

Effective Time Management in the Academic & Achievement of Students

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ABSTRACT

Effective and efficient use of time is inevitable for success in work and life. Time Management includes a set of skills to control and make better use of time and this study was to investigate the effect of time management in students' progress than 1,000 students studying in disciplines (Psychology, Pure Mathematics, Applied Mathematics and Education) populations of 100 individuals were selected randomly from the four fields and time management questionnaires after measures were planned. Once completed questionnaires were collected. The data then numbered using descriptive statistics (mean, median, and mode) of the grade-point average (GPA) semester the student to measure student achievement, and the Pearson correlation coefficient was used for inferential analysis. The results showed that there was a significant relationship between academic achievement and time management, and also there is a correlation between age and time management but did not correlate various terms of students with time management

Keywords: Time management, viewing time, planning, and achievement

Introduction

Life is like a flowing river of activity that emanates from the source and the path to follow the ups and downs. Each of us every day about how to spend and how to spend the day thinking, planning and decision-making, and we work, and we concentrated our activities in that direction. Different routes and unpredictable flow of life activities and is changed every day.

Man has no time for all that do not have enough time. We all literally in the thick of things, individual responsibility, the projects that have read a lot of newspapers and magazines, and books are piled up one day as soon as we got the chance to go to them have been drowned, but the fact is you cannot once poetic near pay to compensate back and forth from work fall. You can never get too ahead of things that you can read all the books and journals, and entertainment that you had always dreamed she would pay. In addition, the idea out of your mind that you can raise your productivity to solve problems in the field of time management. Whatever the time, no matter how you master the techniques of individual productivity. However, it is always more things that you can get to all

of them. You have only one way you can get control of your life, and it is time to change the way of thinking, working and how to deal with flood endless tasks that every day falls on your head. The tasks and activities under control depended on how much you can do some things to stop and instead spend more time on activities that really make a change in your life. In general, this study seeks to identify and understand the factors that impact on time management and academic achievement, and ultimately answer the question:

Is there a relationship between time management and academic achievement?

Questions and research hypotheses the main research question

1. Is there a relationship between time management and academic achievement?

Secondary research questions

1) Are you between the ages of students on time management, there is a significant difference?

2) Is there a significant relationship between the various terms of students on time management are there?

Research hypotheses:

The main hypothesis of the research

1. There is a positive relationship between time management and academic achievement.

Secondary research hypotheses

1. Between the ages of the students in time management and academic achievement is a significant difference.

2. The various terms of students on time management there is a significant difference.

Theory and Literature:

What is time management?

Time management means to take control of their time and work and do not let you steer the affairs of the incident in other words; man is passive in relation to the flow of life he will lose heavily.

Time Management: The act or process design and development of conscious control on the time spent on specific activities, especially to enhance the effectiveness, efficiency or productivity.

Throughout history, different dimensions of time and attention of civilizations and today there are more and more attentions. So that new technologies, provide an environment that is almost overwhelming in the short term can access information and get things done much quicker and easier than before.

However, the desire speeds in getting more things done. With such a tendency, however, is the sense in which the backward and can effectively benefit from it, and the history has shown that the weaknesses in the management of the time, a is out of date. The problem is not technology; it is not able to solve it. While we have more tools to manage time and administrative procedures, is less subject to unnecessary paper and supplies, management time can be hidden weaknesses, and effectiveness is needed;

For greater success, whether in personal life or professional life requires the application of time management strategies as well. This set of strategies for efficient use of time and the procedures for monitoring and control time is used. With the effective use of time can be specified goals and prioritize tasks, and the activities planned. Planning and allocation of time, people's perception of time available, increased as a result of his time purposefully and organized can be enjoyed. Prioritize tasks and allocate time to each activity, makes a variety of tasks done on time. After using time management, insight on how to use them more time, more accurate estimates of time to do things to gain and the results achieved beginner.

Some of the results of different methods of time management are:

- Preparing for informed planning
- Remind affairs
- Regulating the thoughts and activities
- Tasks on time
- Create an incentive to work
- Focusing attention on priorities
- Prevent unnecessary waste of time and work
- Speed the development and improve personal performance
- Reduce daily stress and the resulting increase in mental health
- Increase the efficiency, organization and productivity

In general, time management, planning and monitoring, more realistic outcomes achieved and everything is done more efficiently.

