

THE IMPACT OF TIME MANAGEMENT ON STUDENT'S ACADEMIC ACHIEVEMENTS

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ABSTRACT

The main purpose of this research paper is to determine the impact of time management on student's academic achievements. At all levels of education, junior school, middle school, high school, college, and university, students need to implement the time management strategies in an effective manner to achieve the desired results. There are many benefits of time management. When a student is well aware of time management strategies, they are able to manage various tasks and functions in an appropriate manner. It also helps in managing problems like procrastination, external matters and other trivial issues that prove to be barriers within the course of achievement of desired goals and objectives. The main areas that are taken into account are, planning time management, strategies for time management, academic performance and perception of control over time, constraints related to time management, relationship between time management, external motivation and student's academic performance, and recommendations.

Keywords: Time Management, Academics, Planning, Goals, Achievement, External Motivation

INTRODUCTION

The impact of time management upon the academic achievement of students differ in accordance to various educational levels. There is an enormous difference in time management amongst school students and university students. Time management is a skill that is not only important for the students to implement in their educational learning, but also in the achievement of their academic goals. In higher education, at the college or university level, there are number of students that state, they do not have time to get engaged in a particular task. Time management is of utmost significance for the students, especially in higher educational institutions. The reason being, they would contribute in enhancing their performance and grades. This is regarded as one of the most important techniques, which allows an individual to take out sufficient time for all tasks and functions (Miqdadi, ALMomani, Mohammad, &Elmousel, 2014).

At the college or university level education, some of the students are engaged in either part time or full time employment opportunities. When they are employed, it is essential for them to manage their work and studies. On the other hand, in India, there are number of individuals, who migrate from their homes to other cities or regions to pursue higher studies. In this case, they have number of responsibilities, they have to take care of their household chores, manage their studies and meet other requirements. Therefore, time management is an essential skill that students should be aware of and practice efficiently. The main problems that students encounter are, task aversion and uncertainty, so they start to procrastinate, the reason being, they lack the organizational skills. Lack of proper time management, will not enable the students to organize duties in accordance to their priorities, hence, resulting in detrimental effects (Miqdadi,

ALMomani, Mohammad, &Elmousel, 2014). Time management enables to set the tasks in accordance to the priorities.

PLANNING TIME MANAGEMENT

Planning time management is an essential area that individuals from all categories and backgrounds need to take into consideration. There are certain measures that have to be formulated to plan time management (Al-Zoubi, 2016).

Positive Thinking – When an individual has many responsibilities and duties to fulfil, he usually feels apprehensive and even frustrated. Positive thinking is one of the imperative areas that individuals should possess when planning time management. Positive thinking would enable the individuals to practice time management in an efficacious way, which in turn would generate productivity. Positive thinking will enable the individuals to feel dedicated towards their work. They would form the viewpoint that if they are working towards implementation of various tasks, putting in a lot of hard work, then will generate productivity in future. Positive thinking will never make the individuals feel apprehensive or frustrated, they are more likely to be dedicated towards their work and produce the desired results.

Identifying Goals and Responsibilities – The individuals need to identify his goals and responsibilities. He has to be completely aware of what his objectives are and what kinds of job duties are required to get implemented. In educational institutions, individuals should possess complete knowledge of his academic programs and how he should implement study skills in order to achieve the academic goals. In addition to performing one's studies in an effective manner, the individuals should be aware of their responsibilities in educational institutions, in occupational settings, within the community and at home. Identification of goals and responsibilities will contribute in the implementation of time management skills.

Decision Making Skills – The individuals need to make decisions wisely when they have to plan time management. The making of decisions is an integral part of lives of the individuals, whether they are students or are engaged in other occupations. There are two types of decisions, major decisions and minor decisions. Major decisions are more important and often requires consultation from others. For instance, when an individual has been selected in an organization, but his academic course is demanding and requires him to work hard, in such cases, he may decide not to take up a job, as he will not be able to dedicate himself towards academic requirements. On the other hand, minor decisions are the ones that individuals may take independently and they do not have much influence upon his academic performance.

Availability of Resources – The availability of resources enables the individuals to plan time management. These resources mainly include, ones possessions, capital, finances, assets and properties. When students enrolled in educational institutions are financially well off, then they do not feel much worried about their academic achievements. They commute to school in their own personal vehicle rather than public transportation, they are able to afford technology, so that they can perform their assignments in lesser time duration, and they are able to obtain other academic sources that may assist in their understanding of concepts. In this way, their time management

planning is done in an operative manner. On the other hand, economically weaker sections of the society are unable to afford certain items and when their institution is located at a distance, they have to plan their time management, taking into consideration the time spent in commuting from their homes to the educational institutions.

