

TIME MANAGEMENT AND ACADEMIC ACHIEVEMENT OF HIGHER SECONDARY STUDENTS

By

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ABSTRACT

The only thing, which can't be changed by man, is time. One cannot get back time lost or gone Nothing can be substituted for time. Time management is actually self management. The skills that people need to manage others are the same skills that are required to manage themselves. The purpose of the present study was to explore the relation between time management and academic achievement of Higher Secondary students. The population for the present study consists of 180 students and the sample consists of 63 students [35 male and 28 female] taken from Peniel Higher Secondary School, Natham, Dindigul District. Time management scale was prepared and validated by Prof. S. Arockiasamy and Miss. P. Premalatha, 2011 (St. Xavier's College of Education, Palayamkottai). The investigator used this tool to assess Time management. Personal data sheet was prepared by the investigator. Percentage analysis, Mean, Standard deviation and 't' test were used for analyzing the data. The results showed that there is significant relationship between the Time management and Academic achievement of Higher Secondary students.

Keywords: Academic Achievement, Higher Secondary Students, Time Management.

INTRODUCTION

An individual alone cannot perform all the necessary activities. Therefore, human beings join or co-operate together in the form of groups and organizations. Every organization (eg. a family, a college, a business enterprise, an army, a government or a church) is basically a group of people seeking to attain some common objectives. A central organ or agency is required to co-ordinate the activities and efforts of various individuals working together in an organization, so that they can work collectively as a team. Such an organ is called as 'Management' (Gupta, 1990).

The only thing, which cannot be changed by man, is time. Whatever the position the man holds, one cannot stop time, cannot slow it down, nor can he speed it up. One cannot get back the time lost. Nothing can be substituted for time. Leaders have numerous demands that are to be completed within a limited time. Yet, to be effective a leader manages time. The ability to schedule time to complete the task is known as time management. If we analyze how we are spending our time, we can find the time wasted. If we implement some time saving methods,

we will gain valuable time (Bharathi, T et al., 2004). The term time management should not be misunderstood as time can be managed. In fact time can't be managed. By time management what the author means is, people need to manage themselves according to time. Time management is actually self management. The skills that people need to manage others are the same skills that are required to manage themselves, namely, the ability to plan, organize, direct and control.

Definitions of Time Management

Smith defined time as "a continuum in which events succeed one another from past through present to future." (Murthy, 2006).

According to Peter F. Drucker (1909-2005), "Time is the scarcest resource of the manager, if it is not managed, nothing else can be managed" (Alex, 2009).

Smith stated that, "Controlling your life means controlling your time and controlling your time means controlling the events in your life" (Murthy, 2006).

The Importance of Time Management for Students

Students in general have very busy and stressful lives

because they are attending classes, completing assignments and studying for exams. In addition they have their own daily routines and lifestyles that are necessary for creating balance between academics and extracurricular activities. However, finding time to do everything at once can be challenging and overwhelming. This is where good time management skills come into practice. This is a skill that students need to learn. They must take the necessary approaches and apply those strategies in order to be effective and more productive. Having these skills gives students the ability to plan ahead and prioritize upcoming assignments and events. This is an important factor in keeping students organized and avoiding procrastination, and ultimately leads to academic success.

Time management can be very useful in a student's hectic schedule. It ensures that students are well prepared, organized and focused to manage their daily lives and complete academic assignments on time. It can lead to improved success, however, this is a skill that students have to learn and practice. Students must change their habits in order to have good time management skills. This can only happen if students take the first steps in identifying their problems. Good time management skills stems from the issue of prioritizing one's time effectively.

This can be done by setting new personal goals and striving to accomplish them with a new and improved attitude in mind. Another bad habit that students need to change is procrastination. Students should learn how to work smart, and not working too hard, and not retaining anything. Sometimes students need to study for a couple of hours and take a break to clear their minds. It is a good idea to take breaks when feelings of frustration come on. Too much information leads to an information overload that the brain can't deal with at one time. If students are motivated and disciplined, their time management skills will improve with practice.

Academic Achievement

School is a primary setting for academic and social experience. Achievement is a behavior directed towards the attainment of approval or the avoidance of disapproval for competence of performance in situations to which standards of excellence are relevant. The terms

academic achievement, academic performance and scholastic achievement are interchangeable. Academic performance refers to some methods of expressing a student's scholastic standing. It indicates a grade for a course, an average for a group of courses in the subject area or an average for all courses expressed on a zero to hundred or other quantitative scale (Dash, B.N. 2004).