What's the time?

Time is something that can be your best friend in that it gives you the opportunity to achieve your goals. It can also be your worst enemy because there is never enough time you can do all your work, so time is a scarce resource. The lost time will not open. The time can never be saved. When seconds have passed is always missing

1. Write down everything

A set of electronic tools that have the ability to plan and prepare and programs and things to do in the pen did not write to try something, for everything and anything, you want to do it and do not plan without a plan, do not move. For this stage, you can also get yourself, a table and the table and write a list of things that they have done things in front of the row with the date and time of completion; it will complete the row or column. At this stage or at all "in every stage of the following steps, try out your own methods and techniques.

Model, but not blindly imitate. Because everyone's schedule exclusively "for the same person and each person works for himself and not for another.

2. Merge lists

Instead of planning your time of six-page paper Let's use these pages together and a control on a page is always easier and easier to control So do not waste your time with many pages. As they may be omitted in the application and review pages, and you cannot do it.

3. Reduce time to plan your time

Time does not have much time to plan and manage their time. Half an hour a day is enough for planning. Do not waste your time with unnecessary programs to swallow frogs as the book is mentioned in the book of the renowned author Brian Tracyit said the morning when you wake up early and start early to plan and prioritize work to do not waste your timefor all his work, time does your daily schedule this is not the first work after you're done, come back later to do the planning work and spend half an hour after the first, to do the job in just start.

4. You must also plan for when you have free time

In this, section means that when you run, all the other things, I do not need to manage time. It's important to remember that the management time, depending on all the time you have and for all their time schedules.

5. Try not to include rest periods between apps

When the next program you want to start a program, all intense and careful when it loses most of the time you want from one program to the next. Try your hand now are also available.

6. Work and lists the numbers

If your work is more. They are listed in order of preference and click. It is not the job of the page and selected a second work from page four. Thus you always give and do not rush

7. You have to plan your work and know the nature of the work

For example, to know who's going to buy bread, a short-term thing, but education is a long-term activity should be planned so let's buy bread, short-term and long-term education

8. Put a reward for yourself

Put your plan rewards for yourself as well. Say, if I go to the sauna finish my work today X. Or if 60% of the Y project, we can all go out to a restaurant to eat a new food, and so on.

9. Take time for yourself

Just do not do that, you will probably need to rest; you can work like a machine; you have to go with the flow and keep people or go to the movies and parks. Do not work long-term prisoners never will have detrimental effects.

10. The things you're concerned about the lack of attention

If what you're nervous while doing the program, try to ignore it and remain silent.

Psychology planning

Educational programs and school teachers emphasized the important role of this technology, because the fate of societies depends on the learners that the most important cultural centers of the country that graduate training programs of centers in each country planner and the people form a community grow every community needs people skilled, committed and scholars and the action that they can keep their culture and their religion and scientific and practical rescue the nation from dependence, people capable of education, which is only given to the characteristics and capabilities of individuals, in this case, knowledge of psychology is a very important position Because it assumed knowledge that explains what can be learned in what circumstances and what is the ease of training and the ability of people to learn what the circumstances of time and place will be increased alternatively, in what circumstances may be easier to learn and study in the science of psychology is how people can achieve higher social adjustment, how morale or sense of consciousness grows and how people can be motivated to work. Because, as stated in the definition of the knowledge of psychology that deals with the scientific study of behavior and mental processes and behavior wide domain in addition to the process involved in many issues of learning and psychological that the educational planners and can its curriculum and provide the basis not only of their country but also to serve humanity Because knowledge is now seen as a means anti-religious people use it to their belief in their society and religious people compassionate, and planners can also use the results of their knowledge and enrich the cultural centers of formation and spiritual dimension's religious and psychological security of people increase, because if people are highly specialized training but not the expertise, commitment and trustworthiness among the people and experts will establish the link. Humanities are very convenient tools to realize these important goals and the people who possess expertise, commitment to their growth.

What is planning?

Planning the concept of modest means; plotting to achieve the target to achieve demands. One of the most popular programs in the world is planning education programs that are comprised of: (golden dreams, no program, principles and practical) to make itself felt.

