

Time Management Strategies for College Students - A case of NMU region

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Abstract

Time is one of our more important resources. Effective time management is a skill most people need to make the most out of their personal and professional lives. To a college student it can make the difference between a mediocre and a superior performance. Time management can be a common problem for any student in many cases; new student may not have had to manage their time efficiently to ensure good grades. This research is undertaken with primary data collected for 200 management students from the different courses in NMU region & with this paper we are presenting how students face problems in managing time & what are different strategies for time management which can be used to be performed effectively in their career.

Key words: - Time Management, Students, Strategies.

I. INTRODUCTION:-

"**Time management**" can be defined as a person's ability to keep things balanced in their life. It involves the setting of realistic expectations, a willingness to say "no," and a healthy perspective for the short-term and long-term horizon. Time management requires both discipline and flexibility. In a nutshell, "time management" could be described as a person's willingness and ability to prioritize things that are most important to them.

In college, of course, time management becomes increasingly challenging. There are tons of things all day, every day that are important and interesting. Time management in college, then, becomes a student's ability to prioritize the *most* important things -- and to let go of other things that may not be as critical. Many students are unaware of how to manage their time properly until they start college. Time management is important because, in order to succeed in college, you must be able to balance your time wisely among your classes, study time, work, family, friends, and other activities.

II. OBJECTIVES OF STUDY:-

- To study how college students manage time.
- To study things for which college students juggle now-a-days.
- To recognize the benefits of time management.
- To suggest time management strategies for college students.

III. NEED OF STUDY:-

- To study the need of Time Management.
- To reduce Stress caused due to improper time management.
- To have more control over our time using time management techniques & strategies.

IV. LIMITATIONS:-

- Time and money constraint.
- Study has covered only college students.

V. RESEARCH METHODOLOGY:-

Primary Data: - Questionnaire.

Secondary Data: - Books, Journal, Website.

Sample Size: - 200 students - NMU region

VI. WHAT DO COLLEGE STUDENTS HAVE TO JUGGLE NOW- A- DAYS:-

- College work
- Jobs
- Volunteer work
- Co-curricular activities
- Community activities
- Family responsibilities
- Social life

VII. OBSTACLES TO EFFECTIVE TIME MANAGEMENT:-

- Unclear objectives
- Disorganization
- Inability to say "no"

VIII. THE PROCESS OF TIME MANAGEMENT STARTS WITH:-

- Cost your time.
- Making activity logs.
- Goal setting.
- Planning
- Prioritizing.
- Scheduling

IX. 8 BENEFITS OF TIME MANAGEMENT:-

- You won't miss important "life" deadlines.
- You won't miss important academic deadlines.
- You have more time to sleep well, eat right, and exercise regularly
- You'll have less stress
- You'll have more time to just relax and enjoy your time in college.
- You'll have more flexibility and spontaneity
- Things will be easier on your friends and family
- Good time management skills will help you in your post-college life

X. TOP 10 TIME MANAGEMENT STRATEGIES:-

- Write a “to-do” list:
- Prioritize your work constantly
- Find a dedicated study space and time
- Budget your time to make the most of it:
- Work out your optimum study method
- Be realistic about the time you spend studying
- Focus on long-term goals:
- Solicit help when you need it
- Don’t be afraid to say “No”:
- Review your notes regularly

XI. FINDINGS & INTERPRETATION:-

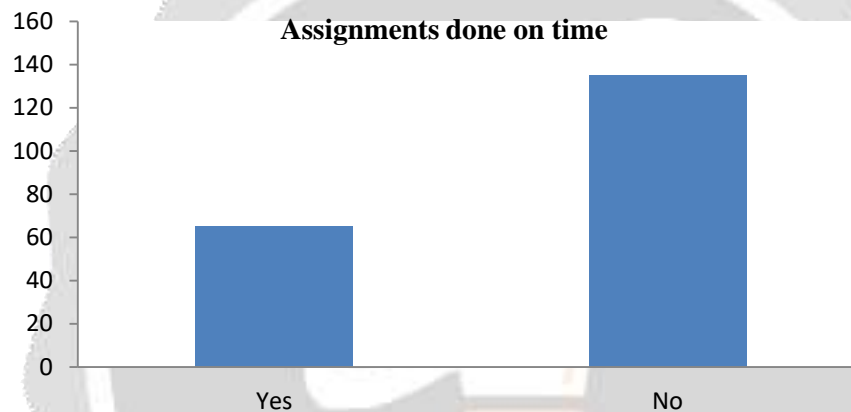


Chart No.1 : Assignments done on time

From the above chart, it is observed that 65 students out of 200 perform their assignments on time. While there are 135 student's who are not able to complete their assignments on time in which majority of boys student's told due to playing cricket & other sports most of the time we are not able to complete assignments on time.