Extra-Curricular Activities – Students at all levels of education are engaged in other extra-curricular activities too besides academics. These activities include, sports, physical activities, music, dance, artworks, handicrafts, and so forth. Getting engaged in extra-curricular and creative activities stimulates the mind-sets of the students towards learning, hence, parents as well as teachers do motivate students to get engaged in these activities. Individuals normally choose to get engaged in a creative activity in accordance to their interest. When individuals are taking extra classes or are learning an extra-curricular activity, then it is essential that they have to implement time management in an appropriate manner. They need to take out time for both academics and extra-curricular activities. The more the tasks, the more the effective time management planning, students are compelled to get engaged in.

STRATEGIES FOR TIME MANAGEMENT

Students need to acquire an effective understanding of strategies for time management. There are numerous benefits experienced by the individuals, when they learn to implement time management in an efficacious manner. The benefits include, individuals become more productive, have more resourcefulness and diligence to accomplish their desired goals and objectives, feel less pressured, feel more dedicated towards their work, relate more positively to others and generate positive thinking about themselves and other individuals. These benefits can be acquired by effective time management strategies which have been stated as follows: (Chapman, & Rupured, n.d.).

Awareness of how to spend your Time – The individuals need to be aware of in what way and how much time, they should spend towards a particular task. Keeping a time log is a helpful way in determining how an individual should spend his time. They should give priority to activities that are more time consuming. In higher educational institutions, students have busy schedules, and when they are living away from homes, they have to take care of other needs and requirements as well, apart from studies. When individuals have numerous responsibilities, they obviously gain awareness regarding how to spend their time in carrying out various tasks and functions.

Set Priorities – Effective time management requires distinguishing between what is important and what is urgent. It has been found out that important tasks are not urgent, it is necessary to set priorities on tasks that are more urgent. The students should work towards accomplishment of both activities that are important and urgent. Focusing on important activities allows an individual to acquire greater control over time and lead to a reduction in the number of important tasks that are urgent. Whether a person works daily, weekly or monthly depend upon his lifestyle. Important and necessary tasks need to be given more priority as compared to other

tasks. For instance, it is necessary and important to complete an assignment rather than going out for shopping.

Use a Planning Tool - Time management professionals recommend making use of a personal planning tool to improve production. Examples of personal planning tools include, electronic planners, pocket diaries, calendars, computer programs, wall charts, index cards and notebooks. This tool helps individuals to write down one's tasks, schedules, and memory joggers. The primary use of this tool is, individuals begin to focus on priorities and the mind gets free from other insignificant things. When using a planning tool, it is necessary to record information on the tool itself. It should be viewed daily and individuals should always carry it. Planning tool should contain a list of priorities, and a back-up system should be kept.

Get Organized –It is essential for the individuals to organize and adequately formulate measures that are needed towards effective time management and accomplishment of academic goals. In getting organized, emphasis is put upon being controlled, structured, systematic, and prepared. At all levels of education, effective teaching indicates that instructors revise previous lessons by asking questions to the students, before going to the next lesson. Organization of students is concerned with that they should come to class well prepared, so that they are able to provide answers to the questions, put forward by the instructors. Another way of getting organized is performing ones class and homework assignments in an efficient manner. If the concept is difficult, instructors need to be approached to acquire a better understanding. When students are working on research papers, assignments or projects, it is essential, they should organize the subject matter in an efficient manner and be well thought-out in their work.

Schedule your Time in an Appropriate Manner –Scheduling does not mean recording the things that one has to do. It is referred to as making time commitments of the things that one has to carry out. Proper scheduling requires that an individual is completely aware of oneself, ones work duties and responsibilities. The jobs that are difficult and challenging have to be carried out first, before manageable tasks. The tasks that are simple and manageable can be carried out easily in a lesser duration of time. On the other hand, the tasks that are demanding, require more time. Appropriate scheduling of time does not make any task or function to remain unfulfilled. Individuals are able to complete it, whether scheduling is done on a daily, weekly or monthly basis.

