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**Abstract**

An individual is involved in multiple tasks in his daily life such as activities of daily living, performing one's work duties, recreational activities such as watching television, listening to music, going out with friends and so forth. When an individual is involved into multitasking, especially working individuals, for example, a person who is at the position of a director in a reputed organization has multiple tasks to carry out, or a student who studies in the tenth grade, he has to take out time for all the subjects, as well as extracurricular activities, hence for all the individuals it is essential to implement effective time management. There have been certain characteristics of time; it is measured in units, every individual gets the same amount each day, the time is neither less nor more for any individual, timings are relevant for every individual in order to efficiently carry out his work duties and responsibilities. Stay away from focusing on minutiae. Keep the big picture in mind rather than focusing on perfection. Prioritize what is important to you rather than the smallest of details. Don't worry about the little things; focus on the most important items on your to-do list.

**Keywords:** *Time Management, Commitment, Student*

## Introduction

Your ability to manage your time, as much as any other practice in your career as an executive, will determine your success or failure. Time is the one indispensable and irreplaceable resource of accomplishment. It is your most precious asset. It cannot be saved, nor can it be recovered once lost. Everything you have to do requires time, and the better you use your time, the more you will accomplish, and the greater will be your rewards. Time management is essential for maximum health and personal effectiveness. The degree to which you feel in control of your time and your life is a major determinant of your level of inner peace, harmony, and mental well-being. A feeling of being “out of control” of your time is the major source of stress, anxiety, and depression. The better you can organize and control the critical events of your life, the better you will feel, moment to moment, the more energy you will have, the better you will sleep, and the more you will get done.

In the current scenario, many students cannot manage time; they are also unable to handle stress. Finally, students suffer from depression. Due to depression, they cannot concentrate on their exam, and naturally, it has been reflected in their academic performance.

If we look at it respectively, we can say that the present research study will attempt to glorify the current problem with a brighter aspect and that would be great as an outcome for society in general and how to cope-up these phenomena. At First, it will be useful to society in many ways, sometimes people face stress but they can't cope-up with stress because they are ignorant about this concept.

It will be beneficial for all the students if they become aware of the concept of time management, stress management, and motivation, and accordingly will be they are priorities of work. They will also know the importance of time management, stress management, motivation, and their academic career. Proper time management makes students more effective, instead of getting caught up in multitasking.

Managing your time effectively is essential for those who need to structure their study time around employment and other activities. Applying time management techniques to your studying will enable you to concentrate your efforts and achieve greater results for the time expended, leading to better progress and helping you to keep on top of the work.

Different people have very different approaches to time management and the techniques around it. Some people find that managing their time comes easily to them, whilst others need to work hard to keep on track. However, most people will experience some difficulties with time management at some point in their life, and it is very common for those trying to balance work and study to find managing their time particularly difficult. Nevertheless, various techniques and tips can guide you through to help you make better use of your time.

## The importance of Time Management for Students

Students in general have very busy and stressful lives because they are attending classes, completing assignments and studying for exams. In addition, they have their own daily routines and lifestyles that are necessary for creating balance between academics and extracurricular activities. However, finding time to do everything at once can be challenging and overwhelming. This is where good time management skills come into practice. This is a skill that students need to learn. They must take the necessary approaches and apply those strategies in order to be effective and more productive. Having these skills gives students the

ability to plan ahead and prioritize upcoming assignments and events. This is an important factor in keeping students organized and avoiding procrastination, and ultimately leads to academic success.

Time management can be very useful in a student's hectic schedule. It ensures that students are well prepared, organized and focused to manage their daily lives and complete academic assignments on time. It can lead to improved success; however, this is a skill that students have to learn and practice. Students must change their habits in order to have good time management skills. This can only happen if students take the first steps in identifying their problems. Good time management skills stem from the issue of prioritizing one's time effectively. This can be done by setting new personal goals and striving to accomplish them with a new and improved attitude in mind. Another bad habit that students need to change is procrastination. Students should learn how to work smart, and not working too hard, and not retaining anything. Sometimes students need to study for a couple of hours and take a break to clear their minds. It is a good idea to take breaks when feelings of frustration come on. Too much information leads to an information overload that the brain can't deal with at one time. If students are motivated and disciplined, their time management skills will improve with practice

### **Significance of the Study**

Time management is swiftly becoming a grave area of concern in individual's private life as well as in organization life from top management to operating level supervisors. Effective time management is valuable in terms of cost savings for projects and operations. Time management is concerned with optimizing the use of our discretionary time. It is important to realize that the available amount of time is constant and all that we can change is the way we utilize this time.

If we take time management seriously, we can break loose from this bondage and pack more in the available amount of time. We need to alter our habits and our attitude in order to derive the maximum utilization of the limited time at our disposal. Because, wasted time can never come back. Time management for students includes setting realistic goals and deadlines for our self

### **Statement of Problem**

Time-management problems are the challenges people encounter when trying to maximize their effectiveness in their career and personal life. Many people commonly feel as if the time available for certain personal and professional tasks is somewhat limited or that the demands on that time exceed what is available. Poor time management causes us to rush, which results in a lot of additional stress. Sometimes, you're already aware that you need to do something, but you avoid starting it.