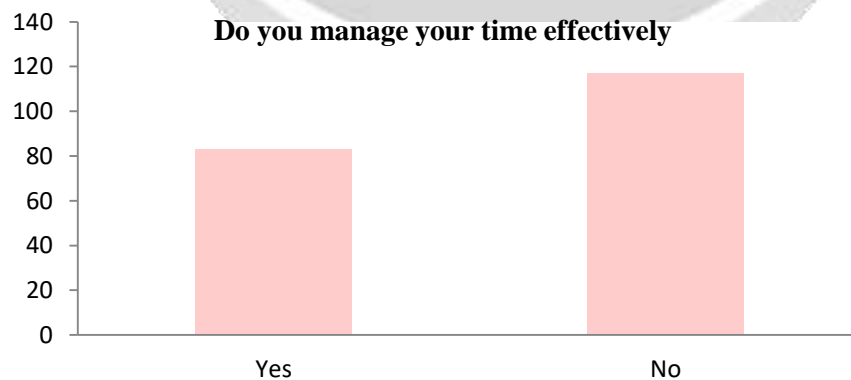


Chart No.2 : Time Management

The next question asked was about time management in which 83 student's told that they manage their time effectively. While 117 student's are unable to manage their time effectively due to family problems or some urgent issues.

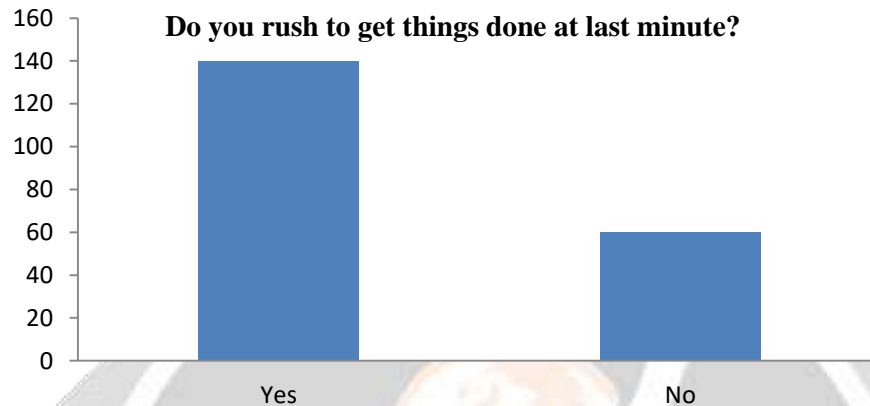


Chart No.3 : Rush to do things at last minute

From the above chart it can be seen that 140 students out of 200 rush to do things at last minute as they are unable to manage time effectively.