Obtain Help from Others – The achievement of academic goals require individuals to obtain help from others. In higher educational institutions, when individuals are working on research projects and even in school, when they have to prepare assignments, it is not possible for them to work independently. Therefore, obtaining help from others is an effective time management strategy. The individuals from whom help can be obtained include, teachers, supervisors, fellow students, parents, tuition teachers and friends. It is vital for the individuals to form proper terms and relationships with these individuals. Problems and difficulties in academic

assignments are common, and they are cumbersome and frustrating to the students. Therefore, obtaining help from others enables the students to accomplish their activities in a proper manner.

Curb Procrastinating - The meaning of the term procrastinating is postponing or delaying tasks. There have been cases of students, who procrastinate their work, out of the feelings of disinterest or unconcern, which are negative. On the other hand, there are students who procrastinate their work, out of valid and genuine reasons. For instance, these may be family obligations, health problems or any other work, such as, part time job. There are numerous reasons that lead to procrastinating of tasks. This aspect is unpleasant more to the instructors than the students. They feel overwhelmed, when the students do not complete their work on time. Procrastinating does not lead to productive outcomes and generate unfavourable results. In order to implement effective time management, it is essential to curb procrastinating. The lengthy tasks should be broken down into smaller segments that require less time commitment and result in precise, and accurate target dates.

Management of External Matters –Students need to learn how to manage external and trivial matters, especially when they are working on important assignments. The external matters may be relevant or irrelevant. These may include, telephone calls, visitors, meetings, mails and e-mails and family obligations. When these external matters are important, for instance, when parents are at work and students are expected to take care of their younger siblings, then their academic performance suffers a setback, or if a student has to prepare for a test and his relatives come over to spend the day, then he will not be able to concentrate on his studies. Therefore, it is important to manage external affairs in an effective manner, such as, attending phone calls, e-mails or communicating with relatives briefly.

Avoid Multi-tasking – When a student is working on his project, research paper or preparing for the test, then it is essential that he should focus on only one subject at a time. Multi-tasking does not enable the individuals to focus well on their work and tend to distract their attention. Multi-tasking at one time does not actually save time, but it results in ineffective implementation of all the tasks that are carried out simultaneously.

Stay Healthy –The care and attention that an individual gives oneself is an important investment of time. Academic activities and too much of hard work does affect the health of the individuals. When students are living independently, they attend educational institutions, training centres and even take up part time jobs to support themselves. They do not find time to prepare healthy meals for themselves, therefore, usually consume unhealthy food items. Too many responsibilities lead to fatigue, stress and deteriorate the health of the individuals. Therefore, it is essential to consume a healthy and a nutritious diet, obtain adequate sleep of at least six to seven hours per day, get engaged in some kind of physical activity, think positive and have self-confidence.

ACADEMIC PERFORMANCE AND PERCEPTION OF CONTROL OVER TIME

Time is a priceless and a valuable resource and continues to pass by, without coming back (Ngozi, Chiekezie, & Ikon, n.d.). Therefore, it is vital for not only students, but for all the individuals to make use of it in an effective manner. Individuals aim to achieve not just one, but numerous goals in their lives, for this purpose, they need to make efficient use of the time. For instance, in educational institutions, when it is the time to study, individuals need to recognize their responsibilities and study, rather than getting engaged in leisure activities. Unawareness regarding ones responsibilities and duties enables the individuals to make inefficient use of time. The individuals, who do not perform the necessities of time management in an effectual way, in their academic performance, they will experience unfavourable effects. Time is the scarcest resource available and many times, ones priorities are not reflected in daily activities. The perception of proper control of time is essential to avoid stress and one is able to carry out all kinds of activities that are concerned with academic achievements, such as, coaching classes, extra-curricular activities, use of technology, financial management and so forth (Ngozi, Chiekezie, & Ikon, n.d.).

Time management skills are not just based upon the behaviour of students but also on their perception of time. There are individuals, who do not pay attention to time and just plan that they have to work on a particular task. When the individuals determine that they have to complete a particular task, then they completely get involved in its implementation. The students are able to report better grades, when they felt, they were aware regarding the performance of tasks. The time requirements for each task to be completed and the target dates needs to be taken into consideration, when putting into practice time management skills. Students, who are well aware of time management skills are more satisfied than the students, who do not put them into practice in an efficient way. Effective time management skills are when individuals have a more perceived control over time. This perceived control over time has a positive relationship between the perception of control over time and the academic performance of the students (Twehues, 2013).

