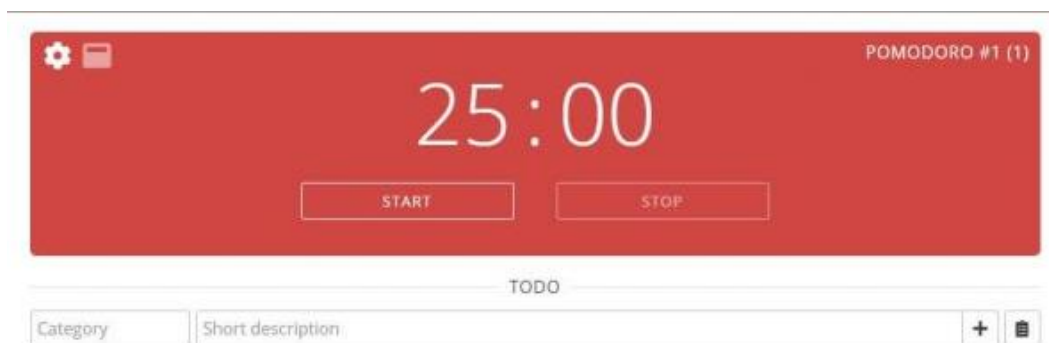


Picture: Eisenhower matrix

Finally, the fourth quadrant contains tasks that are both urgent and important. Tasks like attending an emergency meeting with the boss should generally go in this quadrant.

Pomodoro model

Pomodoro Technique is a time management method developed by Francesco Cirillo in the late 1980s (Chernysh, Hliebova and Yarovyi, 2020). Pomodoro implies working uninterrupted for 25 minutes and organising frequent breaks. people who want to improve their productivity just need to work for 25 minutes on a task interrupting their work after 25 minutes with a break of 5 minutes. Pomodoro technique focuses on time, not the quantity of tasks. Pomodoro isn't just a time management method Pomodoro breaks are meant to help wake up. It also helps to achieve the balance between work and study as well as personal projects.



Picture: Pomodoro Model

Task 02

Identifying resources and their use in my assessment

Resources help to get better information so that we can use it at some point. the more resources we have the better time we can manage because we will get enough information on how to do the work properly. Collecting proper information is possible if we use relevant resources correctly. Here are 4 key resources that I have used to support my study during this module.

- Perlego - It is a source for reading articles and books online and offline. It has enourmous collection of books of various disciplines. I download PDFs of books and articles from here and read them whenever I am free. I particularly use the browser plugin for this site as it makes reading books and articles very easy by just clicking on the toolbar button.
- Lifehacks - lifehack is another resource that helped me in my studies. It can be useful to any student of all ages who needs a bit of advice on how to manage their daily schedule and live a more productive life.
- Tutors - It is common for tutors to provide assistance to students. I have also received tutoring from tutors who have assisted me in how to manage my time better. Assistance from tutors is very helpful as tutors can be flexible and move around schedule depending on where there's room for improvement.
- Friends and groups (peers) – specialized groups can be of much assistance. Friend and groups can provide their personal routines that can be followed and implemented. They can provide an additional suggestion that can be helpful in the relevant subject whether academic or other sectors. This much easier way as interacting with friends and personal groups is less stressful than other processes.

Reflection of development in my academic skills

In the field of psychology, development is all about change over time. Development is change taking place in individuals, or species. This development occurs in the present time because of initiatives or improvements made earlier.

This section is about my development of academic skills during the time management process. The discussion will include writing skills, summarising skills, research skills, and referencing skills.

Writing skills

Development in writing skills occurs through several stages as development as a writer is not as simple as following steps. It requires creative thinking and sound process. Managing time has improved my writing skills a lot. It has enabled me to show my thoughts clearly. After a constant process, it has enabled me to pick what I should research and so improve the texts that I write as a result of such development.

Research skills

Research is an investigation or active search for information. It includes the synthesis of different sources from various disciplines to obtain a better understanding of a topic. My research skills have been improved to a great extent. This is because I have managed to gather more information on the topic. At first, it would take me a long time before I could write down something relevant and of good quality. But after maintaining a structured process, the skill has enabled me to write essays that are error-free and easy for readers to follow.

