

**` The benefits of time management as an academic skill required
for success in higher education studies `**

Academic report

Student name: Nikolai Lichev

Student ID number: 2127852

Module name: Academic skills

Module code: LCBB4000

Lecturer: Dr Tarila Zuofa

July 2022

Table of contents

Executive summary	3
Why academic skills are essential for academic success?	4
Time management as an academic skill	4
The benefits of time management	5
How time management could be developed by future first year students at UWSD- Birmingham?	6
Conclusion.....	7
Reference list	8

Executive summary

The purpose of this academic report is to investigate the time management as an academic skill. It would have a goal to elaborate four different benefits by obtaining this skill such as greater productivity and efficiency, increased chances of advancements, more opportunities to achieve academic and personal goals, less procrastination and greater focus. Then it would then focus on three different ways which could assist the students with their academic success, such as: knowing oneself, setting up SMART goals and categorising them as well as usage of different apps and software which could improve one's time management skills.

Introduction

Why academic skills are essential for academic success?

According to Hopkins and Reid (2018), academic skills represent a set of strategies, talents, habits, employed potentials and abilities, which can assist students succeed in an academic environment, reaching their goals and academic aspirations such as learning, research, conducting presentations and report writing such as: analysing, academic writing, attention to detail, critical thinking, people skills, time management, presentations, personal resilience, verbal communications etc (Indeed, 2022). While the list of benefits of gaining and mastering academic skills is endless, among some of the core benefits are becoming persuasive by having a strong writing skill, or strong research skills can assist in learning and perceiving the outside world etc (Teese, 2013).

The essence of the academic skills for achieving academic success could be also justified by the following benefits: improved focus and having work done, improved time management skills and finding more time for new activities, better enthusiasm about academic learning, better academic success and providing better quality work, ability to efficiently communicate and address problems immediately, ability to recall information and employ them in the outside world, increased goal planning and higher rate of goals- achievement, greater dedication to success and nourishing a goals- oriented mindset, feeling accomplished, motivated and confident, etc (Anderson, 1990).

Time management as an academic skill

To understand this skill, it is crucial the same to be defined first. According to Forsyth (2019), time management represents a set of techniques created to enrich and improve productivity and quality of personal and professional life, by employing time better. In other words, it represents a set of different strategies that could be implemented to reduce wasted resources and efforts. Keiling (2022) suggests that the essential time management skills are organisation, prioritization, goal- setting, communication, planning, delegation, and stress management. She further finds the benefit of the time management skills to lay in better structure and higher rate of goals achievements. Crutsinger (1994), also agrees to this, implying that time management could be described as a 6- components process, where its components are precising and defining goals, prioritising, giving each goal a time stamp and time limit, adjusting the goals to the uncertainty, regularly revisiting them, and finally analysing outcomes. This imposes the question of which are the biggest benefits of obtaining this skill for academic success?!

The benefits of time management

Gaining and perfecting the academic skill time management, would provide the students with many different benefits. One of those benefits is greater productivity and efficiency. By effectively employing this skill, the students would eliminate distractions, which affect the students' productivity (Haynes, 2020).

Time management could also assist students in increasing their chances of advancements. Effective time management helps students and practitioners to know how to prioritise tasks, providing them enough time for completion of every task. Further, this increases the quality of their work, as they do not feel pressured or rushed meeting final datelines (Thomas, 2015).

Janson (2021) suggests that another benefit of effective time management would be availability of more opportunities to achieve personal, academic and career goals. He suggested that it would be doable only after students would place clear, specific measurable goals which would be allocated a dateline expectation. This way, once the duties, responsibilities and goals would be organised, and managed, the individual would be offered more space for undertaking new opportunities, which would contribute their personal and professional success.

According to Sudler and DiGiuseppe (2014), procrastination is one of the main reasons for academic failure, poor performance, emotional wellbeing etc. They further find the root of the procrastination to be in poor time management, among the other reasons. According to their research, one third of students in higher education reported to struggle with this phenomenon, explaining that they struggle to meet datelines, rushing to write their assignments in the last moment, failing to meet required criteria, bad exam scoors, and even in frequent circumstances course withdraws. However, the research suggests that by gaining the skill of time management and learning how to employ in their personal and academic life, students would highly benefit from it.

How time management could be developed by future first year students at UWSD-Birmingham?

