

Module Name: **Academic Skills in the Digital Era**

Module Code: **BMSW4013**

Assignment Name: **Time-Management”: An Essential Skill for Student Success in Higher Education**

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Report on Time Management and the importance of it within higher education

1. Introduction

In this report, I will discuss and investigate the theory of time management and the significance it has on students regarding its effectiveness and their overall prosperity within higher education.

2. Definition of Time Management

Time management is the coordination of tasks and activities to increase our individual effort with day-to-day tasks effectively and efficiently. Some elements will always include how we plan, schedule, and organize ourselves and our daily routines in order for things to run a lot smoother dependent on each one of our own individual situations. Time management is also based on our own particular capabilities and attributes.

3. Why is Time Management so important?

I think personally for myself that time management is as important as almost every other daily task we do ourselves. It can be not only cost effective but also mentally effective. For instance, if I start my day running late due to my alarm sounding off and I decide to ignore it and I miss a bus or I'm then driving at peak rush hour times, it sets my day off on bad foot. If you are studying or on your way to work and your poor time management

skills allow you to be late more frequently, it can then of course hinder your opportunities, thus possibly ending in disciplinary actions, withdrawals and more. The quality of your day, your mindset and even your attitude is set via your time management in all aspects of life when you really dig deep and think about how it can affect you in both positive and negative ways. Think of it as a kind of self-discipline action and a way to enhance our essential skills.

4. Challenges in Time Management (within the digital age)

We now live in a world where we have extensive digital access. We can be led to social media platforms, entertainment platforms, and all at the click of a button or a scroll. I believe that the challenges we face regarding the digital age are most definitely the vast distractions it can cause us along with mentally stimulating struggles. We have digital online classes for almost every subject and sometimes do not realize the adverse effects it has on our personal and educational growth as individuals. Without any acknowledgement of the boundaries we cross within our own personal and professional lives, we then start to develop ourselves in an unstructured and difficult environment. This then will ultimately lead us to stop focusing on the task at hand, and we then get overwhelmed, leaving us with a sense of personal disappointment. I think time management for student growth both academically and personally is detrimental.

5. Conclusion

Having researched, studied and understood why time management is a crucial part of our everyday lives. The Pomodoro Technique teaches us to select a single task to focus on, set a timer and work continuously for 25 minutes, take a productive 5-minute break, repeat for 4 rounds and then take a longer break for 30 minutes and repeat. I do believe that this method can help us improve immensely. Within higher education we should see time management as a goal, room for improvement, and also personal development aid. It is essential that we implement good time management skills into our education as it then becomes second nature to us and helps us to maintain an effective and positive future in all aspects of our lives.

References

These are the journals, books, and online reports that I studied to reach a better understanding of time management and why it is so important.

Roshanay, (2022) The Psychometric Properties of the Original Version of Assessment of Time Management Skills (ATMS)

Santoso, (2021) The development of students, worksheets using project-based learning (PjBL) in improving higher order thinking skills (HOTS) and time management skills of students

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Alvarez Saibnz, (2019) Time management; skills to put into practice

Kapur, (2024) Time management skills: Essential i implementing all job duties on time