Summarising skill

Summarisation is crucial for summarising before reading, summarising while reading and summarising after reading. Several steps are required like identifying the topic of the article and deciding on what needs to be included and how much must be excluded. For summarising during reading, the summariser should read the article in its entirety. As summarising seems to be an essential part of academic writing development during this module, I have gradually developed my skills of summarisation. I have credited my time accordingly so that I can improve my skills. There are many different benefits that come with learning summarization, such as knowing what the topic is about, how much should be written, and what type of information should be included in the paper.

Referencing skill

My reference style has definitely improved throughout this module. Developing reference skills is a gradual process that takes time. There are two types of referencing styles that students can use to cite sources, namely numbered footnotes or in-text citations. These are my personal preferences, but whatever one does during academic life, one should make sure they develop good habits at the beginning and stick with one style throughout.

Task 03

Online Books

The need for referencing is usually taught during information literacy sessions at higher education institutions for students, who need to learn basic rules of citing references without plagiarising others' works.

One may not need to note the need for referencing in every situation when writing a text, but it is important to remember that plagiarism is a serious crime. Citing others' work properly and correctly is not only required by publishers but also necessary in order to avoid being accused of plagiarising. When academic integrity is not followed, it can result in academic misconduct. When students were asked why they copied some materials from the internet, most of them gave an answer that it was easier to copy and paste. This academic misconduct does not only occur between students. Academic honesty is not only important to students, but academic integrity is also very important to academic professionals such as academic staff members and academic researchers. Academic communities can also involve their academic integrity and ensure that they do not perform academic misconduct. Plagiarism is increasing in the academic world. One of its adverse effects that often goes unnoticed is how it reduces a student's ability to focus on his or her learning process by diverting attention from the actual task at hand. It also exposes students to other forms of unethical behaviour which can lead them to believe that "it's OK to cheat". The increasing use of plagiarism is clearly evident within the context of the book itself.

Newspaper

Collecting background information is an essential step when writing a research report. As such, the publication and searching of articles using electronic databases are regarded as one of the most important tasks in scientific research. It is not restricted to using the internet to extract content from paper journals. Using electronic searches will allow researchers to produce bibliographies of articles that meet their specific search criteria for a given topic of research, or subjects. But if someone copies the writings without using the proper method from other people, it is actual plagiarism. Prearranging of writings is very useful; it happens when someone uses others' idea but writes it on his own. The writings should be prearranged carefully so that they can help students get ideas from others' writings without being bound by plagiarism. While there is no one obvious

and easy to find the answer on the effects of wrong referencing, it has been cited that it can seriously affect the grades. If one is not properly referencing all the works referred to, then this could cause a serious effect on his or her grade as well as make it harder to be understood by the readers. some steps can be taken to avoid wrong referencing such as watching out for in-text citations also making sure to take account of them when typing up the essay or the report.

Task 04

Plagiarism and referencing

The term "plagiarism" is derived from Latin *plagiarius*, literally meaning kidnapper. Plagiarising content is the act of copying another's work and representing it as one's own. This can be done with written text, visual media, or any other kind of creative content. Plagiarism might occur unintentionally when an individual fails to cite their source for information. plagiarism examples are often undetected. Plagiarism among students causes great harm to their grades. Plagiarism is widespread and it can be an intentional or unintentional act. Plagiarism should be avoided while writing a report or an article. Avoiding plagiarism involves extensive reading to avoid material being taken from other sources. It also involves avoiding complete sentence structure. Here, the other ways of avoiding plagiarism are implied.

Plagiarism Prevention Techniques

Plagiarizing may come in many forms, such as copying and pasting entire paragraphs or even an essay written by someone else. Plagiarizing can also take place when paraphrasing passages from another source but neglecting to cite the original. Plagiarism is a serious offense in both academic and professional settings. There are several techniques that can help a student to avoid plagiarism. Here I have stated some of the student friendly applications that are created to identify and eradicate plagiarism problem.