Individuals are required to possess the traits of diligence, conscientiousness and resourcefulness in order to achieve their desired goals and objectives. Besides these traits, it is essential to implement time management skills in an operative manner. In educational institutions and organizations, whether the individual is a student, professor, technical worker, administrative worker etc. All the individuals are required to implement time management skills in an effective manner. Job satisfaction will also generate satisfaction amongst the individuals towards the working environment. It is vital for the individuals to develop time management skills amongst themselves. When they will develop these skills, they would bring about a change in their attitude and increase productive time management behaviour. There is a relationship between time commitments and academic achievements. When individuals are preparing for tests, then it is vital they should devote adequate time towards all the subjects, so that they are able to prepare them well (Twehues, 2013).

The influence of time management towards academic achievements are numerous. A positive influence on the academic performance of students is motivation. The students, who show interest in their studies, perform their work on time, attend classes regularly, have a low rate of absenteeism and are well prepared. These students are stated to be more motivated towards their studies as compared to the students, who merely attend classes, just because they are required to do so. Students value their tasks, if they have an interest in the subject area. For instance, science is the favourite subject of a student and he takes wholehearted interest in studying that subject. On the other hand, mathematics is the subject that does not interest him and he finds it cumbersome. With these kinds of feelings, an individual will put in maximum time in completion of science assignments and least amount of time in studying mathematics. Therefore, personal interests of the students enable them to become motivated towards the subject areas and implement time management skills. Motivation makes the students more accepting to complete their academic assignments and prepare for the exams. They are able to remember and understand difficult concepts in an effective way. Students, who possess the viewpoint that academic achievements should be given priority, they would work towards their fulfilment (Twehues, 2013).

CONSTRAINTS RELATED TO TIME MANAGEMENT

The problems or the constraints related to time management are primarily concerned with the other leisure or recreational activities that individuals get engaged in. The activities performed by the students, which act as impediments within the course of achievement of academic goals have been stated as follows: (Kaushar, 2013).

In the present existence, technology has become prominent and students are spending too much time on making use of mobile phones, smartphones, computers, laptops, iPads etc. They are engaged in online chatting with their friends, watching movies, listening to music, playing games and making use of them for other recreational purposes. These technologies enable the individuals to make use of them for long hours and hence, their concentration upon studies gets hindered. Technology is beneficial for the existence of the individuals and contributes in the enhancement of knowledge, but individuals should make limited use of it for leisure purposes, and would rather make most use of them to improve their academic performance.

Individuals of all age groups, mainly college and university students, have a wide social circle. They take pleasure in getting involved in numerous activities along with their friends, such as talking on the phone, going out for movies, shopping and so forth. There have been instances, when individuals are living in hostels, and they often plan outings and other activities. These prove to be barriers within the course of academic achievements. Besides getting involved in leisure and recreational activities, it is important for the students to take out sufficient time for their studies.

Lack of proper schedule is referred to as a major problem in time management. There have been instances, when individuals are involved in numerous job duties. They pursue more than one academic program, are even engaged in employment opportunities, and have to perform all the

household chores as well as manage other interests, such as, getting engaged in physical activities. In this case, management of time is important, all the activities should get carried out in accordance to the time. Lack of proper schedule and time management would enable the tasks and functions to be left unattended or incomplete. Therefore, planning of proper schedule is the imperative aspect of time management.

Full time employment opportunities is an aspect that hinder the academic performance of the students. Employment opportunities are hard to find in most cases. When individuals, belonging to deprived, marginalized and socio-economically backward sections of the society migrate to urban areas to get enrolled in higher educational institutions, they look for employment opportunities. When they are fortunate enough to find a job, they feel contented, and on the other hand, experience problems in taking out time for their studies. The major problem is, they are unable to create a balance between academics and jobs. Both are important areas and proper time management skills are essential in order to perform one's tasks and functions in an appropriate manner.

Students at all levels of education need proper counselling and guidance from elders and experienced individuals. These individuals consists of their teachers, professors, supervisors, parents, other family members or expert counsellors. Lack of proper guidance is unfavourable to the effective growth and development of the students. Students belonging to socio-economically backward sections of the society, in some cases do not show interest in studies, they are more interested in working or performing the household chores. They usually state that they do not have sufficient time to study and have to work to support their families. Therefore, it is important to guide and generate awareness amongst them regarding the significance of education and time management skills.

