

A Study of Time Management for Students Performance

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ABSTRACT - Time management is very important to student and usefull to keep their time. Because of other activities and work to be divided based upon the time. So that time management essential for all of us. Time management keep up student work maintained easily allocated for certain period of time management. The students time management can also affect stress level of a student. Time management is getting more of your life and you to keep their good career student. Time management is vital for student to shine.

Keyword: students, time, life and career

I. INTRODUCTION

Time management can be defined as activities or tools which allow you to effectively manage your time. When you practice good time management, your productivity will increase, and if you are the owner of a business, it is likely that your business will experience larger profits. Today, time management has been broken down into a number of categories, but they all basically seek to achieve the same objectives. When you hear most people talk about time management, they are generally referring to it on a personal level.

The idea of time management is that if you can spend more time doing things that are important, you are much more likely to be successful at whatever you are trying to accomplish. Once you have succeeded, you will be a happier person that will be able to get more out of life. To become skilled at managing your time, there are some skills you will need to develop, and these are setting goals, decision making, delegating, and prioritizing. Many people resort to using sophisticated tools such as PDAs to help them. While they can be helpful, the most important factor is the decisions you make. A machine can only take you so far.

II. REVIEW OF LITERATURE

Eilam and Aharon, 2003). In this regard, it would be more appropriate to speak about self-management with regard to the performance of multiple tasks within a certain time period. But in the literature, the term self-management has a different meaning. It refers to monitoring and regulating oneself, but without any specific reference to techniques for monitoring time use. Therefore, we will stick to the use of the term time management in the present paper. In spite of all popular attention to managing time, relatively little research has been conducted on the processes involved in using one's time effectively

George and Jones, Others focused on the ways in which people in organizations manage their time, and on ways in which these efforts can be improved (e.g. Macan, 1994). In

this article we will address time from the second perspective, and review the empirical studies on time management. More specifically, we will review definitions of time management, discuss methods for studying time management, summarize empirical findings on time management and the use and effectiveness of time management methods, identify gaps in the current research literature, and give suggestions for future research.

Lakein, 1973; Mackenzie, 1972;). They suggested simple remedies such as writing work plans down on paper (so-called "to-do lists") in order to increase job performance. At the same time, some authors (e.g. Drucker, 1967) recognized that planning tasks and activities does not always lead to the completion of planned work, especially when time pressure is high.

McCay (1959) developed a concept for a time-management training program, which is still being used. Critical elements are: giving insight into time-consuming activities, changing time expenditure, and increasing workday efficiency by teaching people how to make a daily planning, how to prioritise tasks, and how to handle unexpected tasks. Many books and articles were written to convey these and similar ideas to managers, promising them a greater effectiveness while using less time.

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III. RESEARCH METHODOLOGY

OBJECTIVES OF STUDY

To Study the management of time

To analyse the important and value of time

To determine the scope of time management

IMPORTANTS OF THE STUDY

Time management is important for your personal life and career success. It teaches you how to manage your time effectively and make the most of it. Here are a few of the reasons why it is so important, and how it can help you use and manage your time.

Time is a special resource that you cannot store or save for later use. Everyone has the exact same not well used cannot be retrieved.

Most people feel like they have too much to do and not enough time.

ADVANTAGE OF STUDY

Reduces your stress level

Help you remain focused on the task

Minimizes procrastination

Greater self confidence

Meeting your goals

Gives you a sense of achievement

Final rewards

DISADVANTAGE OF STUDY

Screening and checking the skill mapping and authenticity of million of resumes is a problem and time consuming exercise for organization.

There is low internet penetration and no access and lack of awareness of internet in many location

IV. RECENT INFORMATION ABOUT TIME MANAGEMENT

Take time each week to overview what is coming up the next week and plan time for doing assignment, project, errands, etc. ask yourself what are the my goal for the week.

Maintain an ongoing list of things to do better yet prioritize. Know what times of day are best for you mentally and physically use that information to help you plan your time. Handle each piece of paper once stop shuffling paper from one pile to the next. Make a decision about what to do with the paper and do it. Take time for your exercise cultural activities relationship and sleep otherwise stress will mount and your quality of life will plummet.

V. SUGGESTION

Time management on create a action plan don't give in to distraction stay focused plan for down time handle each piece of paper only hide. I struggle with my time management as well as a graduate student. I attempt to make sure that the work load the requirement.

VI. CONCLUSION

Time management is important to people especially for the student will help them to keep them right on time management we cannot set out time approximately time management essential confidence in our ability plan and schedule your time beings and the individuals effort to plan organize and control of time management.

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