

TIME MANAGEMENT FOR STUDENTS: A REVIEW STUDY**Ms.Archana kumari¹, Rajeev Kumar², Mahesh kumar verma³**

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ABSTRACT – Time management is very important for a student and it is useful to maintain it. Due to other activities and work, divide yourself according to time. So time management is essential for all of us. Time management will keep students' work easily allocated to a specific time management period. Student time management can also affect a student's stress level. Time management is becoming more of your life and you to enjoy your good career as a student. Time management is essential for a student to shine

1. INTRODUCTION

Time management can be defined as activities or tools that allow you to effectively manage your time. When you practice good time management, your productivity will increase and if you are a business owner, your business is likely to see more profits. Today, time management is divided into several categories, but they all basically try to achieve the same goals. When you hear most people talk about time management, they generally mean it on a personal level.

The idea of time management is that if you can spend more time on the things that are important, you are much more likely to be successful in whatever you are trying to achieve. Once you succeed, you will be a happier person who will be able to get more out of life. To learn how to manage your time, you need to master some skills, namely goal setting, decision making, delegation and prioritization. Many people resort to using sophisticated tools like PDAs to help them. While they can be helpful, the most important factor is the choices you make. A machine can only take you so far.

2. LITREATURE REVIEW

Eilam and Aharon, 2003). In this regard, it would be more appropriate to talk about self-management with regard to the performance of multiple tasks in a certain period of time. But in the literature, the concept of self-government has a different meaning. It refers to self-monitoring and regulation, but without any specific reference to time-use monitoring techniques. Therefore, we will stick to using the term time management in this post. Despite all the popular attention paid to time management, relatively little research has been conducted on the processes associated with efficient use of time.

George and Jones, others have focused on the ways in which people in organizations manage their time and ways in which these efforts can be improved (e.g., Macan, 1994). in

in this article we will look at time from another perspective and review empirical studies on time management. More specifically, we will discuss definitions of time management, discuss methods

for studying time management, summarize empirical findings on time management and the use and effectiveness of time management methods, identify gaps in the current research literature, and provide suggestions for future research.

Lakein, 1973; Mackenzie, 1972 ;). They suggested simple solutions such as writing down work plans on paper (so-called "to-do lists") to increase work performance. At the same time, some authors (e.g. Drucker, 1967) recognized that planning tasks and activities does not always lead to the completion of planned work, especially when time pressure is high.

McCay (1959) developed the concept of a time-management training program that is still in use today. The critical elements are: providing insight into time-consuming activities, changing time expenditure, and increasing the efficiency of the workday by teaching people how to make daily plans, how to prioritize tasks, and how to handle unexpected tasks. Many books and articles have been written to convey these and similar ideas to managers, promising them more efficiency and less time.

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3 .RESEARCH METHODOLOGY

3.1 OBJECTIVES OF STUDY

- To Study the management of time
- Review on time saving management and value of time
- To determine the advantage or disadvantage of time management

3.2 IMPORTANCE OF TIME MANAGEMENT STUDY

Time management is important to your personal life and career success. It will teach you how to effectively manage your time and make the best use of it. Here are some reasons why it's so important and how it can help you use and manage your time.

Time is a special resource that you cannot save or save for later use. Everyone has exactly the same thing that is not well used cannot be reclaimed. Most people feel that they have too much to do and not enough time.