Having too many responsibilities is a constraint to effective time management. When women, who have not been to school before, are encouraged to get enrolled in educational institutions or training centres to enhance their skills and abilities, they usually feel reluctant as, they have number of responsibilities to carry out. They have to take care of the needs and requirements of their family members, perform various household chores, get engaged in some occupation and so forth. Therefore, they state, they will not be able to take out time for academic learning, as they have number of tasks and responsibilities. When implementing time management skills, it is vital for the individuals to ensure, they have enough time available for important tasks.

In educational institutions, when a person gets enrolled, it is important that he should have proper goals and objectives. It is vital for the person to generate interest and enthusiasm within his mind-set in order to implement time management skills in an effective way. The individuals need to be aware of their academic goals. They should be aware that they are not working hard to just obtain the degree or the diploma, but also inculcate knowledge, information, proficiency and professionalism. For this purpose, possession of time management skills are essential. Time management skills would direct the individuals to inculcate satisfaction and pleasure within their mind-sets.

Difficulty in understanding the concepts or having problems in the implementation of assignments are constraints to time management. When a student is working on an assignment, it is complicated, lengthy and has limited time to complete it, then he may work on that assignment for long hours, without paying attention to other tasks. Hence, in this way, the individual experiences a setback in the performance of other tasks. It is vital that he should maintain effective terms and conditions with teachers and pay adequate attention in class, so that he does not encounter problems in the implementation of time consuming assignments.

RELATIONSHIP BETWEEN TIME MANAGEMENT, EXTERNAL MOTIVATION AND STUDENT'S ACADEMIC PERFORMANCE

When the relationship between time management, external motivation and the academic performance of the students is analysed, then it is vital to understand the meaning and significance of these aspects. Time management is the ability of the individual to accomplish the desired goals either in the short term period or in the long term period. When an individual has a goal that he has to achieve within a specified time period, he is dedicated towards the performance of the tasks in accordance to the effective allocation of time. In this case, time management is reflected in the balance between the academic activities and the extra-curricular activities of the students. External motivation is referred to as the support and encouragement that is given by the professors, supervisors, fellow students, friends, and family members. This support is in the form of financial support that is provided by the parents, encouragement, reassurance and assistance. When students have to make major life decisions, particularly relating to their careers, they need proper guidance and support, which is known as external motivation (Hamzah, Lucky, &Joarder, 2014).

Time management and external motivation are the forces that encourage the students to dedicate themselves wholeheartedly towards the accomplishment of academic goals. Psychologists and researchers are of the viewpoint that motivation is the distinctive constituent for learning. External motivation is stated to be apparent, when a person carries out an action, the reason being, there will be concrete valuable outcomes, such as good grades, an increase of salary, recognition and appreciation. The action is performed to gain an external consequence or reward. These rewards are distinct to the action and are, therefore, referred to as external motivation. The perceived availability of social support, which is a type of external motivation may influence the academic performance of the students (Hamzah, Lucky, &Joarder, 2014). External motivation is considered as a crucial aspect, which is essential to not only achieve academic goals, but also other career objectives. The students, who belong to marginalized communities and aspire to study and achieve their goals, for them external motivation is an essential aspect and carry meaning.

There are several theories on motivation such as, Frederick Herzberg and Abraham Maslow theories of motivation. These theories are among the earliest behavioural theories comprised by the American businesses and commonly implemented by most of the research studies in this field. Maslow theory believed that employee's needs are in the form of the

hierarchy. This is popularly known in the present world as the Maslow Hierarchy of Needs. The theory believed in the satisfaction of various human needs and how people pursue these needs in accordance to their occupations and backgrounds. Herzberg, a psychologist, proposed a theory about job factors that encourage employees. According to Herzberg's (1959) motivation theory, certain factors regulate people satisfaction or performance within their workplace (Hamzah, Lucky, &Joarder, 2014).

The theory assumed that motivators or satisfiers are connected with long time positive effects on performance. Herzberg found that certain factors such as, personal achievement and salary have an impact on the performance of the individuals. Within the framework of this study, two key factors are recognized to motivate the academic performance of the students, these include, time management and external motivation. The time management can be seen as the internal motivation as it has to deal with the individual student, while the external motivation is concerned with other motivators outside the student's sphere. In other words, they are those motivators from the university environment for the students to achieve a better academic performance. Therefore, it is assumed that motivation in terms of proper time management and external motivation will drive and encourage students to achieve a high level of academic performance. Thus, Herzberg theory of motivation becomes relevant to reinforce this study with the assumption that motivational factors, e.g. time management and external motivation will inspire students to achieve better academic performance (Hamzah, Lucky, &Joarder, 2014).

