

## **IMPORTANCE OF TIME MANAGEMENT FOR COLLEGE STUDENTS**

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### **ABSTRACT**

In this article, we describe techniques for time management for few students, who are struggling to manage their time in academics, social, family and sports. As a student we all know time management is importance and we must organize and prioritize our schedules and to-do lists to be as effective and productive as possible. When we think we have everything figured out, we get slammed with a group projects, get assigned a research paper due to the end of the week, we have to study for the test, and are asked to spend week-end with our friends. It is difficult to manage everything. As a student we all must know the importance of time management so to manage our time this article is elaborate following.

### **INTRODUCTION**

Time management can be one the most important and difficult skills to learn in our college years. With so much going on and staying on top of our time can seem impossible. We might very well come to realize that time is our most precious commodity in college. Fortunately, however there are a number of things we can do to help make sure our time management as a student leaves us feeling organized and in control of exhausted and behind. Therefore, time management is often

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thought of or presented as a set of time management skills; the theory that once we master the time management skill, we'll be more organised, efficient, and happy. Time management refers to manage time in effectively so that the right time is allocated to right activity. Effective time management allows individuals to assign specific time slots to activities as per their importance for us.

## **THE SECRET OF TIME MANAGEMENT**

The secret of time management is simple we must categories our works, we should start looking at our calendar from tomorrow, it's probably already full of events and activities that we're hoping to accomplish. As we work or afterward, we'll be filling in the blank spaces with detail on what we actually did. For example we can plan our time well if we don't know how to plan for. Although it can be a pain in the brain, spending a little time now can help save a ton of time in the future.

## **BENEFITS**

As a student we all must understand the benefits of time management. Here the some of the five benefits are as follow:

- 1. WE WON'T MISS IMPORTANT LIFE DEADLINES:** life deadlines and projects are those things that keep our life on track. It may include turning in our FAFSA on time, getting our form in so we have guaranteed on-campus housing next years, remembering to get our mom's birthday present in the mail so it arrives on time. When our time management is bad, life can ugly in an instant
- 2. IT HELPS TO ACHIVE OUR GOALS:** Time management with planning and scheduling, require that our goal to writing and schedule time to work on them. Planning involves a commitment to act at a specific time in the future. Once we have defeated the procrastination habit, this technique will ensure that our goal are worked on continuously, until they are reached.
- 3. WE WON'T MISS IMPORTANT ACADAMIC DEADLINES:** Papers coming up? , lab report due ? , group assignment on the horizon? Missing academic deadlines means we may miss out on being able to stay in college. Having good time management, on the other hand, means we get our assignment in on time and get a little sleep the night before they're due.

**4. TIME MANAGEMENT REDUCES STRESS:** generally stress is simply byproduct of poor work habits. For example eating on the run, leaving things until the last minute, work excessively long hours and not taking periodic breaks. Once we learn to manage our time, much of the harmful stress will disappear and we will start improving in our life.

**5. WE HAVE MORE TIME TO SLEEP WELL, EAT RIGHT, AND EXERCISE REGULARLY:** Good time management means we have more time in general. And the better we treat our body, the better it treats us and putting a little energy into time management now means we'll have more energy to get through our days (and work load) later.

### **TIME MANAGEMENT IMPORTANT**

Time management is important for our personal life and career success and it teaches us to manage our time effectively.

- Most students felt like we have too much to do and not enough time and they started blame of time for their poor finances, unachieved goals, stress, bad relationships and not exercising their body regularly wise time management helps us to find the time for the we desire to do.
- Time management helps us to set our priorities.
- Time is limited to 24 hours a day, so as a student for the success of our career we must plan wisely.
- Sometimes if we avoid expecting too much emotional and mental energy on what people say and think about us, and if we stay calm in spite of difficulties, we can save lot of time and energy, which leads us to spend on better and more reward activities.
- We become more productive using important time management skills and tools, and we can accomplish more reduce wasted time and energy, helps us to become more productive, and also makes us to do right things at right time.

