

“Time Management”: An Essential Skill for Student Success in Higher Education

Defining and explaining why time management is a key skill for student success in higher education

Time management means being able to plan and organize your time between different tasks. When being in university this is an important skill to have because as a student you are expected to juggle studying and assignments on top of lectures and sometimes for some students, they also have work and personal responsibilities as well. Being able to manage your time well can overall help to improve your academic performance because being organized and prepared means you are less likely to rush assignments when they have been left last minute. Having good time management can also give you the opportunity to have deeper understanding of what you are learning and can also lead to better marks on your assignments. Also, when you are organized it helps with personal well-being as you can make sure you have enough time for your social life and to rest and this will make you feel more balanced. Having poor time management can lead to a student falling behind with their studies, being late for class can cause a student to miss crucial information. Their grades will start to drop as they are missing essential information in class that is needed for assignments. Having good time management is an essential skill to have when studying if you wish to go far.

How students can develop and apply time management strategies

For someone who struggles with time management there are many strategies that can be put in place to help. You can use digital tools to stay organized, using your phone Calender to plan out your week this can help by putting in your class times and your deadlines, so you do not forget anything. To-do lists is another helpful way to stay organized making a list each day of the tasks you must complete and then tick them off as you complete each task. It is an effective way to keep you organized and focused. Another method that could be used is time-blocking, breaking your day into chunks and designating specific tasks to each block this can help to stop you multitasking. When you really need to focus by using a pomodoro timer can help to keep you to stay on task without burning out. Using these tools among many more can make it a lot easier to stay on top of your work and avoid last minute stress.

Challenges students can face in managing their time effectively in the digital age

Being able to manage your time effectively in the digital age can be exceedingly difficult due to the many different distractions around, social media being one of the biggest issues, as quoted by a student “social media is my downfall! I can't help but feel like I am missing something important when I don't check. when I block media for most of the day I get so much done” With researching and assignments being all online now, it can become so easy to become distracted there is no boundaries, and procrastination ends up becoming a problem. After having been distracted for hours, you then end up rushing last minute and becoming stressed. Another challenge is having multiple deadlines that could be due in the same week it can get overwhelming and can leave you feeling like you have no time to socialise or relax and not knowing where to start. It is harder to stay on track and stay focused with so many digital distractions, being able to stay disciplined and learn how to balance everything is one of the main challenges of being a student today.

Evidence-based strategies for improving time management

There are several different evidence-based strategies that can help with time management. One of these techniques is the pomodoro technique, it involves working for 25minutes then taking a 5-minute break although there is not a formal statistical study, anecdotal evidence and research show that this is a positive way to help you to stay focused without getting burned out and can improve focus and potentially enhance academic performance in students. The Eisenhower Matrix method is another beneficial way to help with time management. This is where you sort your tasks into 4 categories these are: urgent, not urgent, important, and not important by doing this it helps to determine what to do first and what is less urgent. There are also apps like Trello and Todoist that can help to keep track of assignments and deadlines. Trello is good for visualizing tasks and Todoist can help to stay on top of daily tasks. Using colour codes, symbols, and stickers to indicate different subjects in your diary can help to organize if you use these consistently after a while you will not need to read the entries you can check briefly which will save you time. When using task management tools, they can help improve productivity and reduce stress.

References:

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pomodoro technique statistical study – Google

Colour codes, symbols, stickers – Stella Cottrell

Student quote – Stella Cottrell

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