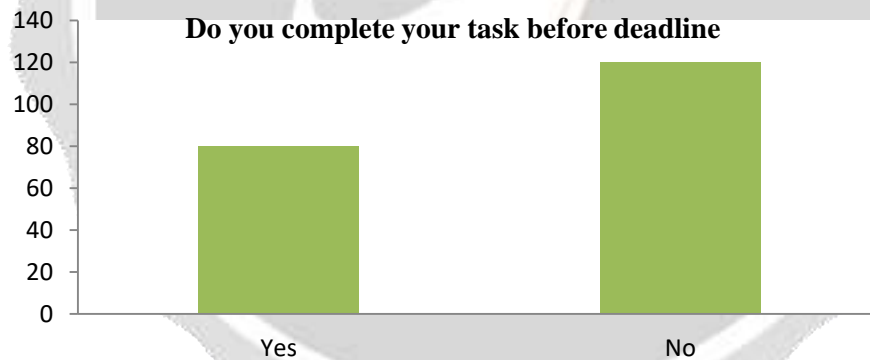
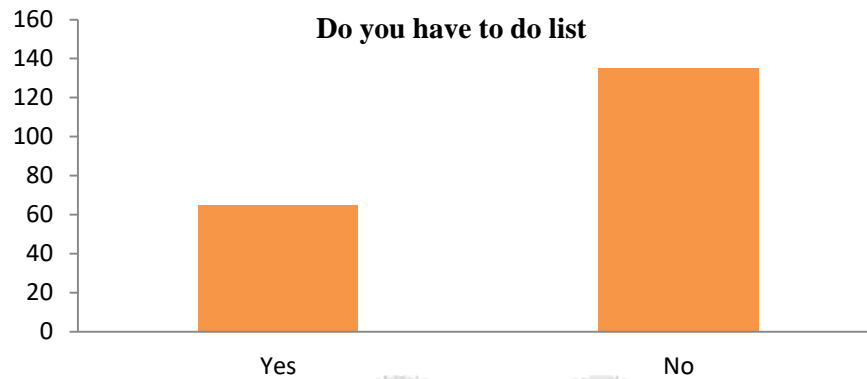
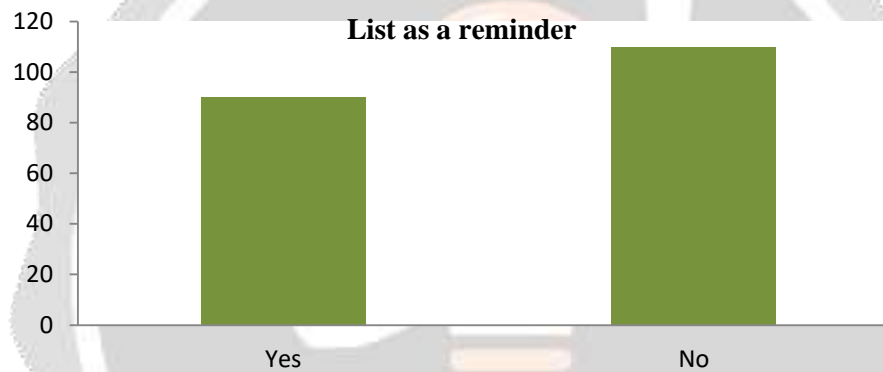


Chart No.4 : Completion of tasks before deadlines

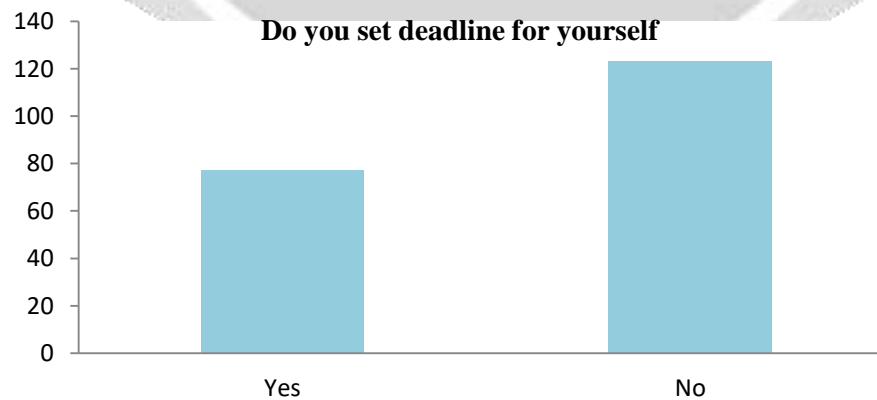
From the above chart it can be seen that 80 students only complete their task before deadlines as others are unable to utilize time properly and rush to do things at last minute.

**Chart No.5 : To- do list**

When asked about the to- do list 60 of the student's agreed that they prepare a to- do list, while rest of them disagreed the reason being they can't follow due to some other important priorities.

**Chart No.6 : Reminder list**

The next question asked was that whether student's set reminder for the tasks to be performed for which 90 students agreed & 110 student's disagreed.

**Chart No.7 : Deadline for self**

From the above chart it can be seen that 77 students out of 200 set deadlines for self by always being attentive in the classes as to what task has been given, how it is to be completed, when it is to be done, etc