The point to note here economically on education whose goal is to train skilled and experienced in the world of work and the economy.

And today we are witnessing a vague plan that is difficult to claim that the program is increasing. Including cases where it can be proved that the claim can:

- A) The high rate of illiteracy (Primary and Secondary).
- B) The rapid growth of young people to the elderly.
- C) The increasing costs of education.

With obstacles such as Arena and the go ahead will be difficult obstacles. Among other topics, such as (document written under the domain of knowledge or lack of) is also noted. Many different definitions provided in this regard by the leaders whom we will mention a few of them: Some planners; curriculum to consider a system consisting of (input, workflow) and (output, feedback, referring to the official curriculum or in other words, what planners need to think, study and design covers, and non-formal curriculum (hidden), which included (interactions, norms and feelings and attitudes) which in many cases the effect of these hidden programs rather

Educational programs and curricula in different aspects of human life and are used in various fields of human life and optimal planning of training, and education is just what the economy for political purposes, and respects the importance of the Islamic countries social and otherwise double is for a country that wants to be preserved religious and Islamic values should be equipped with equipment and tools, on the other hand, to culture, tradition and values maintain their systematic and well-planned, and this is not possible except through planned training and curriculum. Thus, in the past (1950), the developing countries in different directions when they wanted to change and revolutions and to maintain their independence, their first educational programming, and that the newly independent states on this date as a education because of incorrect, incomplete and dependent on economic and economists believed that the direct relationship between education and economic productivity, There is, however, a person's level of education increases, the role of the individual in economic growth greater national and community education in the 1950s and 1960s. Not just a means of human resources was considered, but was considered as a means of social mobility.

What is the purpose of academic failure?

Literally a drop in the deficit, low, nasty and reduce the deficit. Therefore, academic failure means deficiency in the education process. Alternatively, in the literal sense of the measure of Statistic's renewal and failing students. Reduce school drop from satisfactory to poor student performance if the gap between potential and actual student created, academic failure known as the best indicator in this area compared to previous and current performance. Academic failure is sometimes beyond the numbers cited, eventually with the passes and moves to higher ground but education does not have the necessary quality and student level of knowledge is low, and in this regard, we can mention the hidden losses. Academic failure and school activities of a student's commensurate decline in relative terms compared with the three months relative

The purpose of this is a relative word that academic failure is not only poor students, who a few months earlier even if scores had about 18 already earns about 16 scores; two scores are dropped compared to the previous period. One problem is that academic failure if not pay attention to it, sometimes disillusioned and student dropout and failure in education, human capital and economic loss associated with it, so should be careful scrutiny of academic failure and basic strategies to avoid them. When dealing with academic failure, students should not point the finger at him, and of him as lazy and undisciplined student learning, because sometimes turbulent and chaotic situation families to be involved in it.

Students should communicate more connected to school and in their children's education and the training they receive. One of the oldest and most well-known academic failures and rejection of education issues in many

countries and research showed that no country could a hundred percent solution to avoid this problem, but all countries in accordance with their status studies carried out and have offered solutions. So it is better that based on the available facts and understanding of the causes of academic failure is achieved, even in different districts, different version's complex and not limited to stereotypical procedures.

Damages due to academic failure:

A) Factors related to student

- Physiological and physical factors such as poor vision and hearing, etc.
- Mental and psychological factors such as levels of intelligence and memory power and mental health
- lack of real purpose and objective on education
- No internal motivation for studying
- Lack of confidence
- Weakness of will in decision making and implementation of decisions studying
- Lack of careful planning in terms of time and amount of daily study
- The lack of appropriate reading for various courses
- Poor study skills.

B) Factors related to family

- 1) Family conflict and troubled family, parental divorce, physical or psychological, are non-native or non-paternity, etc.
- 2) Difference between children with parents and families, such as the stubbornness of protest against the family atmosphere
- 3) Dependent parents of the children to school and homework of primary school
- 4) Humiliate, blame the wrong comparison successful children with peers and thus lowering their self-esteem and self-image
- 5) Negative changes in the family such as political and economic bankruptcy and addiction, etc.
- 6) Change in order to promote the rapid and unexpected social or economic level of their families and children and a variety of property and surprising diversions.³

