

# Working and learning essay



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Introduction This incident report will show a brief explanation of how the material I read in connection to my first Work base learning using A Firewater 2006 7 simple steps to planning your days learning objectives and the four concepts of Kolas learning cycle (1994), in how I can plan and control my daily time management issues to save time by 20%. Word count 63) Time Management Incident Report When reflecting over the past few day reading and learning reflectively from the materials, Books from BUBBY, Internet website and how I would try to apply my report sing Kolas (1984) theory of frameworks and the methods by A Firewater (2006) and using Time management, (BUBBY) online books as a second opinion. Cited and accessed 03/02/2014 -19. Pm..

Who choux- My dad, xix- My sister xx - Consultant, Dry Amdahl, all took part in meeting about the future discharge What - We had a meeting to talk about the future work load Where -? Lanyard hospital Mid Clamoring When - The meeting took place on 31st January 2014 at 12: pm noon and lasted until approximately 13. pm. K, so that was the easy part of the ' cycle' now the hard bit..... Why & how Why - The basic idea of this meeting was to evaluate my father condition and to discuss what step are Like to be taken once he as been discharged and the future care he is like to need.

During the meeting suggested we should take all the help that is offered and to openly discuss new ideas between ourselves, make our own decisions, but reflect on what was said and to start and make plans in the next few weeks about rearranging the house. How- The advance planning and preparing of my dad home, has well as introduction the new time management strategy - Day planner - To do list - dump it sit and delegating between us and sticking

to the four methods I chose of Firewater (2006), Time Management methods (BUY 30).

These reading materials planning with my 2 sisters. Reflection - My reflections on how the meeting went yesterday at Olympia hospital. My reflections on how things went; It would have been better if my other sister Sharon was allowed to attend the meeting, but she had work commitments which prevented her coming, had she not had these commitments, then I think we would not have to communicate what the doctors said in the meeting. My other reflection, this needs to be address for future meetings.

Generalization - Create and follow the new time management, planned meets, future life changes, and the care needs of my father, whilst seek, listen and sort advice from the medical staff of future events. Action - To follow the doctor's advice and have a family meeting with my other sister to discuss the outcome of the meeting and then I will talk about delegating who can do what, on what times and what tasks is good for each other. I will also try and reflect thought with my 2 sisters about how we must stick to a proper time management structure.

I will try and explain to them how important it is for them to input their thoughts into the dairy about dad health and fill out the To Do list and Dump It Lists. I found that three out of the four of Alan Firewater learning objective methods proved to be very useful. Although, I gained a lot experience and learnt a lesson from these four methods. They taught me to value my time, whilst helping to plan my days work from the night before and to stick to my chosen activity and see the Jobs through until the end.

Most of all, it taught me to be honest with myself and think about delegating some of the Jobs with my sisters and gain more experience with there learning objectives to improve my future experiments in time management. The first chosen method “ planning your day the night before”, by writing out all the things I had to do and the goals I wanted to achieve, proved to be unsuccessful, due to unplanned events that sometime would occur and interfere with tasks that I put into various time slots already on this day in question, see a list below of some of the common fault that occurred. . When planned each Job, I set time the for completion to be around 30 minutes maximum, so I could improve my time management. On various occasion, I still overlap on time by a few minutes of time. I tried many way to change the way some these Jobs were done. The only way I finished one Job early is with another person helping me to do and I saved time by 12 minutes. 2.

The positive side of the planning ahead is that in some cases it could help you save time in some places, by creating a Daily charts of all the Jobs and then turn it into a “ Dodo list”, - List all the nasty Job first and the easy one first. My computer using Microsoft office software. While seek other forms of learning on time management from these materials; internet for planning time management eateries and A Firewater (2006), the four chosen methods resources I am using now. 3.

The second method by A Firewater; “ To be honest with myself” by keep asking myself, what can I improve on. What am I doing? Will it be successful “ if no” how can I change it? This little bit of material, I found to be very helpful when I had to make critical decisions and the possibility of future illness occurring, This is “ when I asked myself”, Is there any really change of

me ever getting back into work ? Is there any chance that I could improve my time as a care assistant, and my decision still main unanswered to what the future holiday.

So, the overall finds of this experiment to evaluate time management in my work place, remains slight on a positive side that with a little help and delegation of Job and task to other people, would see me saving time and not wasting time on unnecessary Jobs in the work place. Word count 920 Analyzing and straightening my time management using Alan Firewater (2006) method. Your reflections on your own learning After deliberating on the framework that would suit my learning inquiry, Time Management BUBBY, and the way I learn.

I have decided to use Kola's learning cycle (1994), as the structure layout is clearer for me to understand; also, it helps me improve on reflections of events. The theory I can easily apply too recent incident in my work place and how it affected my learning inquiry, that caused me to think about future events, How I would plan my time; who would be involved; when will these changes take place and why must these changes happen. 3 Jan 2014, 14: 31 Edited by the author on 23 Jan 2014, 14: 55 I do agree using a simple method like Alan Firewater 2006 learning objectives from the time management topic guide. If people planned their life to be more simple whilst trying out the use of Firewater 2006 methods (7 simple steps to get more out of your day'), then their reflective learning will be a little more better planned out. Other students' responses to your post(s) 23 Jan 2014, 14: 49 Delegation is the first area I have chosen to research. I plan to research the sources Name and so so have provided.

