

Efficient Time Management in Student's Life

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Abstract. Everyone in this world has the same amount of time to achieve what they want in 24 hours. It is up to each person to make the best use of this time in efficient ways. Living with a purpose is what life is all about, and time management is the foundation of a purposeful life. Time management is especially important during the student period, which occupies the most important part of human life, that is, the part that lays the foundation for the future. This article details effective methods on this very common topic, time management in student life. In addition, it also provides information on how to spend this time effectively and what can be achieved through it. The article also provides facts and examples of time management, through which there are no misunderstandings on the topic and detailed information is shared.

Key words: time management, topic, method, purpose, checklist, discipline, student, overwhelmed, teaching, confidence, works, task, rewards.

Introduction:

Time is the most important asset to solve everything in human life. Just as people can reach great heights by spending it properly, they can also lose a lot by spending it wastefully. In this life that is given to a person to live once, there should be an effort to achieve all the goals and dreams. Action alone is not enough to achieve a goal, and to achieve it, action must be taken through clear discipline. This discipline is definitely done through time management.

Effective time management is the effective use of time, planning each task and completing them on time. Its essence is to refrain from wasting time on unnecessary things. It's not about being busy all the time, it's about preferring to work smart, not just spending your days working hard.

Attitudes to time management first begin in the family and the associated attitudes continue in kindergarten, which is considered a small community. A child who is taught to do everything on time from childhood gets used to it throughout his life. Simple activities like going to sleep and waking up, playing and studying are also a form of time management. People complain about lack of time because they are unable to allocate time properly in many situations. This causes overwhelmed, frustrated and stressed. People put so many tasks

in front of them that they are unable to complete any of them as a result. It is important to note that this is a phenomenon that occurs especially during the student period, and it is very necessary to eliminate.

Student period is not just a golden period, student period is a certain period that turns the future into gold. Therefore, the period that turns the future into gold should be spent purposefully, with research and education. Students should be at a point when they have completed their final year and are in the process of obtaining a degree, with no regrets in the past.

In order to properly distribute time during the student period, it does not mean immersing oneself only in studies and work. It is recommended to spend the day putting everything in its place and time, that is, in addition to educational activity, separate hours should be allocated for personal life. Spending the main time on acquiring knowledge and learning new things, and then relaxing and having fun for self-stimulation is not without benefits.

Methods:

By recognizing the worth of time and utilizing it effectively to focus on the goal, people can achieve a lot more with fewer efforts. A successful student is only different from the rest of the mass because of his/her time management skills. These skills not only enhance our decision making capability but also aids in becoming successful by taking control of your life. Proper time management not only eliminates the negative features such as stress and anxiety but propels us to contemplate more on learning and thriving.

Effective time management tips are becoming increasingly important in this time crunch. These types are very rare and by following them can be a chance to gain a lot of benefits and maintain balance in life.

Time management tips for students

Here are tips to assist you in effectively managing your time.

1. Define and prioritize your tasks

Before performing a specific task, each one should be planned according to the levels of importance. It is necessary to make them into checklists, tasks that should be done during the day such as project works, homework, rest, reading books and even going for a walk should be set with deadlines. It is a requirement of the tip mentioned above to cross off each completed task and make sure that none of the important ones are left out. Through this, it will be possible to check how productive the day was.

2. Break down tasks into smaller tasks

Massive and complex tasks at once can be stressful and overwhelming for everyone. Even if the solution is long-term, it is to plan and implement it in small steps until the deadline. For example, instead of completing an independent or academic assignment with 50 lists in 1 or 2 days, doing 25 days with 2 lists will save time, be more efficient, and prevent boredom.

3. Reward yourself

Getting through the day with a to-do list at the beginning is definitely not easy and not everyone can do it. But once started, although it is a bit complicated, it can be done if the students try to carry it regularly. When people reward themselves for completing this

difficult task, it certainly motivates them. Self-reward can be different, it can be financial or spiritual, it can be rewarding yourself by traveling or sleeping, even watching a movie.