C) Factors related to school

- 1) Peers such as bullying and inappropriate humor in the classroom
- 2) Inappropriate behavior, school executives such as vice-principal, deputies, secretaries and advisers

D).Factors related to community

- 1) Bad friends
- 2) Improper use of sports clubs, fitness, billiards, etc. Short and long-term programs to prevent loss of reducing wastage

3) Dropout unsettled issue, but solving it is impossible sudden and immediate ways. To counteract this phenomenon, the long-term planning and infrastructure are needed. The tools are based on social realities and enforcement as an integral part of educational planning

A) Long-term or fundamental programs:

These programs infra structural measures that require a general policy in the educational system. Some of the details of these methods are:

-Revision of the evaluation system.

-Reduce the number of students in each class.

-Assessment of students' intelligence and understanding of their capabilities before the start of the new academic school.

-The integration of education possibilities and optimum use of facilities.

B) Short-term programs: details of the program are as follows:

1) The provision of timely provision of textbooks and teaching aids.

2) The close cooperation between school and parents.

3) Evaluate the performance of teachers and encourage effective teachers.

4) Strengthening the students' intrinsic motivation.

The change in the attitudes of teachers, school management styles change, innovation in teaching methods; teaching-learning process due to the reform of public participation can reduce dropout education issues, particularly fruitful.

The reasons for academic failure of psychologists and scholars

Academic failure of the educational system and culture, community, family and individual characteristics or the characteristics of the students are very close in here is a leading cause of school failure mentioned should be noted that these factors independently of each other, resulting in the creation of academic failure among students but also their relationship, creates a complex network that the status of students had a devastating effect

Personal reasons

1. Intelligence

Everyone has a certain mental strength is called intelligence because intelligence output per person is greatly influenced by the genetic background, and it cannot be changed.

2. Desire and motivation

If there is a child in a primary school successfully but that's up to older fall behind in school and another academic competition does not show interest in learning more. The student a very important role in the genesis of his academic motivation.

3. Emotional disturbances

Students at different levels of psychological stress, can cause preoccupation, damage to the forces of intelligence and mental energy, lack of concentration and eventually will fall behind in school.

4. Maturity

Maturity of the most important sections of a wide-scale change in the fields of mental and physical well. Ability to adapt to this sudden and sweeping change requires knowledge, training and support are not certain that if possible imbalance in the person's life there may cause psychological trauma, social and sometimes fleshy.

5. Family issues

Numerous factors associated with academic failure, their families, students could be the most important of them are as follows:

1. Relationships and family values:

Perhaps the most important factors in shaping student attitudes towards schooling family.

2. The employment of children

One of the students' academic failure, is handling the duties of parents and children so that children in the age of paid employment, usually at the time, they are expected to map expected to pay, including education.

3. Illiterate parents

The main source of training outside of school, parents is illiterate and poorly educated parents, and these parents not only damage bilateral education and training can be a help to their children, but a poor imitation model for their children.

Environmental and social problems 1.Lack of adequate educational space:

If the student is relatively good mental ability as the higher classes to learn, lessons need to be more complicated if the surroundings are relatively quiet and solitude for their study would be an academic failure,

Background Research

-Research that we Mac an & et.al (1990) did show that students who have a sense of control over the physical stresses experienced little job. The results showed that score of time management is associated with age and sex. So that seniors are more likely to show your time management activities and high scores for women than men earn in this questionnaire.

According to research Hall and Hitsch (1982) and King Wined and Lovett (1986), Maher (1986) and Orper (1993) did it concluded that the time-management course's management behaviors when participants have a positive impact.

Development of hypotheses and model:

Time Management: The act or process design and development of conscious control on the time spent on specific activities, especially in order to increase the effectiveness, efficiency or productivity.

In this study, the independent variable is time management that has been manipulated by researchers to determine its impact on the dependent variable.

Academic achievement: the ability to learn in children can be called progress. In fact, having the ability to learn and remember what is included in the curriculum; it will be a success and conjectural achievement. Achievement of qualitative and quantitative changes in students' knowledge and skills through the enjoyment of formal education refers to the average annual tuition measured.

Data analysis

In the present, study offered the first description data and then analyzed the data provided. Calculation of Educational achievement:

Semester grade-point average of students' progress is indicated under (mean, median and mode) and grade-point average measured time management.

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