

The importance of time management

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Time management is the process of controlling and planning the allocation of time effectively in order to complete tasks before deadlines which subsequently leads to better well being for students. Time management is a crucial skill that students must master in order to significantly enhance their academic journey. It becomes particularly crucial during higher education, where students must balance their education with the demands of adult life and the world of work. Time management is important due to its proven track record in improving not only a student's academic performance but also their own personal sustainability and stress levels. An effective method of time management ensures that a student can complete their assignments on time whilst not clashing with their external wider responsibilities. The peace of mind gained from completing tasks and fulfilling their academic duty before deadlines can significantly benefit a student by reducing their stress levels and freeing up time to pursue other tasks or interests. Ultimately, time management and an effective plan to deal with academic pressures will have an overall positive impact on a student's life due to the benefits of reduced stress and more time to engage in other activities.

How to use effective time management with online tools

Time management can be implemented in several ways, the easiest is arguably the use of simple online tools for example a calendar or to do list. It is agreed by many academics such as Charles Kettering that a problem well stated is half solved, therefore creating a list of responsibilities, tasks and deadlines in an organised chronological to-do list can have a large impact on managing time effectively. By listing out tasks on a to-do list they can be tackled individually and according to urgency, ensuring that tasks are always completed before they are due and the pre planned nature of a to-do list ensures that there is always sufficient available time to complete the task. Furthermore, digital apps such as Opal can be used to tackle the highly relevant issue of procrastination that is caused by many student's preference to browse social media rather than complete assignments. Apps that block social media apps temporarily ensure that to-do lists and deadlines are complied with before engaging in digital distractions. Recent research has revealed that 80% of students in higher education procrastinate for temporary gain through the use of

social media or other forms of distractions. However this temporary gain has a significant impact on a student's time management by disrupting a timetable or to-do list which causes deadlines to stack up and increases pressure. Distractions therefore reduce the benefits of time management and can cause the opposite effects to occur such as increased stress levels and poorer overall well being.

Methods to increase time management effectiveness

One way in which a student can avoid the trap of procrastination and improve their time management is by using the Pomodoro technique whilst working, this method divides tasks into 25 minute intervals which are each followed by 5 minute breaks (Scroggs, L. 2025). Not only does this method break up the work into manageable chunks but it also helps to minimise distractions by providing a set time to engage in breaks rather than arbitrarily, as most students do. Another method to organise time in both the long term and short term is to use the Eisenhower matrix. The matrix was created by President Dwight Eisenhower who stated that 'the urgent are never important and the important are never urgent' (Asana 2025). This method ultimately organises tasks based on their urgency and importance, the former needing to be completed immediately such as assignments with upcoming deadlines whereas the latter can be planned out over longer periods of time such as a larger project. The matrix contains four quadrants which separate work into do, schedule, delegate and delete. This method of sorting tasks can help students identify where their attention is required the most whilst removing any unnecessary duties. Overall, both of these methods can significantly improve time management skills and help to avoid distractions by organising time according to where it is needed most urgently and completing the tasks using a structured method.

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