### **STRATEGIES OF TIME MANAGEMENT**

Many people think that simply keeping track of time is a good example of time management. And in the below table time management strategies of time management are given

<p><b>2)NOT URGENT(IMPORTANT)</b></p> <ul style="list-style-type: none"> <li>✓ Crisis</li> <li>✓ Pressing problems</li> <li>✓ Deadline driven projects,</li> <li>✓ Meeting, preparations</li> </ul>	<p><b>1)URGENT(IMPORTANT)</b></p> <ul style="list-style-type: none"> <li>✓ Preparations</li> <li>✓ Presentations</li> <li>✓ Values clarification</li> <li>✓ Planning</li> <li>✓ True recreation</li> <li>✓ Empowerment</li> </ul>
<p><b>4)NOT URGENT(NOT IMPORTANT)</b></p> <ul style="list-style-type: none"> <li>✓ Interruptions, some phone calls</li> <li>✓ Some mail, some reports, some meetings</li> <li>✓ Many proximate pressing matters</li> <li>✓ Many popular activities</li> </ul>	<p><b>3)NOT IMPORTANT(URGENT)</b></p> <ul style="list-style-type: none"> <li>✓ Trivia, busywork</li> <li>✓ Junk mail</li> <li>✓ Some phone calls</li> <li>✓ Time wasters</li> <li>✓ “Escape” activities</li> </ul>

## 8 STEPS FOR STRONG TIME MANAGEMENT TO COLLEGE STUDENTS

We should learn how to manage our time in college can be critical for our success.

1. Get a calendar and use. It can be a paper calendar or our cell phone, or it can be PDA. No matter what kind it is, though, make sure we have one.
2. Write everything in that calendar and do not use multiple calendars it gives us more to do amidst an already tight schedule. Schedule when we plan to sleep and other stuffs. The crazier we schedule gets, the more important this become.
3. Schedule time for relaxation. Do not forget to schedule in time to relax and breath. Just because our calendar goes from 7:30a.m to 10:00p.m doesn't mean we can.
4. We should be flexible. Things inevitably come up that we weren't expecting, and also we should ready for everything to manage and to be confident.
5. We must keep trying new systems. If our cell phone calendar is not big, buy a paper calendar. If our papers are getting torn try PDA. If we have to write too many things each day, try colour-coding to help simplify. Very few college students make it through their programs without some kind of calendaring system, we should keep trying until we find one that works for us.

6. On going through the calendar we can realise our works and the ability of our time management will be balanced. If we have to complete a project. First mark in calendar and start working as the schedule in the calendar so it will be easy to complete.

7. We should plan for unexpected. Sure, we just might be able to pull off two papers and a presentation during midterm's week. But what happens if we catch the flu the night we are supposed to be spend more unplanned time trying our mistakes,

8. Scheduling always rewards. Always scheduling and working leads to great success and stress less life so scheduling is must.

### **TIME MANAGEMENT TIPS**

Don't let time get away from us! learning time management skills can help us balance college work, friends, family and extra-curricular activities, as well as anything else in our schedule.

#### **10 Time management tips for college students**

- Plan the night before
- Have everything we need while studying.
- Do first thing first out and stick it out.
- Set time limits for leisure activities.
- Just say NO! We need not to go every party and dinner.
- Just say YES! Make an absolute useful YES list.
- Do one thing at a time.
- Ignore the phone calls and E-Mail, use it only for useful purpose.
- Delegate-write all assignments and study details in daily planner.
- Take a sleep back and don't forget to take a break.

### **CONCLUSION**

Time is very important of life and all the work places. As a student we all must realize the importance of time and we should manage the time and use it in the useful manner. Time is kept in human archived goals in all level of place. Time is followed is reducing the stress and provide sense of control time. Time is the most valuable thing a man can spend. Time management is

very useful in balancing everything in life and achieve our goals and live a stress less life, so time management is important.

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