HAVING EFFECTIVE TIME MANAGEMENT GIVE INFLUENCE STUDENTS’ ACADEMIC ACHIEVEMENT

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This current study investigated having effective time management give influence students’ academic achievement. The aims of this study was explore how to manage time effectively by providing explanations of theories related how to manage time effectively to provide good academic achievement for students. The research method used in this study was literature review. In this study, explore the importance of time management for students, how to manage time so that it can be effective, the benefits of time management effectively, what is academic achievement, and factors related to or supporting academic achievement. This study recommends that having an effective time management can be implemented for students improving academic achievement.

INTRODUCTION

In the academic world, especially in higher education, students can develop many abilities. Which ability can support activities in the classroom and outside the classroom? Students can develop abilities in academics, and soft skills, and implement them in every activity. One of the important skills is time management. Managing time effectively can have an impact on academic achievement.

Allocating the appropriate amount of time to the relevant activities is a crucial component of effective time management. Time management involves more than just keeping a schedule; it also means determining obligations, thoroughly considering their significance, and making decisions regarding how to allocate time. It is important to know how to manage time effectively.
However, empirically, the importance of time management for students provides several benefits. For instance, self-awareness of the students may encourage them to become confident in completing their assignments independently and at the scheduled time.

Additionally, time management can teach students how to effectively resolve current issues in the time provided by the teacher. Whether it's a problem that comes personally or externally, such as things that affect students' learning progress. Time management personality is now very important for a student to have in the 4.0 era because they are now required to be more independent in doing everything. In addition, with the advancement of challenges in the existing globalization era, students are required to be able to access information and knowledge quickly and on time, (Slameto, 2023). Therefore, time management provides quite a lot of benefits from various matters related to a particular discipline.

On the other hand, Alrhem and Almardeni (2014) investigated looked at students' perceptions on time management, including planning, organising, directing, and exercising self-control, and how this impacts academic accomplishment as well as the influence of personal characteristics. 300 students were used as the sample population for the data collection.

The results of the research showed that time management and academic accomplishment have a positive relationship that is statistically significant and that planning has a significant impact on student achievement, as shown by a correlation coefficient. Another study by Kimlglo and Filz (2008) explored the relationship between academic achievement and time management abilities at the education college at Turkey's Ghazi University.

The study's findings also revealed that while student behavior was at its highest level when planning time, it was at its lowest when wasting time. It also demonstrated that there is an appropriate relationship between effective short-term time management and successful academic achievement, relationship between students’ academic success and the difference between planning time and waste time.

Being able to manage one's time effectively is an essential ability that can affect all facets of a student's life, but especially their academic achievement. Therefore, this paper aims to explore what time management is, how to use time effectively, and what aspects affect academic achievement.

**METHOD**

The aims of this study was explore
how to manage time effectively by providing explanations of theories related how to manage time effectively to provide good academic achievement for students. The method in this study was a literature review. A literature review is an examination of academic books, papers, and other sources that are relevant to a certain topic, discipline of study, or theory. It does this by describing, summarising, and evaluating these works. The study employs reliable sources such as articles and e-books.

DISCUSSION

Definition of Time Management

Time management is a term used to describe how people interpret the effective use of their time as helpful and worthwhile. The capacity to effectively prioritise tasks and have a deeper understanding of time are important for improving time management skills (Bond & Feather, 1988), which get better with age (Chang & Nguyen, 2011). Everyone needs to be able to manage their time well. We may determine which time is prioritized to be finished by choosing an effective time. On the other hand, Goal-setting, scheduling, prioritising tasks, self-awareness, problem-solving strategies, delegation, negotiation, and conflict resolution are all part of time management training (Bruning & Frew, 1987; Higgins, 1986; Morisano, Hirsh, Peterson, Pihl & Shore, 2010; Richardson & Rothstein, 2008; Santosa, 2022).

Additionally, time management is a group of behavioural abilities that are essential for planning one's workload and course load, according to Lay and Schouwenburg (1993). Empirical evidence shows that effective time management is associated with increased academic success as students develop coping strategies that enable them to balance conflicting demands (McKenzie & Gow 2004; Trueman & Hartley 1996).

Students must manage their work and personal life without much institutional help, and because of the way higher education institutions are structured up, there are frequently variances in the quantity of work that students are required to do.

The Importance of Time Management

Everyone engages in a specific type of activity, claims Malita (2011). There are different possibilities available simultaneously. Therefore, time management is crucial.

