



Improving students' performance with time management skills

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Abstract

The study's goal was to find out whether students' ability to manage their time had any effect on their academic performance. When it comes to a person's overall performance and accomplishments, time management is very vital. But the way people manage their time to fit their everyday lives or make it flow smoothly with their routines is a common thread in all of them. Students will be more likely to succeed if they are placed in an atmosphere that is conducive to learning. However, a student's ability to manage his or her time is a factor in being a successful student. Students who want to succeed need to be able to manage their time well. There are students who are unable to manage their time well, which has a severe impact on both their personal lives and their academic performance. Students' everyday habits and activities influence how they use their free time in college. Students' time management might have an impact on their stress levels since they have to balance their academic and personal responsibilities.

Key Word : Time, Management, Performance, Achievements, Student etc.

Introduction

When it comes to the contemporary world, time is considered as an infinitely useable commodity. It contributes to the institution's understanding of the passage of time. All of an organization's material and human resources may be improved or altered over time; nevertheless, time itself is the sole asset that cannot be bought or stored. Effectively managing this resource, which everyone has in equal measure, and placing appropriate focus on preparation are the keys to life's success. Despite the fact that successful and efficient time utilisation differs depending on the work at hand, the increasing demands on contemporary employees' knowledge and abilities have made it even more important to plan ahead. Time management is the only way to achieve success in social life since it is the only way to work effectively. People are encouraged to learn time management skills in primary school because of the competitive nature of today's world. Competitive situations need high levels of output, which puts pressure on companies and their leaders to be efficient with their use of time. Student academic performance and accomplishment may be improved via better time



management. Each and every student should be able to manage their time effectively, which involves creating objectives and priorities, using time management mechanisms, and being structured in their use of time. Time management is only achievable if the individual is driven to improve his or her own performance, ability, and sense of purpose. Fewer and fewer university students now engage in these activities, and as a result, they are unable to achieve their full academic potential. They've fallen behind due to poor time management. Students' academic performance will be better or worse as a result of this research, which will reveal whether or not time management helps or hurts them. In addition, we will be able to make certain decisions on time-saving adjustments. The best method to manage our time is to get to know ourselves so that we can make wise choices about how we spend our time. It's a topic that's been addressed and stressed in many educational forums, and an effort has been made to examine students' time management attitudes and actions in order to improve educational services.

Definitions of Time Management

Smith defined time as “*a continuum in which events succeed one another from past through present to future.*”

According to Peter F. Drucker (1909-2005), “*Time is the scarcest resource of the manager, if it is not managed, nothing else can be managed*”

Smith stated that, “Controlling your life means controlling your time and controlling your time means controlling the events in your life”

Review of literature

(Razali et al. 2018) Studied "*The Impact of Time Management on Students' Academic Achievement*" Research discovered that effective time management may have a significant impact on an individual's ability to perform and accomplish their goals. Today's students often lament their lack of time to finish all of the assignments set before them. In addition, students who lack time management skills might be sidetracked by the university environment's flexibility and independence. Students' academic performance is correlated with their ability to manage their time effectively.

(Mohamed, Hamal, and Mohamed 2018) studied "*a study on time management: case of northeast normal university international students* " Students' academic performance and accomplishments may be improved via better time management. Each and every student should be able to manage their time effectively, which involves creating objectives and priorities,



using time management mechanisms, and being structured in their use of time. It is only by self-motivation that time management may be achieved in this situation (Brigitte, Claessens, Eerde, & Rutte, 2005). Fewer and fewer university students now engage in these activities, and as a result, they are unable to achieve their full academic potential. They fall behind because to poor time management.

(Shazia and Khan 2015) studied "*The Impact of Time Management on the Students' Academic Achievements* " I discovered that there are several academic research focused on the link between time management and academic success in the relevant literature. University students' time management attitudes and abilities, as well as the impact these skills had on their academic performance, were examined in the relevant literature. Only a tiny percentage of students have high-level time management abilities, according to the findings of a recent study. Academic success may be predicted to some extent by students' ability to manage their time well, according to the research.

(Wilson, Joiner, and Abbasi 2021) studied "*studied 'Improving students' performance with time management skills'*" To answer the question, 'Will students who participate in time-management seminars do better academically than those who do not participate?' was addressed by the results of the study. Students who participated in workshops performed better academically, failed fewer topics, and were judged to have superior short-term planning skills than their non-participating peers. It was an inclusive strategy since the time management sessions helped students with lower academic performance more than those with higher academic performance. In general, male students benefited more from the workshops than female students; however, this may be due to a lack of maturity in these abilities, which needs more study.