Anti-plagiarism software

The internet has introduced us to new ways of sourcing content. Some of the Anti-plagiarism software found on the Internet helps reduce plagiarism within writings by detecting the sources of plagiarism and pointing them out with different colours (Pears and Shields, 2019). The colours indicate what type of plagiarism is found and what are original journals they are related to. The program can be accessed through the internet and the report or article is just one click away from being plagiarism-free.

Paraphrasing

It is another tool for avoiding plagiarism. It's not just about plagiarism. Paraphrasing enables one to retain knowledge, practice language skills and help memorise key information or facts (Das and Mondal, 2021). It is also essential for improving writing skills. Finally, paraphrasing improves reading comprehension.

Quoting

When taking notes and writing essays, one will need to use sources. This means that they will need to quote and reference. There are some key differences between these two: quotations are copied verbatim from a source; references list where they found their information. Quoting can be used when you are showing what the writer said - for example showing what an author thinks about a certain topic or what someone has written in their book.

Citing

Citing is the process of acknowledging what we have used from what we see or hear. In academic writing, what we use may be a direct quote, paraphrased material, statistical data, ideas and theories presented in someone else's work. one may cite what other people say if it agrees with your point of view and what they say is important to what you are writing to avoid plagiarism.

When we write, the citation shows the reader where to look in the references list. The references list is a list of sources cited in the work and the full details of the material that have been used, including online materials (Haydarovna, 2020). There are several formats of citation and the used one is generally selected by the instructor.

Plagiarism is totally unethical. One should be highly concerned while writing in order to avoid plagiarism. Avoiding plagiarism requires excessive knowledge of the topic before writing it. One should be knowledgeable about it and the harmful effects it creates. Using these processes to guarantee that each writing work is more productive in the academic career (Vlah and Vrbancic, 2021). Furthermore, adhering to academic integrity principles will enhance one's professional career by encouraging appropriate hard-working attitudes that value creativity and the essence of labour.

Leaflet:

The "Harvard style" is a generic author-date style for citing and referencing information in assignments and publications. There are many styles which follow the author-date convention, including the American Psychological Association (APA) and the Chicago Manual of Style. This guide is based on an Australian style manual (AGPS style) now revised by Snooks & Co, 2002.

Note: Before you create your list of references, check with your lecturer or tutor for the bibliographic style preferred by the School. There may be differences in the style recommended by the School.

What is referencing?

Referencing is a standardised way of acknowledging the sources of information and ideas that you have used in your document.

Why reference?

Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited author's work.

Steps in referencing

- Keep a record of the full bibliographic details and relevant page numbers of all the sources from which information is taken.
- Insert brief citations at the appropriate places in the text of your document.
- Compile a reference list at the end of the document that includes full details of all references cited.

In-text citations

- In an author-date style, in-text citations usually require the name of the author(s) and the year of publication.
- A page number is included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers may also be included if the you are referring to a long work and the page numbers might be useful to the reader.

How to create a reference list/bibliography

- A reference list contains only the books, articles, and web pages etc that are cited in the text of the document. A bibliography includes all sources consulted for background or further reading.
- A reference list is arranged alphabetically by author. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.
- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.
- Each reference appears on a new line.
- There is no indentation of the references.
- There is no numbering of the references.

Referencing Software

The University of Queensland Library provides access to EndNote and RefWorks which assist in creating reference lists. If you are using EndNote, download the **Harvard Style (2002)** from the Library EndNote Styles page (<http://www.library.uq.edu.au/faqs/endnote/styles.html>). If you are using RefWorks, select the Harvard (University of Queensland) style from the Bibliography options.

HARVARD STYLE REFERENCING

In-text citation:

(Author surname, year)

e.g. (Dickens, 1861)

Reference List:

Author surname, initial. (Year). Source Name. Place: Publisher.

e.g. Dickens, C. (1861). Great Expectations. United Kingdom: Chapman & Hall.

Conclusion

Time is the most valuable thing for students, who are frequently confronted with various tasks. Therefore, students need to manage their time efficiently in order to complete all of these tasks. The report emphasizes on time management skills and writing skills. Through several steps, the report helps to understand the process of writing skills and the harmful effects of plagiarism. The learning will help students like me to improve writing skills. It also provides information on the actual process of referencing and effective time management.

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