1. **Prioritize utilization of resources:** It is more efficiently possible if we use resources to the fullest extent. Considering it enables the optimal use of resources, time management is important.

2. **Efficiency is the art of making the most of the resources at hand.** Our
results will rise if we make an effort to produce higher-quality work.

3. **Making decisions**: Deciding on the best course of action requires making a decision. When under pressure, you worry because you don’t manage the time well. If we take a balanced approach, we could occasionally have time for reflection.

4. **Stress relief**: People who complain about stress frequently exhibit poor time management skills, whether it be at work, home, or elsewhere. If people want to live easily, they must ignore the difficult aspects of life and concentrate on the pleasant ones. Time management affects attitudes and stress at work, according to (Bajec, 2019).

5. **Discipline**: Starting the benefits thing, comes from discipline. Consequently, Avoiding undesirable situations and individuals fosters discipline. Time management exercises can help you develop life discipline.

6. **Learning about new possibilities**: time. This could be the result of management encouraging us to pick up new skills. Prioritisation or the transfer of power. We often feel inspired to take on new tasks in life by the goals we establish for time management. To effectively manage our time, we must acquire new skills and resources.

7. **Enjoy life**: Working continuously is not the only aspect of time management. It also suggests that we have free time to pursue interests or priorities outside of our professional obligations. This extra time will liberate us and allow us to relax stress-free.

8. **Better planning and better forecasting**: Time management enables us to make better plans since it allows us to divide our time among different assignments according to their importance. This categorization allows us to better plan as we can determine how much time will be required for each task.

9. **Avoid disappointment**: Time management is a life skill that can help us avoid disappointment. This disappointment might appear as an obstacle in the areas of money, career, relationships, or other factors. We can prevent all of these issues at once if we set up time for effective planning.

10. **Spending time on what we would like**: Successful time management depends on working and learning
in a healthy manner and finishing things on time.

Benefits of Time Management

The benefits of effective time management include increased productivity and the ability to prioritize tasks. In addition, by understanding these advantages, we may accomplish our objectives and improve our goals.

a. Become more organized
   Making a schedule per day, will organize the schedule in detail and clearly. This will provide an overview of everything needed to do and how to accomplish it.

b. Become more focused
   We may become more focused, study more efficiently, and stop worrying that we don't have enough time if we have good time management abilities. We can concentrate on one task at a time by focusing. Being able to set goals and make plans for how to get there improves the quality that we do job.

c. Improve decision-making ability
   It is possible to lessen the stress that results from feeling as though there isn't enough time with proper time management. Instead of going through the procedure and taking chances to explore each alternative, we can examine the options and make decisions.

d. Self-discipline is valuable
   The ability that will start to have an impact on many aspects of life when a lack of discipline has prevented someone from reaching their goals.

e. Effective time management motivates an individual’s morale and makes confident.

The respect of others and continuous centre of attention are two benefits of completing projects on time. There are a few things to keep in mind: take charge of your time rather than letting it control you; acknowledge your limitations because there are only 24 hours in a day and you can't do everything at once; keep in mind your life goals to help you prioritize; and offer rewards for success.

Description of Students’ Academic Achievement

Grade point average (GPA) is one of the performance outcomes of education and it determines academic achievement. Academic achievement includes several types of personal and social outcomes, such as improved self-concept, higher IQ scores, higher self-efficacy, better self-discipline, better decision-making skills, and social skills (Caemmerer & Keith, 2015). Academics and university
administrators typically utilise academic achievement to determine whether a good indication has a variety of important life characteristics.

On the other hand, college students' academic success has a significant impact on whether their higher education aspirations are met (Zhu, 2016). It follows that students' mindsets can be influenced by academic success in order to gain a wealth of knowledge, insights, and success.

Astin (1984) contends that academic accomplishment may be broken down into two aspects: cognitive and non-cognitive outcomes, and psychological and behavioural consequences.

Academic achievement has an impact on behaviour, psychology, and cognition. In addition to cognitive talents, Pascarella (1991) and other researchers believed that psychological components such as intelligence, psychological change, and tenacity are also significant factors to academic success.

Factors Related to Academic Achievement

Studies on aspects influencing academic performance may be categorised into two broad groups, according to an examination of the pertinent literature: individual student characteristics and external environmental elements. Wang (2020), Zhang (2005), and Wang (2013)'s research on student characteristics all found that students' internal motivation has a significant impact on their academic achievement.