RECOMMENDATIONS

The recommendations stated below are with reference to both students and professors. If put into practice in an effective manner, these would improve academic achievement and help in organizing tasks and functions in accordance to the time (Miqdadi, ALMomani, Mohammad, &Elmousel, 2014).

The students should begin to work on their assignments, as soon as they get them and not wait till the last minute, or in other words, procrastinate them. When they are under pressure and have number of other responsibilities too, then it is recommended that lengthy assignments should be divided in sections.

There have been instances, when students experience unfavourable consequences and their academic performance too suffers when they misplace their notes, papers, articles or books. Therefore, it is recommended that important notes and documents should be kept in places, where they are safe and can be found easily.

In higher educational institutions, students primarily make use of technology to prepare their assignments and reports. They either save it in a pen drive or on the computer, hence, it is recommended, one should take care of technology and other important equipment that they make use of to enhance their learning and to prepare their assignments. One should be skilled and proficient regarding usage of technology.

Academic goals are not easy to achieve. Students need to be aware of number of areas in academic learning, which they have to prepare to enhance their performance. Therefore, it is important that they should establish proper terms and relationships with their professors, supervisors and fellow students. The professors too recommend students to get engaged into discussions with fellow students regarding preparation of projects, research papers, presentations and other assignments.

When a student is working on an important assignment or preparing for the test, then he should wholeheartedly focus on what he is working upon. Mobile phones, or other devices that may distract attention, should be kept away. When individuals are residing in joint families, with a large number of family members, then it is recommended that they should study in a secluded place, where their concentration does not get distracted.

Procrastination is a problem of many students. It is usually more amongst school level students as compared to the college or university students. When school students procrastinate their work, parents usually ask them to study and not get engaged into too many leisure activities. It is recommended, when students feel like procrastinating, they should just study for ten to fifteen minutes, after some time, they would get engaged and continue studying. Therefore, determining a short span of time, ultimately leads to a longer span of time.

Teachers and professors have an imperative role to play in enhancing the academic performance of the students. Their imperative role is signified by making use of effective teaching-learning methods and instructional strategies. They need to develop a semester plan and share it with students. It is vital to generate awareness amongst the students, so that they are able to organize their studies as well as other tasks.

The students possess different abilities and it is the job of the teachers to identify their skills and abilities and guide them accordingly. It is the job of the teachers to generate awareness amongst the students regarding time management. When a student is not able to perform the assignment on time and has a valid reason, then the teacher needs to communicate to him the impact of time management, so that he is able to complete his assignments on time in future.

The students should be encouraged to read more papers and articles about time management, so they are able to understand this skill in an efficient manner. Academic performance is of utmost significance to the students, but they have other areas too that they have to take into consideration. Hence, time management enables the individuals to manage their work and assignments in accordance to the time.

In educational institutions, teachers and professors have busy schedules and not just the students, but even they have to put into practice the time management skills in an appropriate manner. When a professor has to explain to the students, a difficult concept, then it is vital that they should be thoroughly prepared and then they would be able to communicate it well to the students. Lack of time management skills would impede the preparation of the concept, and as result, they would not be able to perform their job duties in an adequate manner.

CONCLUSION

The impact of time management upon the academic achievement of students is positive and beneficial, provided the students are well aware of time management strategies. In colleges and universities, it is more essential for the students to be aware of these strategies. Fortunately, there are many techniques that can provide knowledge to practice time management strategies in an effectual way. Students should arrange their schedule in accordance to the priorities, such as due dates, target dates of submission of papers, and other assignments should be taken into consideration. The negative areas that may give rise to barriers may be overcome in an efficient way. Staying happy and thinking positive are important areas that improve academic performance of the students as compared to the ones, who feel stressed and despondent.

When the instructor is teaching, it is vital to pay appropriate attention. The reason being, students, who pay attention will be able to obtain solutions to any kinds of problems and difficulties and immediately ask the instructors. On the other hand, lack of proper attention would enable them to spend more time in identifying the problems and it would be more time consuming. It is recommended to take class notes and get engaged in group discussions with friends. Time management is primarily dependent upon the number of tasks and activities that individuals are engaged in. When they consider all as significant, they take out time for all and this requires effective scheduling, planning and organizing.

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