3.3 A-REVIEW ON TIME-SAVING TIPS FOR STUDENTS

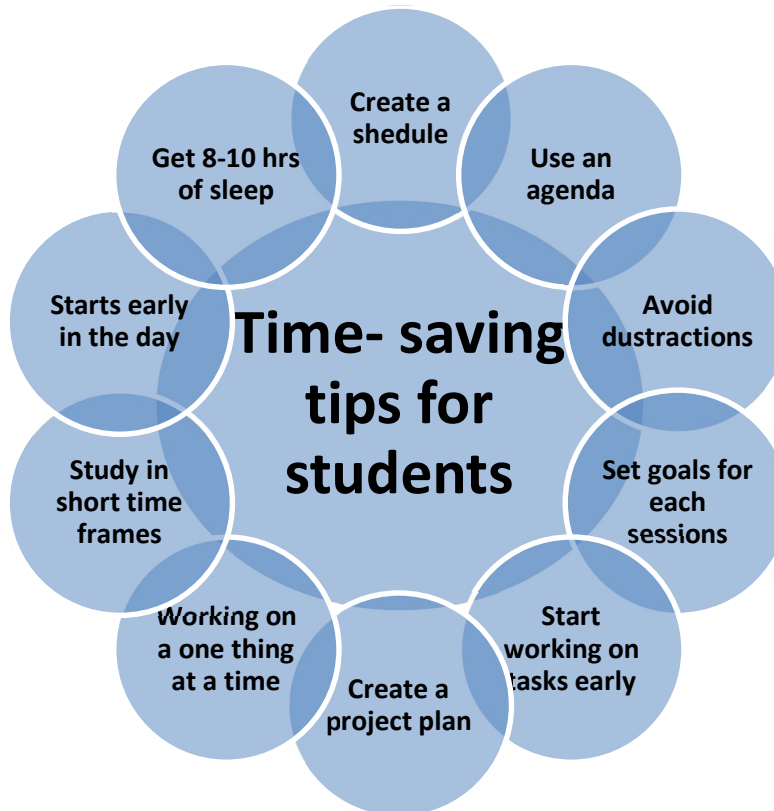


Fig .1 shows the all-time saving tips for students

3.3.1 Create a schedule

Create a master plan that your child can use to block time to work on assignments. This will help your child prioritize projects and be prepared to meet deadlines. Use different colors for each subject so your child can quickly and easily follow the lesson plan.

3.3.2 Use an Agenda

Keep your child focused on all the tasks at hand and write down due dates on the agenda. Also use the agenda to schedule TV and computer time. This will keep your child from falling into the trap of wasting time in front of the screen instead of working on the assignment.

3.3.3 Avoid distractions

There are many activities that distract students from their studies, such as mobile phones, social media, and friends. When it's time to get to work, have your child turn off their cell phones and log off of her social media accounts. A master plan to dedicate yourself to your studies should make your cell phone and TV free all the time.

3.3.4 Set goals for each session

Help her child set specific daily goals such as: B. How many pages of the report to write or how

many math problems to solve. Agendas and master plans help plan your child's daily goals so they can complete their tasks on time.

3.3.5 Start working on tasks early

Good time management means not leaving tasks before their due date. Sit down with your child each week to discuss upcoming assignments and tests and add them to your main plans and agenda. Make time to start work well in advance of the deadline so your child doesn't get stressed or struggle to meet the deadline.

3.3.6 Create a project plan

Creating a project plan also helps avoid last-minute panic. Overwhelming amount of work is a common cause of procrastination and can lead to poor time management. Help your child break down tasks into smaller pieces and set their own due dates for each. This allows your child to plan ahead and start working on assignments early.

3.3.7 Working on one thing at a time

Multitasking may seem to get you more done, but splitting your attention into multiple tasks is not an effective way to learn. Your child needs to work on her one task at a time and give her full attention. Focusing on your tasks will help you complete them more efficiently and effectively.

3.3.8 Study in short time frames

Every half hour of her schoolwork, take a short break of 10-15 minutes to recharge her batteries. In fact, trying to work on one thing for too long can make a student's mind wander even more. Short breaks are a great way to give your child's brain a break and help them regain their focus.

3.3.9 Start Early in the Day

Encourage your child to start chores early in the day or right after school. Get your child to review the agenda and basic plan so they know what they need to do that night and start early. Waiting late to start means less time (and energy) for the kids, leading to later bedtime, unfinished chores, and more stress for everyone.

3.3.10 Get 8 to 10 hours of sleep

Getting enough sleep is important for your child to recharge their minds and have the energy they need to stay on track the next day. Use your main schedule to set your homework end time and bedtime each night. By following this routine, your child will have time to relax and get the sleep they need at the end of the day.

3.4 Advantage of Time Management for Students

- It lowers your stress level
- Helps you stay focused on the task Minimizes procrastination
- Greater confidence Accomplishing your goals
- Gives you a sense of accomplishment Ultimate Rewards STUDY
- With the help of time management student organize and plan the time you spend on certain activities.
- With good time management, you can work smarter, not harder, so you can do more in less time.

3.5 Disadvantage of Time Management for Students

- Screening and checking the skill mapping and authenticity of millions of resumes is a hassle and time-consuming exercise for an organization.
- In many places there is low internet penetration and no access and lack of internet awareness.
- A person must do a task more often if he forgets something. This leads to fatigue and occurs due to predictive behavior.
- Recovery disappears from the lives of people who are more concerned about time management than their personal abilities. They waste most of their time planning instead of acting.
- Poor time management means you are not able to focus on your life's biggest goals.

4. CONCLUSION

Time management is important for people, especially for the student to help them keep them right on time management we can't set time. approximately time management fundamental confidence in our abilities to plan or schedule our time and the effort of individuals to plan organization and control time management.in short way we can say that time management is the key of successful carrier growth or many places there is low internet penetration and no access and lack of internet awareness it's play a vital role in a successful carrier development of any field.

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