



ASSIGNMENT-1
BA BUSINESS MANAGEMENT
AN INDIVIDUAL REPORT ON
TIME MANAGEMENT AS A STUDENT

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SUBMISSION DATE	06/04/2023



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INTRODUCTION:

What is a plan, and when is a route? To get things done, people need a strategy and a schedule.

To begin with, Time management could seem like a strange idea to you. It refers to the method of arranging, preparing, and directing time to complete even more superior work with fewer hours. It is described as "behavior patterns that attempt to make an efficient schedule while completing particular goal-directed activities (Claessens, 2007)". The good planning of one's life is seen as an element of time management.

I prepared this report from **THE STUDY SKILL HANDBOOK BY COTTRELL** on the subject of **TIME MANAGEMENT**, and I made every effort to gather all the information that was necessary to the topic. Even though I first intended to provide a broad overview of this discussion from **Cottrell, S. (2019)**. In addition, Asana (2022) states to supporting with strategic growth, time tracking technologies are essential for keeping record of how much time you've spent on previous tasks.

In simple words, the ability to coordinate and monitor how people utilize the hours per day in order to effectively complete various tasks refers as management. Lack of proper schedule management can be related to procrastination, as well as distraction with self-control.

SUMMARY:-

In a student's life, time is achievement, and how effectively you use it decides how much you're able to accomplish. Giving more leads to receiving more in reward. How much time beginner want to spend on their achievements depending on the individuals. Proper scheduling increases productivity and

motivates juveniles to do their best. As a result, goals are completed much more quickly as follow by proper planning of their coursework and identifying their forms of distractions and the correct way to use their learning time.

According to Cottrell, S. 2019, individuals who have goals regularly assess their performance and make the necessary adjustments. Hence, students want to manage time more effectively, the very first step is to decide on your goals for the term, or entire academic career. Participants must be aware the details of respective coursework in a wide range of manners, including the aforementioned, individuals must follow the study schedule by keeping track on the number of hours they spend by practicing projects and understand the value of **self-study** in achieving academic performance. Furthermore, Aside from being aware of one's distractions and taking the necessary efforts to avoid them, there are numerous more strategies to succeed as a scholar. Students should keep check of their travel, leisure, reading, writing, socializing, and sleep schedule to follow perhaps pupils can offer their maximum efforts while sticking to their objectives and prioritizing their work. Knowing the importance of managing your time wisely will help you succeed in your studies while making your daily routines easier. Therefore, it is essential for everyone to prioritize their time efficiently throughout all chores, responsibilities, and tasks, regardless of the nature of their occupation.

DISCUSSION:-

The significance of time management-This is achieved successfully by assigning priorities; tasks that are more vital should be implemented first, while things that are less significant can be neglected. Managing time

management always prevents an individual from slipping behind in his professional and educational pursuits.

Each student should outline their goals and objectives that must be completed within a specific time frame. Certain things are more important than others, **for instance**, if an individual has to work on a project, he must focus on it, although going out with friends for a movie might be procrastinated, therefore task and objective planning is essential.

Students ought to set both immediate and long-term goals in order to achieve them. Often it takes far longer to achieve. There are several methods for accomplishing them by taking minor efforts every day. For students who work as professionals, it is essential to develop a timetable or plan with relevant lessons, and so on indicated or marked on it. A schedule plan will allow a person to define priorities and work diligently towards the most important area or the area that is first on the schedule. Students can successfully organize their schedules -the biggest key is procrastination it means deferring, extending, or holding back tasks. The devices you use to be structured, like your calendar and diary, should be a good fit to each other. Certain students prefer handwritten plans, while others desire entirely digital. Your schedule can help you with long-term strategy, but most of these methods are ideal for day-to-day prioritization. **Cottrell, S. (2019, p.28)** Very few efforts, a structured routine, and praising yourself after accomplishing tasks are all recommended. Moreover, A smart study planner should retain a full record of what they actually intend to achieve with **symbols and codes** to check at a look for exam deadlines, assignments, and important activities instead of reading entire text.

Approaches towards efficient time management-

Breaks are necessary for our mental and physical health, every after 90 minutes of hard study, our minds automatically desire a break. Even if users don't have a countdown set, your body will signal that you need a break by becoming fatigued, restless, starving, or losing focus. Furthermore, there are numerous things that can divert students' attention away from their schoolwork, including social media, cell phones, and colleagues. When it comes to doing their schoolwork, children must turn off their cell phones and check out from their accounts on social networking sites. While, distraction is the major barrier in the undergraduate's life to staying focus on a task, one should find the right place to study for better focus on their achievement and try to rectify the most distractive ways to avoid as much as pupils can. Track activities and routines to make the most of time, You must keep track of what you do with your time in order to discover any behaviors or habits that are stopping you from accomplishing your goals. To make the most of your time, you must begin and end each day with a goal. Defining suitable priority for your study's objectives is effective study advice. When you have a lot of material to understand, break it down into manageable segments and choose what is most important to complete it before deadlines.to end up with the final point, stick-it-with-ness that means it refer when someone starts something to achieve the must commitment is to reliable with to complete it without wasting any of precious time . It can be challenging when learners must maintain a healthy balance between their career and personal lives by regularly pushing themselves to achieve their goals. Focus on one thing at a time to organize your time and commit to studying correctly. Nothing gets done when you try to accomplish too many things at once. As a result, one

of the most crucial study-focus tactics is to start with one activity, finish it, and then move on to the next.

CONCLUSION:-

To recapitulate, students fully concentrate on time management by sticking to their regular plan and maintaining a diary, in addition to committing to other activities and exercises. Also, learners should eliminate distractions so that they can focus on their important tasks.

A positive mindset is the key to academic success and professional success through motivation. Keep track on the records allow individuals to meet their target with a specific period of time. Lastly, While people intend to accomplish anything, neither difficulty can stop one from succeeding in a more structured manner while preserving more time for leisure and personal life.

REFERENCES:-

- ✚ Cottrell, S. (2019) *the study skills handbook*. 5th edn. London: Red Globe Press
- ✚ Cottrell, S. (2019) *50 ways to manage time effectively*. London: Red Globe Press