Trying to understand how students can acquire this skill, in the literature there are offered different ways of achieving it. For instance, Zeller (2012) firmly believes for the students to gain this skill, they first must know themselves. The idea behind this belief is that students should be honest with themselves, and provide honest, truthful answers to the following questions: `Realistically, how many hours weekly they can afford to focus on their academic work?`, `Which part of the day they feel most productive?`, `How many weeks the students can study with the same intensity before taking a break?` etc. If the students provide honest answers to those questions, they will have better idea of how to organise their time, which part of the day they are most focused etc.

According to Forsyth (2019), students can develop time management skill, if they learn how to create SMART goals and categorise them. According to him, there are 5 categories goals should be put in as such: personal, spiritual and health, family, financial and academic success, believing that under each of these categories there are 50 subcategories. According to Copeland (2022), setting SMART goals means clarifying ideas, channelling efforts to right direction, using resources and time productively and increasing chances of academic success. SMART is an acronym, which stands for specific, measurable, achievable, relevant and time bound.

Another source (Educational Appstore, 2021), suggests that students can gain the time management skill by using different apps such as `30/30`, `focus booster`, `remember the milk`, `rescue time` etc. The idea behind these apps is to assist students to realise how they spend their time and assist them build their priority lists. Some of them provide students with support to learn how to remain focused and learn different techniques which would help them accomplish their academic goals. Some of the app which is especially recommended to students is `Waste No Time` provided by Google, which allows students to forbid them to enter certain websites or links in a time interval which previously they would decide, how they would be stopped to procrastinate and remain focused on their studies.

Conclusion

Academic skills are mandatory for first year students to obtain, and later perfect them during their studies, how they would guarantee themselves their academic success. One of those skills is time management, which can have many benefits for the students including increasing their productivity and efficiency, incising their chances of advancement in the next levels of their studies, incising the chances of getting more opportunities, decreasing time spent on procrastination etc. There are different techniques that especially first- year students can use to obtain this skill. Initially it is important to know oneself, know the times they are most productive, be realistic about the time they have and manage it based on their real circumstances not expectations, use of different apps and digital tools which could help them stay focused, categorise their goals, putting time stamp on them and making sure they are specific, measurable, achievable, relevant and time bound.

Reference list

1. Anderson, J. R. (1990) *Cognitive psychology and its implications*. 3rd edn. New York: Freeman.
2. Copeland, B. (2022) *SMART Goals*. Available at: <https://www.mindtools.com/pages/article/smart-goals.htm> (Accessed: 3 July 2022).
3. Crutsinger, C. (1994) *Thinking smarter: Skills for academic skills*. USA: Skylight Professional development.
4. Educational Appstore (2021) *Best time management apps for students*. Available at: <https://www.educationalappstore.com/blog/best-apps-will-help-students-manage-time/> (Accessed: 27 June 2022).
5. Forsyth, P. (2019) *Successful time management. How to be organised, productive and get things done*. London: Kogan Page.
6. Forsyth, P. (2019) *Successful time management. How to be organized, productive and get things done*. 5th edn. London: Kogan page.
7. Haynes, M. (2020) *Productivity*. Newcastle: Agenda publishing.
8. Hopkins, D. and Reid, T. (2018) *The Academic skills handbook. Your guide to success in writing, thinking, and communicating at university*. Newbury Park: SAGE Publications.
9. Indeed (2022) *12 Examples of Academic skills (plus tips to improve them)*. Available at: <https://www.indeed.com/career-advice/career-development/academic-skills> (Accessed: 28 June 2022).
10. Janson, S. (2021) *Reach and win your goals calmly*. Berlin: Best of HR-Berufebilder.de.
11. Keiling, H. (2022) *Time management skills: examples and how to improve them*. Available at: <https://www.indeed.com/career-advice/career-development/time-management-skills> (Accessed: 26 June 2022).
12. Medhavi, K. (2012) *Developing academic skills. A Nexus of reading and writing*. Saarbrücken: LAP Lambert Academic publishing.
13. Sudler, E. and DiGiuseppe, R. (2014) *Academic procrastination*. Saarbrücken: LAP Lambert Academic publishing.
14. Teese, R. (2013) *Academic success and social power*. Melbourne: Melbourne University Publishing.
15. Thomas, G. (2015) *The Gift of time*. Hoboken: Wiley.
16. Zeller, D. (2012) *Effective Time Management in a Day for Dummies*. Hoboken: Wiley.