

The Importance of Time Management

Time management is an essential skill that students must have, particularly at the tertiary level of education, where studies must be fitted while coping with non-educational responsibilities such as part-time jobs or personal issues. It involves planning and managing time to allow one to achieve tasks within stated deadlines. With proper handling, the management of time results not just in improved academic performance but also in emotional well-being and less stress (Claessens et al., 2007). Without time management, students can be trapped in cycles of procrastination and inefficiency, which lead to poorer performance and anxiety. Good time management helps students learn more effectively and with greater focus. Completing tasks ahead of time leaves a person feeling accomplished and provides an opportunity for relaxation, extracurricular activities, or personal development. In this manner, time management contributes to a more positive learning process and enhances long-term academic resilience.

Making Good Use of Online Resources to Improve Time Management

Technology also plays a major role in helping students with proper time management. Google Calendar, Microsoft To Do, and Trello are just a few of the apps that offer systematic methods for breaking tasks and deadlines into parts they can manage. These apps help students prioritise and schedule, with them needing to arrange their workload in advance and allocate it evenly over time. External tools used for time management can lead to better organisation and more stable academic progress (Häfner et al. 2014)

In addition, distraction-limiting applications such as Forest or Freedom are designed to help students remain on task by limiting the access of social media and entertainment software. This is especially relevant given that electronic distractions make up one of the largest barriers to productive time use in today's learning environment (Rosen et al., 2013). In limiting interruptions, these applications work to protect blocks of concentrated study and aid students in following planned timelines.

In this day and age, students commonly suffer from a reduction in productivity which is mostly due to procrastination and lack of motivation. This arises from the influence

of social media and its addictive nature which can cause significant losses in time. This then has a negative impact on the ability for a student to manage their time effectively as it can be wasted through endless scrolling of social media rather than pursuing a structured and planned timetable.

Methods to Make Time Management More Effective

The two most popular techniques for time management improvement are the Pomodoro Technique and the Eisenhower Matrix. The Pomodoro Technique divides study time into 25-minute focused intervals followed by a short break. The technique has been shown to reduce mental fatigue while maintaining productivity, especially during prolonged study sessions (Cirillo, 2018). It is most effective with prevention of burnout and motivation maintenance during stressful study seasons.

Eisenhower Matrix, on the other hand, is a task-classification method that categorizes work by urgency and significance. It helps learners prioritize essential tasks and minimize time allocated to less significant tasks. Tasks are categorized into four categories: urgent and significant, significant but non-urgent, non-urgent but significant, and not urgent or significant (Covey, 1989). This strategy promotes strategic thinking and facilitates utilization of time for priority purposes, thereby increasing the effectiveness of education.

To further enhance effectiveness, combining these strategies with a weekly planner or time-blocking schedule can lead to even more structured time use. Time blocking involves assigning specific periods in the day to particular tasks, minimising the likelihood of overlap or delay. When integrated with tools such as the Eisenhower Matrix, this approach allows for long-term planning alongside daily task management. Such systems not only reduce procrastination but also foster a sense of accountability, which is crucial for maintaining consistency and meeting academic expectations.

Together, these strategies allow students to plan effectively, sustain focus, and respond to academic stresses with streamlined solutions. Through the promotion of

self-discipline and facilitation of coping with competing demands, they are the solutions to a sustainable and balanced education strategy.

Bibliography

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