

IMPORTANCE OF TIME MANAGEMENT FOR STUDENTS

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Abstract

The aim of the current research was to determine the relationship between the time management skills and academic achievement of the students. However, students' time management can also affect stress level of students as they need to cope with their tasks and their personal achievements. In this regard, the data was collected in order to analyze that how effectively they are managing their time for achieving their academic standards.

Keywords: Time management, skills, productivity, multitasking, daily schedule, perception, plans, routines, achievements.

Аннотация

Цель настоящего исследования состояла в том, чтобы определить взаимосвязь между навыками тайм-менеджмента и академической успеваемостью студентов. Однако управление временем студентов также может повлиять на уровень стресса студентов, поскольку им необходимо справляться со своими задачами и своими личными достижениями. В связи с этим данные были собраны для того, чтобы проанализировать, насколько эффективно они распоряжаются своим временем для достижения своих академических стандартов..

Ключевые слова: Тайм-менеджмент, навыки, продуктивность, многозадачность, распорядок дня, восприятие, планы, рутина, достижения.

Time management for students is of utmost importance to balance their studies with other daily essential tasks. Good time management reflects on your health and also adds to your energy to achieve more. Here are a few reasons why time management should be of utmost importance for all students.



It increases your productivity. If you manage your time effectively, it adds to your productivity levels. Assigning a fixed time for all the tasks to be done in a day lets you plan your day in advance and enables you to do more tasks in less time. But you should remember that this will only be effective if you do your work on time, procrastination will definitely have a negative effect on your productivity. It keeps your work organized. The best way of time management for students is to create and follow a fixed timetable for each day. This is beneficial for students since they will have a clear idea of the different tasks to be done each day, and they could also easily mark the tasks as done after completing them. This will make your daily tasks organized and you can even choose to do the more important ones first by putting them at the top of the things-to-do list.

It helps in stress reduction. Not completing your studies, assignments and projects can cause you to be stressed out. Taking care of our mental health is very important for everyone, and since students often get increased stress and anxiety levels due to the pressure of studies, it reflects on their poor performance. Effective time management can help you in lessening this mental pressure, which will also boost your confidence and energy levels.

No last-minute cramming of syllabus. One problem that students often face is not completing their syllabus on time. This leads to them cramming up all the chapters just before the exams, which undoubtedly makes them get lower scores than they expected. With proper techniques of time management for students, they can not only complete studying the chapters in their syllabus on time, but also have some extra time left for their revisions. Time management is usually one of the biggest challenges for students. Their workload has tripled from what it used to be in high school. And distractions are everywhere. In an effort to make new friends, students attend social events and parties every week. With so many student clubs, associations and activities to choose from, getting involved seems inevitable. The mere thought of buckling down, working on assignments and studying for exams can just feel like too much. In many instances, it's a matter of simply thinking there will be enough time later to get it done. But then it's a last-minute scramble to cram as much information into their heads as possible or cobble together a 10-page paper overnight.

Why is Time Management Important for Students? Time management for students (and everyone else) is about making your day purposeful. It is about taking control of the time you have and optimizing it for focus, productivity, and above all, balance. Before we list out the time management tips for students, it is crucial for



students to understand why time management is important. All of us should make the most of the limited amount of time we have in a day. It is very easy to get wrapped up in a fury of various activities and accomplish less. 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 extracurriculars. Time management techniques can help students be on track and cope with the stress of added responsibilities. Following are a few more reasons why time management is important for students:

Enables students to accomplish their goals faster. Appropriate time management makes one more effective and encourages students to give your best to what they are doing and what they can, thus helping them achieve their goals much faster.

Enables students to prioritize their work. When creating a timetable, you prioritize and arrange essential tasks that need immediate attention. For example, students have to complete assignments before attending a session. A student can fit in time to work on the assignments before attending a study group with correct time management.

Enables students to get more done in less time. Dedicating a specified amount of time to a particular task helps them focus on it. Instead of working on a given task with no predefined time assigned, they can complete the same task by sticking to a time plan. Without a time plan, they might completely forget to finish a task. Reduces stress levels. Time management skills can help them prioritize the time required for essential tasks; prioritizing tasks and having enough time to accomplish those tasks means reduced stress levels.

Helps them become more efficient. Effective time management helps you to be more focused at school/college/university, thus increasing their efficiency and enabling them to accomplish more within less time.

Some of the important skills students need to manage time effectively include.

Goal-setting. It's almost impossible to use time well if you don't know what to do with it. Students can benefit from having short- and long-term goals. For example, a short-term goal might include completing their homework early each day, so they have ample time to practice music. Their long-term goal could be to play in the school or church band.

Prioritization. By assessing what needs to be achieved within a given timeframe, tasks can be rated according to their importance. Setting priorities for each day,



week, month and year can help students accomplish their goals. It also helps to ensure activities that are vitally important but not urgent – such as personal devotions, adequate sleep and exercise – are given precedence. Some people like to prioritize easy tasks for early in the day and use the boost to move forward. Others prefer to tackle bigger jobs first.