Time management plays a vital role in improving student's academic performance and achievements. Some observed problems in the academic activities of students may owe their causes largely to time management. This is when the students do not manage their time properly. Commonly, they may not come or may delay in coming to college. There may be delay in planning for academic activities postponement of time to do assignment and reading for tests and examination. They may be facing interruptions during the lectures hours like receiving lengthy calls, pingping, social networks and mingle with friends. Besides, students have joined the extra activities such as event activities, co-curriculum activities, club

activities and others. They might also experience a wide array of perceived obstacles to the effective use of that limited time.

### **Scope of the study**

Time management refers to a range of skills, tools, and techniques utilized to accomplish specific tasks, projects and goals. This set encompass a wide scope of activities, and these include planning, setting goals, delegation, analysis of time spent, monitoring, organizing, scheduling, and prioritizing. Detailed scope of responsibility and the work tasks to be considered in the planning and subsequent cycles of the time management function. Managing time effectively enables students to become more confident, and organized, and learn more efficiently.

Effective time management skills are particularly essential for high school students, as they have to deal with more subjects, tests, assignments, and extra-curricular. Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. Essentially, the purpose of time management is to enable people to get more and better work done in less time.

### **Review of Literature**

Aim of the research:

The purpose of the study is to determine how well college students manage their time and how well they perform academically, as well as to determine whether there is a substantial correlation between these two variables. This study will help to clarify the significance of time management for younger generations and to inform them of the benefits of effective time management.

A methodical technique was presented by Blair (2019) to identify the time management practices of undergraduate engineering students that have an impact on their academic success. The study indicated that the way students understand controlled time is positively connected with academic achievement and that this relationship is independent of gender, age, admission requirements, and even the number of semesters completed in the degree program.

Mohammad Qtait RN, MSN, and Seyyan Alarab RN, MSN (2018) state that this study critically evaluates the research literature relevant to the challenges of time management and the definition of time management. The ability to manage one's time well is a trait that can be used to both one's personal and professional life. It is essential to boosting nursing productivity while also reducing stress. In recent years, there has been an increase in both technology and awareness of the status of time in today's global and rapidly expanding civilization. These reviews, which were found through Google searching, include 27 empirical studies and books on time management that were published between 2000 and 2018.

### **Findings**

A thorough search of the literature revealed a dearth of research on time management challenges. In 2018, Singh, N. J. discussed the ABC Model of Time Management. The Awareness, Believe, and Continuation (ABC) paradigm is based on these three fundamental concepts. It might be an opportunity every second and minute if one is aware of its value. The most important and urgent tasks should be completed first. The crucial but not urgent tasks should be completed second. The urgent but unimportant set of duties must be completed

third. He has no reason to care about placing fourth and has no pressing duties to complete. One is halfway to success when they are aware of time, its value, and its importance for their mission in life. Focusing on the four quadrants and adhering to them will help you develop the habit of completing tasks confidently and on schedule. Some tools or methods are required in order to put knowledge and conviction into action. Success on both the personal and professional levels will come from continued use of time management tools and practices.

Singh conducted study on time management models and hypotheses in 2018 and presented a summary in *European Journal of Molecular & Clinical Medicine* ISSN 2515-8260 Volume 07, Issue 07, 2020 231. According to the research, time management skills need to be strengthened in order to lessen the psychological stress that results from completing chores and duties on time.

Time management and job satisfaction are all tied to one another and have a significant impact on an organization's success, according to Arash Ziapour, Alireza Khatony, and Faranak Jafari (2015). The purpose of the study was to assess the effectiveness of a time management plan on head nurses' job satisfaction.

Jason Grissom (2015) proposed that effective time management could boost output at the workplace. The author investigated the relationship between managers' time management abilities and different time allocations across job task areas and improved work performance measures.

### **Suggestions**

Discover where you are truly spending your time first. The things you think are eating up your time and the things that are actually doing so frequently diverge. Utilizing a time tracking tool is the simplest way to perform a time audit. Numerous businesses provide free software versions. Try making an Eisenhower matrix or applying the four Ds of time management: Do, Defer, Delegate, and Delete, if you feel like you're attempting to achieve too much. Be aware of how you spend your time.

Maintain a regular agenda and set priorities. Start with the most challenging task. You'll be able to effectively manage your time if you make a to-do list. In order to avoid stress, students taking exams should at the very least practice planning ahead. It is vital to have a practical understanding of the academic material; this will assist pupils do better on exams.

The Alan Lakein developed "Swiss cheese method" proposes that the best way to deal with this is to divide more involved undertakings into smaller jobs or time blocks. You'll reduce the project's intimidating nature by finishing one quick task or a 15-minute time slot. Limit the number of windows you have open and the number of times you use your mobile device by focusing on one display at a time. It's also a possibility to disconnect.

### **Conclusion**

A successful time management strategy maximizes productivity and achieves goals. It reduces stress and increases job performance and life satisfaction. High achievers are able to manage their time effectively. They organize and distribute their time wisely to maximize productivity. A highly productive person isn't born with this skill, but rather has cultivated and rehearsed the skills that are very essential in order to accomplish more in a less time. Developing good time management skills is simple and easy to do. There are many tips, stratagem and techniques that can be used to achieve this goal. Effective time management

offers us the ability to keep control of our lives. Being in charge of your time makes you feel more in charge of your destiny and gives you more freedom. The clock cannot be stopped or slowed down; whether one likes it or not, time will continue to pass. Time becomes a valuable resource because not everyone can be accommodated by it. Therefore, everyone involved must be sure to use the time they have at hand wisely and effectively.

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