4. being realistic or flexible

As a student, spending 24 hours studying is unthinkable. There are also activities that maintain the balance of life, such as talking with family, hanging out with friends, preparing for holidays, shopping or relaxing. It is necessary to set a separate time for these, being realistic. Also, it is necessary to take into account that some tasks in the checklist may take longer than specified. It should be taken into account that sometimes extreme situations can arise unexpectedly and this can certainly affect our daily plans.

5. Sustain concentration

Focus matters the most in everyone's life and is considered as the deciding factor for achieving success. Doing a job with attention and sincerity not only improves the rate of succession but also molds us as a better professional. Apart from education or examinations in academics, a strong concentration power helps us in every aspect of life in the future also.¹

Another characteristic of time is its division into *linear* and *multi active time*.

Multi-active orientated people prefer to do multiple things at the same time. They pretend to have a schedule, especially when a linear-orientated person is around, but the focus is on the present instead of the schedule.

Linear time cultures (America, Switzerland, Austria, Britain, Scandinavia and the Netherlands) place a high emphasis on schedules. Their days are structured and the focus is on the task at hand, doing one thing at a time.

South American cultures and countries bordering the Mediterranean have a multi-active view of time. They value personal interaction over schedules; they will ignore the passing of time if human interactions will be left unfinished. As a result, they don't mind being flexible in their schedule.²

Results:

Time management has a great positive impact not only on professional life, but also on personal life. That is, students can complete each assignment simultaneously through language studies, extra courses, part-time jobs, and even university-provided assignments. At the same time, students can make their favorite private life as they want through this punctuality. They can go on trips, spend time with friends or do activities of their choice.

There are important aspects of efficient time management in students' life and some of them can be seen below.

1. Helps students reach their goals faster

Proper time management will make you more productive. Instead of multitasking, you focus

¹ <https://www.thehighereducationreview.com/news/importance-of-time-management-skills-for-students-nid-1135.html>

² <http://janwillemverstraten.com/the-concept-of-time-across-cultures/>

on one activity at a time. That way, you'll put in all the effort you can, and as a result, you'll reach your goals faster.

2. It helps to prioritize work

This means doing the most important tasks first on the schedule, and the less important ones later in the day. For example, if students have 5 plans written in their checklist, but there will be a session tomorrow, they will first prepare for tomorrow's exam. This allows students to complete even the most important and medium important assignments on time and work efficiently.

3. More will be done in less time

Dividing a specific task in time will help you focus more on it. If students stick to this time plan, they will have a better chance of completing the assignment. Having a proper schedule allows people to allocate enough time for each task to meet the deadlines.

4. Reduces stress

The most beneficial part is that planning your time can reduce this stress. If people who are faced with a series of tasks at once see them, it is natural that they will become stressed, not knowing when to complete one of them. If it is planned, it provides information about which task should be completed in what form and for how long. This also encourages a person to act more efficiently and feel calmer.

5. Prevents procrastination

Procrastination among students has become a natural but problematic situation. The main reason is laziness. But if students work through the checklist, this habit of laziness is eliminated, and it is more effective to perform the necessary tasks.

6. It boosts confidence

Managing time well allows students to get work done on time. This elicits a sense of confidence and accomplishment in their abilities. Getting through a long to-do list can also evoke these feelings, and it can serve as a motivator to improve their time management skills.³

In addition, learning proper time management skills can help students outside of university as well. When they get employed, it can help them become reliable employees who turn in dedicated, high-quality work on time. This improves their value as an employee, raising their professional reputation and opening up more opportunities to further their career.

Conclusion:

As important as time management is, it is not a difficult task to conduct it regularly and efficiently. It is the key to success and the first step to happiness in the future life.

Through the tips and techniques mentioned above in the article, not only students but the whole society can establish efficient time management without any difficulty. It is one of the most important factors that help pupils in school, students in universities, employee in workplaces and people in life.

³ <https://www.google.com/url?sa>

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