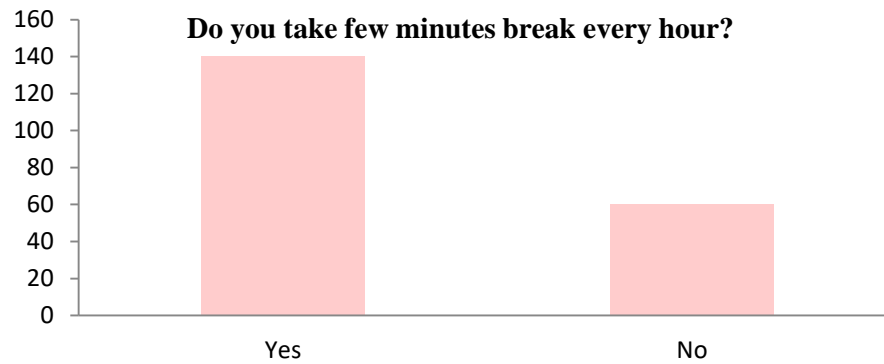


Chart No.8 : Break of few minutes after every hour

From the above chart it can be seen that 140 students out of 200 agreed that they take a few minutes break every hour to clear and refresh the mind and allow some time off for complete relaxation.

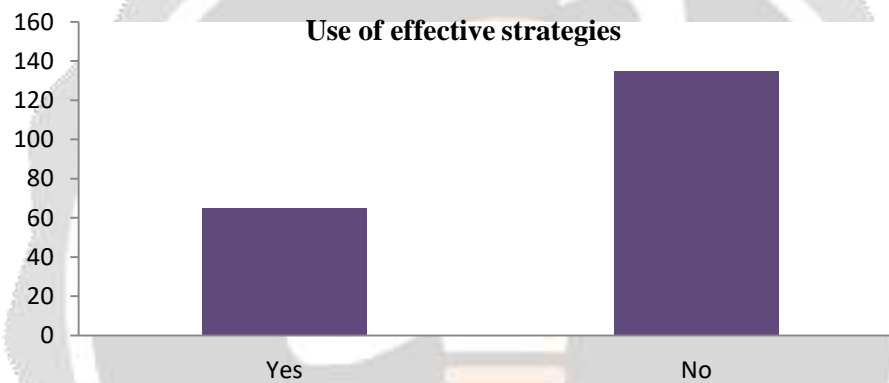


Chart No.9 : Use of Effective Strategies

When asked to the student's that what effective strategies do they use to manage the time effectively 65 student's agreed saying that we maintain a to- do list, we focus on our life schedule, we set priorities, we daily do exercise & some told we avoid procrastination, etc

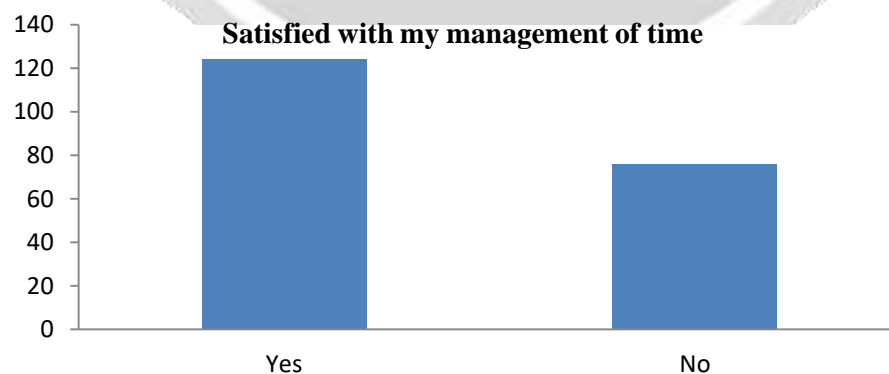


Chart No.10 : Satisfied with your Time Management

From the above chart it can be seen that 124 students out of 200 agreed that they are satisfied with their time management while 76 of them disagreed.

XII. SUGGESTIONS TO STUDENTS FOR TIME MANAGEMENT:-

- Daily Time-Table to use the time judiciously.
- Be simple and go for comfortable, not for fashion and complexity.
- Doing a work in best possible way - Saving Time and Energy.
- Intense Work - Deep study for less time.
- Take out time for play and exercise.
- Study regularly and systematically at specific time to reduce tension.
- Don't study beyond "Saturation Point" - A point beyond which your mind cannot absorb or grasp any more.
- Set priorities for different works and allocate time for them accordingly.
- Don't hesitate to ask questions to anyone.
- Recognizing the opportunity decides success and failure

XIII. CONCLUSION:-

The key to effective time management is literally being your own boss. Instead of being accountable to teachers and parents, now you need to be accountable to you! One of the biggest stumbling blocks to time management is procrastination. However, the easiest way to avoid procrastination is to start by memorizing ten little two-letter words; *"If it is to be, it is up to me."*

XIV. REFERENCES:-**Books:-**

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