Organization. Once priorities are set, it's important to have a plan for getting them done. Some people are naturally well-organized, and others need some help. Strategies like maintaining an up-to-date calendar and keeping a tidy study environment help. There are many useful software programs and apps to aid organization.

Make use of a daily schedule template to plan your day. Seminars, classes, and workshops may take up a chunk of your day, but how one schedules their own time makes all the difference. It is essential to master your schedule. A daily schedule template helps you manage and control your time each day. It will enable you to stay organized and focus on what matters most and even help you overcome procrastination. The method that most successful people from Elon Musk to Bill Gates use is “time blocking”. Time blocking is creating a template for how you intend to spend every minute of your day. Students should therefore follow this method to manage their time more fruitfully.

Understand how you are currently spending your time (and where you are losing it). Your schedule will offer you an ideal version of your day, but you need to analyze how you spend your time to develop better time management habits. Without understanding how you are spending your time each day, it is impossible to build better time management strategies for students to stay focused.

Set proper goals to measure your progress. Goals are an excellent way to get you motivated to do school work. However, the problem is that goals are just the result, with you not knowing how to achieve them. So, focus on what needs to be done to achieve that goal by focusing on constant progress and developing better habits. For example, if you need to write a 5,000-word essay in a month, set a daily goal of writing 500 words. If you continue this, you can complete your essay in a week.

Break large projects into smaller, actionable tasks. A part of proper goal-setting is to segregate large goals from smaller daily tasks. Doing this will help you stay focused and stop you from procrastinating. It is easy to procrastinate when a project feels like a huge task. However, taking that first step is all you need to build momentum.



Take breaks at the right time. Take more breaks to manage your productivity over time. But when exactly is the right time to take a break? Sleep researcher Nathaniel Kleitman states, “our minds naturally crave breaks after every 90 minutes of intense work. Even if you do not have a timer going, your body will let you know that you need a break by turning sleepy, fidgeting, hungry, or losing focus”. When you begin to feel this way, you know it is time to take a break.

Create a master schedule – from this agenda, block off chunks of time for study or assignment work. This will help your student to prioritize their projects and stay on target with due dates. You could start by estimating how long each project will take, then calculate how much time to allow daily or weekly. Try to schedule in some study every week day, even if it’s only brief.

Be an early bird – encourage your child to start their homework as early as possible after school. This gives them more time to complete it while they’re alert and reduces the risk of delayed bedtimes. Also, people vary as to when they’re most productive, so allow your student to tackle challenging tasks during their best time, and leave easier ones (such as organizing their books or lists for the next day) when they’re not at their peak. Some might prefer to get up early and work before the school day, for example.

Be realistic about the time you need to complete a task. Once you begin to schedule your tasks for the day, you may get overly optimistic about how much you can achieve. Psychologists also have a name for this – The Planning Fallacy. One of the most effective time management tips for students is to counter the planning fallacy. Students should add a buffer to their schedule depending on how familiar they are with the task. If it is something that has been done before, then 1-1.5X time must be allocated to the time they think it may take to complete the project.

Build better routines and habits for long-term success. We are what we repetitively do. One of the best time management strategies for students and everyone else is to develop routines and habits that endorse the kind of actions you would like to do more of, for example, following a morning routine that concentrates on getting an early win and prepping yourself for a productive day. Or, ensure your evening routine preps you for an effective next day by setting your goals and schedules the night before.

“To do two things at once is to do neither.”

Publius Syrus.

Thus, avoid multitasking. It may be tempting for students to feel that they can multitask when their schedule is jam-packed. But the more one tries to do it at once,



the longer each thing takes. Instead, studies have found that deeply focusing on one task at a time can be around 500% more productive.

The bad news is time flies. The good news is you're the pilot"

Michael Altshuler

Nobody has more than 24 hours each day. From the most powerful to the weakest—no one has more time than anyone else. It's the great equalizer of the human race. Now it's true that not everyone has equal amounts of discretionary time. If you must labor 20 hours each day to make a living, there are things you will not be able to accomplish in the 4 remaining hours of the day. But you still have 24 hours each day—just like everyone else. Thus, it is time when you must start what you are capable of doing. And one day, you will see that you have reached the target of yours. So, next time if anyone says that time always flies; you can reply to them that you are the pilot. Time management plays a vital role in improving student's academic performance and achievements. Each and every student should have time management ability which includes setting goals & priorities, using time management mechanism and being organized in using time. Here time management is only possible through self-motivation; performance, ability and motivation (Brigitte, Claessens, Eerde, & Rutte, 2005). People can work smarter when they learn to manage their time effectively. However, each human is wired uniquely different. Hence, it is important to know that each one of our schedules might depend on several intrinsic factors and can be influenced by multiple external factors.

Time management for students is highly intimidating, especially when you have multiple things on your to-do list. In the current new and very competitive world of work, managing time efficiently can be a key ability, not always innate but which can be learnt, reason why we consider necessary that the university forms the students and prepares them for developing this fundamental skill. Nevertheless, it is one of the most challenging tasks for students as they are expected to fare well and produce good results while handling the pressures of school assignments, homework, projects, and maintaining a social life. However, with our list of time management tips for students, we are confident that students will be able to come up with an arrangement to ensure that every day is as productive as possible.



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