

STUDY TIME MANAGEMENT

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A student's official schedule will only cover a fraction of their year and week. They have to take charge of their study schedules and make the most of their time (Cottrell, 2019). Since they probably have a lot of conflicting priorities, such as school, work, family, friends, after-school activities, hobbies, eating, and sleeping, this could be difficult. They must juggle many projects with conflicting due dates that come quickly, one after another or on the same day. A student who believes their time is limited or has the sneaking suspicion that they spend time that may be better spent elsewhere would benefit from learning to monitor and control their time better. This article aims to discuss skills according to Cottrell's perspective and the importance of the chosen skills for future personal and professional development.

Students should have effective planning and journal -keeping skills. A student planner or journal is essential for effective time management. For school, a weekly calendar or journal works well. A student's studies will benefit the keeping of an authentic record (Cottrell, 2019). The journal or planner must cover every aspect of the student list, such as courses, exams, trips, work placements, due dates for assignments, etc., in order to be useful. In other words, remember to include time spent with friends and family, at work, , and travelling, with other events. Anticipated times to access online materials for a particular class should already be in place. The class journal might benefit from using colour and symbols to denote various events and topics. if they are used correctly, students will discover that after a while they no longer need to read the entries, they can check them at a glance. The more time you invest in reading and reflecting on your subject, getting ready for exams, and perfecting your assignments, the more likely you are to succeed. You are considerably more likely to succeed academically and enjoy your time as a student if you spend more time to studying and use that time efficiently.

Another skill is making a great checklist. When it comes to keeping track of everything a student has to complete, checklists are a simple but valuable tool (Cottrell, 2019). Checklists in a student planner help students save time on banal tasks like making a new shopping list, or things they take back and forth each term or tips from tutors they want to draw on for assignments. Students may use checklists to keep track of their daily efforts to form new routines. As far as the actions, hours and details from the list, the more accurate they are, the less they have to remember - less "mental clutter". The more the brain feels they are responsible for completing a task, the less it gives them a nagging sense of things to do and the happier they feel.

Keeping a journal, whether it is daily or monthly, may help a student in many ways. It may aid in goal definition and self-discovery (Adams and Blair, 2019). Students may benefit significantly from developing the habit of setting aside a few minutes each day to plan and maintain a journal. For personal development, planning and journal-keeping skills may be an excellent tool for a less stressful life for students. Young people get a lot from their time in college, but it does not mean it is not sometimes delicate. Particularly first-year students may be taken back by the increased workload required of them compared to their high school years. They are also taking on more responsibility for their own life now that they are adults and out on their own for the first time. Some college students may feel stress, anxiety, and depression because of how demanding college life may be (Razali et al., 2018). Skills in planning and journal keeping are beneficial to mental health and stress management. Skills like planning and maintaining a journal may help the student in school in more ways than one. Writing in a journal regularly might help improve analytical reasoning. It is also important to note that children who start early on learning how to organise their time and maintain a journal will have a better grade point average.

For future professional development, keeping a schedule and a journal might help one become a better communicator. Only occupations can thrive with effective communicators. Employers will consider a candidate's verbal and written communication skills when making a hiring decision. Improving one's ability to communicate with others is as simple as developing good planning and journal -keeping habits (Wolters et al., 2020). Planning and maintaining a journal would aid with written communication, and they can. However, improving one's verbal communication skills is another benefit of developing one's planning and journal-keeping abilities. When applying for a job, for instance, it is generally required that an individual provides examples of when they have shown a particular talent or performed exceptionally well. A wonderful way to record realizations and collect a portfolio of work for use in future job applications is to keep a journal

For future students' personal development, to avoid forgetting anything or making a mistake, they should use a checklist as it helps to ensure that no procedures are missed or considerations are not overlooked, reducing the possibility of mistakes or omissions (Adams and Blair, 2019). Learners can prioritise their work and better manage their time using checklists. For example, using a checklist helps students keep track of their progress and provides clear direction for what they should accomplish next, increasing their focus on the most crucial aspects of a topic or assignment. This keeps people from becoming distracted by irrelevant details and increases their likelihood of remembering the most essential information.

For future professional development, a checklist is a valuable tool for keeping track of everything one needs to do to complete a process or project by a specific date. Errors are less likely to occur, and workers are less likely to forget anything important since everything is spelt out (Razali et al., 2018). For instance, using checklists makes workers feel at ease with the whole

process. Checklists, which can be used to allocate jobs and monitor progress, can help team members stay informed about the status of operations and any potential issues.

Conclusion Students may improve their study sessions by taking more responsibility for their time management and allocating it more wisely. Time constraints in classes should not be hidden from them. They must use a planner or journal methodically to keep their lives in order. Additionally, they must know how to use a checklist. It is unrealistic to expect a student to be in control of their time and to know what causes them to waste it. They need to put their newfound knowledge to practice by altering their 'temporal habits. Given their limited time and resources, they must choose which jobs are more critical and which may be completed with others.

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