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Like “ name”, I have been following methods given by Firewater 2006, I need to learn to delegate to other family members as well, Post 17 in reply to 15 20 Jan 2014, 13: edited by the author on 20 Jan 2014, 13: 35 Hi For your concerns, have you identified common threads that are impacting your time? If you find that the same 2 or 3 issues keep coming up then you can start addressing them. Other helps could include finishing your day with an itinerary for the following day. Input this into a diary and stick as rigidly as you can to it.

You could also speak to managers regarding daily, weekly and monthly priorities.. Your responses to other students’ posted reflections. S- Chris Post 17 in reply to 4 25 Jan 2014, 13: 57 Hi Reflexes. Your posting has help me to learn a little bit more about TAMA 3, as you eave explained your actions of how you’re going to tackle task one of TAMA, this has helped to think about how I would tackle mine too. You have explained everything quiet well and kept it very simple to understand what you are doing. I have found you’re posting very interesting and may use part of it for task 2 in my TAMA. Rod count 380. I have made sufficient learning and progress from reading Rebecca posting in the green forum explaining how she would use Kola’s learning cycle structure, Rebecca explanation help a little to understand what reflective learning is; and how I must go bout it using Kola’s learning cycle to achieve my goal and complete this incident report in a set structured way. The TGIF and my fellow student have played a major role in my learning of BUY 30 by explaining and sharing their own opinions on collaborative learning using framework like Kola’s (1984) - (Peddler et al. 2001) and self-reflective learning by Marshall (2001). I will hopeful be able to

use and reflect on future events to come when doing other Open University modules. Word count 126 Reference list: Kola, D. (1984) *Experiential Learning*, Englewood Cliffs, NJ, Prentice Hall. Cited and accessed on the 03/Feb./2014 - mommy. [Http://www. Irreproachableness. Com/management/Stir-It/Time-Management](http://www.Irreproachableness.Com/management/Stir-It/Time-Management). HTML Reference for Business, Time Management Adair, J. And Allen, M. (1999) *Time Management and Personal Development*, London, Hawkers. Firewater, A. (2006) 7 simple steps to get more out of your day, Articles. Mom Cited and accessed on the 27/01/2014 18. pm (articles. Com) TAMA 02 LEARNING CONTRACT ATTACHED BELOW. Task 3 my learning contract. TAMA 2 MY Learning Contract - work position care assistant. Section 1: Possible learning Topics. 1) S-IT- Time Management (BUBBY) This topic " time management will teach me to understand the value of time by trying new objectives, by help me to be organize in the work place and stop me wasting time throughout the day on unnecessary jobs and events. Whilst also improving the way I communicate any problems that have happened or in the future.

In my workplace, my mentor (tutor - Rachel) said I should plan to learn and improve my time management skills, because this topic will be helpful in my daily working hours and personal tasks. By learning this topic, I will benefit from being more time efficient when managing work commitments and my personal life in general. I intend to use a the day to be effective, whilst also trying out a new idea's with this website [WWW. MOTIVATES. COM](http://WWW.MOTIVATES.COM) -; My Tomatoes website as a timer build in to it, so you can use to control all your time management issues and input notes into it afterwards.

It will benefit me when I use it in concurrence with diary Journal and the use of notice board to listing notes and reminders for others to see, and keeping track of my father's appointments each month... The new change will reduce the amount of time I waste, so that I have at least an hour additional free time per day to use as my own free time. ) Self and Career Management This second topic is Self and Career Management. Which will help me get back into work? I intend to try to get part time work due to recent changes and now that my two sisters have taken over caring for my dad.

This will give me more time to update my C. V., add any my new qualifications and work experiences. I will attend the Job centre, seek advice from a career advisor and register with recruitment agencies. The advice I get from the careers advisor about work training will also determine if I can still fund my Open University degree whilst trying to work as self-employed or employed y a company. These objectives will be completed over the next 12 weeks. (257 words) Section 2: You and Your Learning Context: 1. During the last 2 years, I have worked as a care assistant on a voluntary basis for a family member.

Through this experience I have learnt various new work skills. Most of all, I have learnt how to manage ill people, make last minute decisions and think critically when under pressure or in an emergency situation, whilst trying to remain calm. I have no formal qualification for social careers has I don't wish to make it as my career. My other academic qualification is CON website design. Open University as part of my degree and BUY 30 have taught me to plan my workload by using mind maps, and learn to write formal pieces of writing and informal reports.



Most importantly, I have gain confidence in my learning to speed-read more easily and it is most helpful for me to look over documents more quickly when it comes to using study materials. (words 152) Section 3, my learning objectives. 1) Topic Guide 1: Time management (BUBBY) my mentor Rachel suggested, after a short meeting to investigate my weakness in my work place, she identified that I waist to much of my time doing unnecessary Jobs, uh to my poor planning and little communication with other people at present.