Additionally, there are personal external influences such as peer, interpersonal, and social interaction variables from social networks. The academic achievement of small groups of university students varies significantly, according to Wang (2020), yet there is some stability among small groups of university students. Parental participation, family interaction patterns, family cultural capital, and the surrounding environment are other family-related characteristics. Liu (2018) argues that a family's parenting style and a child's academic success are closely related.

The way teachers present their lessons, the level of student-teacher interaction, school assistance, and school information technology are all considered to be school factors. According to Gong (2019), there is not a perfect linear relationship between student achievement and the amount of information technology used in schools.

Additionally, there are a few variables that are indicative of students academic success, the first of which is socioeconomic status (SES). SES is likely one of the context variables in education research that is most frequently employed. The gap between low-SES children and
those around them who have higher SES either improves or continues the same as children progress through the school years (Bradley & Corwyn, 2002; Caro et al., 2009; Sirin, 2005; Purnasari, 2023).

SES is therefore typically considered to be a key predictor of academic aptitude at various levels of education. In order to better understand the dynamics of learning and education, it is necessary to approach educational environments as ecological systems and look at the meso (such as interpersonal relationships) and macro (such as cultural) systems within which they operate (Cemalcilar, 2010). The second factor is the campus' psychosocial climate. Through the creation of a favourable or unfavourable learning environment, the climate of an educational context affects the experiences of students, administrators, and teachers in a variety of ways (Thapa et al., 2013). The third is good teaching practises.

Because students regard their teachers' behaviours, these actions have a significant impact on students inside the classroom. And third, because there is at least some predictability in the level of achievement across developmental phases, the performance of students on university entrance exams is related to their academic achievement in higher education.

**How to use Time Effectively**

The most popular book on the subject is Alan Lakein published How to Get Control of Your Time and Your Life in 1973. It provides instances from a variety of scenarios, such as housework. And is intended for the general public. Instead of just advising readers to perform better, it provides specific suggestions. Making a list of your life goals is the first of these. The second contribution is Lakein's Priority System, which groups goals and tasks into categories according to their importance and urgency. The book includes explanations of additional strategies, such as:

a. Planning and carrying out a time management schedule,
b. Goals identified through task analysis (methods for achieving goals),
c. Making use of a "to-do list" (a daily list of tasks to be completed, with the most significant responsibilities to be completed first),

Breaking the activity into smaller components, working just five minutes longer on the assignment, listing the rewards of finishing the task and the drawbacks of delaying further, recognising the procrastination-promoting environment and
altering it are some strategies to prevent worrying.

d. Scheduling out some "quiet time" each day to focus on tasks that are of the highest priority.

Key of Time Management Strategies

Although it is rarely taught in colleges, time management improves essential intellectual and decision-making abilities that are necessary for success in life. Academic program. It might be difficult for students to realize how even simple time management skills like prioritizing could make them significantly better prepared for adult life. There are some of the strategies that can be implied in life:

a. **Time-Tracking Worksheet**
   This worksheet is useful for managing track of tasks. It has a column for the anticipated time needed to complete every assignment and for the important time spent on the assignment.

b. **Wheel of Time Management**
   The daily activities can be identified by color using this time management wheel, which is modified and printable.

c. **Time Management Log**
   It is a taught ability, and the right resources, including the Eisenhower Matrix, can assist accomplish more within the time allocated for specific tasks. It has been demonstrated that using a matrix to categorize tasks according to importance using letter coding can help people manage their time more effectively: (critical, somewhat critical, irrelevant, and urgent).

d. **Time Log Sheet**
   With the help of this column time tracker, you can keep track of activities and see how much time is spent on each one individually. A good time management technique can lead to improved decision-making abilities, better performance, increased responsibility and independence, more opportunities for ease and interruptions, more opportunities to spend time with family and friends, and reduced anxiety as project deadlines or test dates approach.

CONCLUSION

Effective time management has a big impact on a student's performance in a classroom. Students can increase their productivity, lower their stress levels, and improve their overall academic success by effectively managing and using their time. Students who have good time management abilities can set priorities, allocate enough time to each activity, and keep a healthy balance between their education and other
activities. Overall, this results in improved academic performance and personal development. Here, the author gives some suggestions to have effective time management, such as setting clear goals, prioritizing tasks, creating a schedule, avoiding procrastination, using productivity tools, eliminating time wasters, taking breaks, seeking support and collaboration, maintaining a healthy lifestyle, reflecting and adapting. By implementing these suggestions, students can cultivate efficient time management skills, which increase student achievement, lower stress levels, and have a beneficial overall influence on students' educational journeys.

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