(KHAN, ASHRAF, and NADEEM 2020) studied "*The Effect of Time Management on the Academic Performance of Students in the Higher Educational Institutions of Islamabad*" and it was noticed. Research at Islamabad's higher education institutions aims to examine the impact of students' time management on their academic performance. A representative sample of pupils was gathered for this purpose. Pearson's correlation and regression analysis are used to examine the influence of academic achievement on the correlations and regressions. According to our findings, students' self-study has a strong and positive relationship with their academic achievement, indicating that higher levels of self-study lead to better academic



success overall. Contrary to popular belief, excessive participation in social activities might actually have a negative impact on one's ability to do well in school. Female pupils outperform their male counterparts in the classroom. Female students may be better time managers and devote more time to self-study. Seminars should be held to educate students on how to effectively use their time when enrolled in a full-time course of study for policy reasons.

(Cyril 2015) studied *"time management and academic achievement of higher secondary students"* that academic success is a function of both talent and effort, with better marks going to those who demonstrate more drive, increased effort, and a greater degree of willpower. Accomplishment or mastery in a certain skill or set of information is referred to as academic achievement. Knowledge and ability gained in school courses are often measured by test scores or instructor marks or both. "Academic accomplishment" refers to this. Verbal or written examinations of various types may be used to gauge achievement. The significance of academic accomplishment cannot be overstated, since it is often used as a criteria for employment, advancement, or other forms of recognition.

(Aeon, Faber, and Panaccio 2021) studied *"Does time management work? A metaanalysis"*. in the future, a "time machine will be invented, but no one will have time to use it," stand-up comedian George Carlin famously remarked. As a result, bookshops now provide one-minute bedtime tales to accommodate the needs of time-pressed parents, and consumers are increasingly speed-watching films and speed-listening to audio books. These actions are indicative of a culture that is more rushed and suffers from chronic time deprivation. In 1965, over half of employees took breaks; in 2003, fewer than 2% did. Workloads are increasing. People are consuming more and more music, social media, vacations, and other leisure activities in an effort to get the most out of their time. "A kind of decision-making used by people to organise, safeguard, and adjust their time to changing situations" is how the term "time management" is often used.

(Adams and Blair 2019) studied *"Impact of Time Management Behaviors on Undergraduate Engineering Students' Performance"* and uncovered that Several variables have an impact on the success of first-year college students. Students' relevant skill sets and how they access educational opportunities play a role in many of these issues. Teaching, feedback, and access to high-quality materials are some of the primary means through which higher education institutions aim to improve students' critical thinking and educational frameworks. There are equally significant nonacademic aspects that influence students' chances to succeed in higher



education and they should be investigated Time management is one such non-academic talent. Stress may be "buffered" by having good time management skills, which have been shown to be a significant predictor of academic success and a decrease in mental health problems among college students.

Time management

Every college student should have a firm grasp on the fundamentals of time management. Students at colleges and universities sometimes worry about running out of time when they are given a deadline for completing a job. Time management is critical for university students, since it helps them get better marks and increase their output. Most students, on the other hand, struggle with issues like task aversion and ambiguity, leading to a downward spiral towards procrastination. A lack of prioritisation means that students are more prone to procrastination as a consequence of their inability to prioritise their tasks. A student's ability to manage his or her time is a critical component of academic success, as we can see. Studies focused on the link between time management and academic success are many in the relevant literature. University students' time management attitudes and abilities, as well as the impact these skills had on their academic performance, were examined in the relevant literature.

Dimensions of time management

Time management and effective use of time need processes and sound planning habits. Keeping time records, defining immediate and long-term objectives, prioritising duties, making to-do lists, and organising one's workspace are some of the ways in which one might successfully and competently use their time. Multiple types of time-saving methods and habits exist, each of which may contribute to the overall development of important personality traits. Short-range planning, long-range planning, and time attitudes are all examples of time management practises. It is the capacity to lay out and organise duties in a short amount of time that is called short-range planning. Maintaining an eye on important dates and defining goals via the use of adjournments is a skill set required for long-term planning.

The Importance of Time Management for Students

Many students have highly hectic schedules since they have to attend lectures, do homework and prepare for tests. As a result, they have their own daily habits and lifestyles that help them maintain a good work-life balance. However, finding the time to accomplish it all may be difficult and daunting. This is where time management abilities are put to the test. Students should become proficient in this area. In order to be more successful and productive, they must



use the appropriate methods and techniques. Planning and prioritising assignments and activities is easier when students have these abilities in place. This helps kids stay on track and minimise procrastination, which in turn leads to academic achievement.

Conclusion

It is impossible for a single person to carry out all of the required tasks. As a result, human beings create groups and organisations to work together. In the end, all organisations are made up of individuals working together to achieve a shared goal (e.g. families, businesses or governments). The actions and efforts of numerous people working together in an organisation need to be coordinated by a central organ or agency in order for them to operate together as a team. Management is the name given to such an organ. Only time cannot be altered by human beings. One cannot slow time down or speed it up no matter what position the individual occupies. There is no way to recover back the time that has been lost. In the end, there is nothing that can replace the passage of time. A lot is expected of leaders, and there's only so much time to get it all done. Even yet, a leader must manage their time to be productive. Time management is the capacity to set aside a certain amount of time to finish the work. We can save a lot of time by looking at how we spend our time.

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