My mentor Rachel also said I must improve my communication skills when it comes to communicating with other people after my dad leave hospital and recovered from his mentioned in SSL of LLC alongside Alan Firewater's 2006 methods - (7 simple steps to get more out your day) to see if they can improve my time management skills from the Learning Objectives. If there are any improvements, then I could input the results into my learning Journal and use for future reflections of my work performance and the changes in areas of my working practices.

Specific- To manage my time over the next 4 weeks and priorities my objective into two categories of my TAMA 3 and in the dairy Journal.

Measurable - I hope to reduce the amount of time I waste by 20% and increase my time management skills by week 15. Aspirations- Achieving my time objective is aspirations because, I have so many things to do and very little time to spare, so this will not be achievable easily. Realistic - I could achieve my learning objective and new goals with 5 weeks. . And

Timely/Time-bound - if the Firewater 2006 methods are successful, I will have completed my objectives by the end of my EMMA.

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See planner on last page: 2) Topic Guide 3: Self and Career management (BUY 30) My other topic and main objective is getting back to work again, and, if I can afford it, continue studying for my degree. I intend to seek some advice from a careers advisor and Open University ADS advisor. If the advice I get is positive, my main objective is to seek employment and future work placement, training or grants. I will also try and fund my own learning objectives, so, I can get back to work training using the virtual online college and the help from Career Wales, and local recruitment agencies within the next few weeks. Key area/focus-

Specific - To find a solution to achieve my main learning by doing online training courses for the catering industry and seeking advice from Careers Wales local office and source any funding grants. Measurable - By carrying out a S. W. O. T analysis on all the information given to me and showing the certificate I achieve using the online virtual college. Aspirations - To achieve additional work related learning skills from my online courses and to gaining employment in the future.. Realistic - by carrying some additional research on the work involved on the courses, and using the information given to me by a career advisor.

Time bound \_ I intend to carry out my objectives within 4 weeks. Section 4, Learning Strategy and Resources. Special needs tutor. These two are the grounding of my learning for BUBBY. I use other forms of resources to achieve my learning, such as the BUY 30 " TGIF" tutor group forum, the students who participate in the TGIF and the valuable information they share, This helps me to learn in relation to my chosen topics and objectives and also helps me to try and put these ideas into use, so they can be tested.

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The internet Google search engine is another good resource to search for new information covering my two objectives. I search the internet for time management, read topics on training, career advice and Jobs in relation my objective of self and career management, whilst also searching for other ways to improve using Kola's learning cycle topic. My learning strategy is my BUY 30 Book resources because I have learnt the difference between informal writing, such as reports, and chatting in the TGIF) and formal writing, which is academic writing in a structured format style.

My computer is the best resource to improve time management planning; with this I can use the dairy built into it for keeping my appointments and times updated. It's an excellent resource tool for my online studies and the use of Microsoft office helps me to prepare and create new time sheets and store my Team's and course information and develop new learning using the internet to manage my time, self and career management topics. 7 simple steps to get more out of your day by (Alan Firewater, 2006) Adair and Allen (1999) planning and changing of exercises.

Time Management and Self and Career management Week Activity  
Resources week 12-14 Research learning objectives Self And Career Management topics. Create new section in learning Journal. Update and make changes to my LLC contract from my tutor's comments. Research my two WBI objectives and topic areas: time management and self-career management. Create a reflective Journal for weeks 12 onwards. Buy new personal Daydream the feedback on my marked learning contract.

Read the topic guide posted on the TGIF about time management, my computer, text books topic guide, reflect on fellow student posting in the TGIF. O library. Week 14-15 management. Search the internet for more information about time management; planning and ways to improve on my daily tasks and other areas about self and rarer management. Monitor the O forum and share my new comment. Note Pad to make notes. Learning Journal note pad. Internet O website and forums. Read reflective learning booklet. Get involved in TGIF topics. Research Google about objective. Eek 16 Study my notes about my objectives. Update my learning Start preparing my TAMA 3 Continue with my scouting for new ways to improve my future objective and start to prepare for my TAMA after concluding what I found on improving time and my career options. My personal time and laptop will play a major role in preparing for y TAMA Post more comment on TGIF and share new information found. Week 17 Submit my TAMA Take a break for a few days afterwards. Look over it. Finish of my TAMA 3 and ask my mentor to Allow enough Time, and personal effort to submit using my computer and internet resource.

Go outside and take time by myself. Week 18 - 22 Prepare for EMMA Research my second WBI and share ideas on the TIGHT computer TGIF Mentor , fellow students. Section 5, Demonstrating your Learning. I plan to demonstrate my learning and my outcomes by using various Tables, notes and various extracts from my learning Journal. As I will be starting my Time management first, I will provide a sample of the layout I designed using Microsoft office 2007 and my notes I made during meeting with my mentor and possible new ways of learning at work to improve my time performance.