

Reflective journal assignment

[Education](#)



**ASSIGN
BUSTER**

Throughout the past years of work and school experience, I have come across acquiring a wide spectrum of diverse skills in different areas of the profession, from which I found myself a quick learner and a committed one.

These are just a few to name. Time Management, as an ex-social worker I had to organize my personal life and work life effectively in order to meet deadlines, using my diary and advance planning. I was keen to ensure that targets were met under limited resources and time constraints.

I ensured that I was on time for appointments or if I couldn't 't make it I would contact the relevant people and reorganize the dates and times. I acted responsibly and where possible I arranged for cover in my absence if required. Thus making my work more effective especially as I was dealing with people who were to some extent dependant on my intervention with them. People Skills Effective talking and listening, more concentration on what I had to say and how to communicate it better. This was done by letter writing, group work, presentations, attending and chairing meetings.

Report writing, assessments, counseling skills were honed in my many interactions with clients and other things such as adapting the tone and pace of my voice to match the situation and person. I also developed an awareness of my body language, from sitting down in a relaxed open manner, as opposed to standing up which could be perceived as a more intimidating and aggressive stance. 1. 2 Describe factors to affect the ability to study effectively Lack of time Juggling family and academic commitments effectively Not understanding what has been taught Lack of money Working full time and part time

Not having a designated corner to study Lack of motivation and commitment
Inability to use word processing, computer/internet Inability to review and
research material (study skills) Not being able to self directed and self
aware, in identifying and addressing their own strengths and areas for
development. 1. 2 Analyse factors likely to affect ability to study effectively
Not understanding what has been taught. Many things could come under this
factor for example English not being your first language. Learning disabilities
such as dyslexia and dyspraxia, sensory or physical impairment.

Also it could be affected by bad teaching methods, bad communication, lack
of handouts and lack of visual stimulation. Reflective learning is an active
process that takes time and practice to perfect . It involves thinking through
issues, asking questions and seeking out new information and perspectives
to help understanding. It works best when you think about your actions and
experiences both during and after the event, and then look back at the past
with view to the future. Williams, J. (2010): 65. Not having a designated
corner to study and place books and writing pads can impact on
concentration and not being able to focus.

Other distractions such as other family members, the phone, video games,
TV, noise. Not taking short breaks and recharging. Not having too many
distractions, not planning the assignment deadlines or having goals and
managing the workload effectively. Inability to feedback to the tutor if they
feel “ overloaded in over their heads”. Working full time and part time,
where you spend most of your time working and not being focussed on the
course, lack of time is spent reading, reviewing, doing research and

therefore having an effect on the quality of work produced. . 1 Evaluate knowledge and qualities acquired through past experiences. What did you learn from that experience? Having a calm attitude made me more effective in my studying habits, it also made me calm and patient with myself. I was able to review my material effectively and try to open to my mind as much as possible by putting other things aside and dispelling frustration. Task 2 Analyse the skills, knowledge and personal qualities relevant to the learning period. To take studying seriously, focus on how important it is to me and how I learn the information.

This is very important because it focuses on the outcome which achieving the opportunity to progress on to a degree course in Podiatry. Being able to enjoy the material taught to be motivated to study and research the information and reflect on what has been taught for the day. This entails going over my notes. Time keeping being on time and preparation, having the right equipment to take notes. This also means being prepared the night before where I have an early and get a good night sleep. Having a good breakfast in the morning which my concentration will be at high level in classes.

My optimism and motivation is enhanced by keeping fit and running for at least an hour on alternate days, eating healthily and having a stable happy home environment. Being able to use the internet, library sources, newspapers, journals and magazines for researching methods, which I do every day even keeping abreast of the news daily, keeps me informed of current issues and what is happening in the world today. Excellent ICT skills.

Analyse the skills, knowledge and personal qualities requiring your development.

Improve on Numeracy, English, spelling and grammar, this could be achieved through going on to the Move On website for e learning, and also through taking English and Maths O level at college. Self reflection, acting on my thoughts and practices and acting on them effectively. Learning effective note taking through learning to create mind maps and spider diagrams, as I have a kinaesthetic learning style this is how I learn quicker through visual and practical activities to review learning. I also enjoy group work and learn best through active group sessions and brainstorming.

I have a tendency to take on more work on my own and I am working on that by asking for more help as and when needed. Improving my reading and research skills through extensive reading and scanning of material relevant to my topics

Part B Produce an Action Plan Set realistic targets for developing skills and knowledge ? Improve on Numeracy, English, spelling and grammar, using a dictionary doing a lot more reading over the period of the course. ? Self reflection continuous ongoing practice through the course. Learning effective note taking through learning to create mind maps and spider diagrams – 2 months. ? Planning more in advance 2 months. ? Improving my reading and research skills through extensive reading and scanning of material relevant to my topics, by visiting the library and checking the recommended reading list- ongoing ?

Table 3 Evaluate the action necessary to achieve set targets. As above but in addition to achieve

these targets I have given up the necessity to work fulltime and to cut back on socialising with friends and family.

In order to dedicate more time to meeting the course requirement and to produce high quality assignments and to pass tests through thorough revision and note taking. 3. 3 Identify and apply a wide range of sources advice and guidance. Personal Tutor feedback and questioning NCFE Student advice and welfare officer Student Learning Adviser Flex Resources – Use of computerised Library Access to the NCFE intranet student services Elected student class rep Benefit enquiry line Business works Earn as you learn Ucas Samaritans