Concept of Academic Achievement

Academic achievement is a combination of ability and effort, presumably ability being equal to those with higher motivation, more effort and will, who achieve higher grades. Academic achievement is the accomplishment or acquired proficiency in the performance of an individual in a given skill or body of knowledge. Academic achievement means "knowledge attained and skill developed in the school subjects usually designated by test scores or by marks assigned by teachers or by both". Achievement can be measured with the help of tests, verbal or written of different kinds. Since academic achievement is the criterion for selection, promotion or recognition in various walks of life, the importance of academic achievement can't be ignored (Chenna Reddy, 2007). Academic achievement or academic performance is the outcome of education, the extent to which a student, teacher or institution has achieved their educational goals. (http://en.wikipedia.org/wiki/Academic_achievement)

Review of Related Literature

Neena Khanna and Joginder Singh (2000) found that the students get less time for leisure in school as compared to home because most of the time is utilized on academic activities in school. Adnan Kisa and Korkut Ersoy (2005) stated that, high school students lacked time management skills. Ahmad Farras Oran (2009) defined that, the length of the school year may be cut by two months without any qualitative or quantitative losses.

Significance of the Study

Time management is swiftly becoming a grave area of concern in individual's private life as well as in organization life from top management to operating level supervisors. Effective time management is valuable in terms of cost savings for projects and operations. Time management is

concerned with optimizing the use of our discretionary time.

It is important to realize that the available amount of time is constant and all that we can change is the way we utilize this time. If we take time management seriously, we can break loose from this bondage and pack more in the available amount of time. We need to alter our habits and our attitude in order to derive the maximum utilization of the limited time at our disposal. Because, wasted time can never come back.

Time management for students includes setting realistic goals and deadlines for our self regarding major assignments. Make sure that we are not putting our self in situations where we cannot meet our deadlines, this will only add to our stress and make tasks more difficult to complete.

Now people need their prioritize their lists and tasks. Look at the big picture and determine what areas need the most time spent on them and identify projects that don't need as much time and attention. Consider factors such as when an assignment is due, the level of difficulty and how it will affect the final grade. Now list all these tasks from most important to least important and begin to work on them.

Effective time management improves the quality of life, as a whole. This is primarily because by managing the time, some of the most common problems such as stress and lack of time for personal interests, can be solved very effortlessly. Effective time management enables the person to lead life peacefully, without much tension. This is because time management focuses on dividing the required time for each activity, so that the person doesn't feel exhausted at the end of the day. Therefore, effective time management improves the quality of life. Thus knowing about time management is very important for higher secondary students. Hence, investigator has taken this topic for investigation.

Objectives

- To find out the level of time management and academic achievement of higher secondary students.
- To find out if there is any significant difference between

male and female Higher Secondary students in their time management .

- To find out if there is any significant difference between male and female Higher Secondary students in their academic achievement .
- To find out whether there is any significant relationship between time management and academic achievement of higher secondary students.

Hypotheses

H1: The level of time management and academic achievement is average.

H2: There is no significant difference between male and female higher secondary students in their time management.

H3: There is no significant difference between male and female higher secondary students in their academic achievement.

H4: There is no significant relationship between time management and academic achievement of higher secondary students.

Methodology

The investigator adopted the 'Survey Method' to find out the Time Management and Academic Achievement of Higher Secondary Students.

Population and Sample for the Study

The population for the present study is 180 XI and XII standard students studying in Peniel Higher Secondary School, Natham Taluk, Dindigul District. 63 of XI and XII standard students were selected through Random Sampling Technique for the study (Best, 1982).

Tools used for the Study

By keeping various objectives and purposes of the study in mind, 'Time management scale was prepared and validated by Prof. S. Arockiasamy and Miss. P. Premalatha, 2011, (St. Xavier's College of Education, Palayamkottai). The investigator used this tool to assess Time management. Personal data sheet was prepared by the investigator.

Data Analysis

To interpret the raw data, analysis were done using Percentage Analysis, Mean, Standard Deviation and 't' test

(Best, 1982). The results of the analysis are presented in Tables 1, 2, 3 and 4.

Hypothesis 1

The level of time management and academic achievement is average (Table 1). Hence hypothesis 1 is accepted.

- 19.0% of students have high time management.
- 57.1% of students have average time management.
- 23.8% of students have low time management.
- 23.8% of students have high academic achievement.
- 52.4% of students have average academic achievement.
- 23.8% of students have low academic achievement.

Hypothesis 2

There is no significant difference between male and female higher secondary students in their time management.

It is inferred from Table 2 that, the calculated 't' value (3.10) is greater than the Table value (1.96) at 5% level of significance. Hence null hypothesis is rejected. Thus, the result is that there is significant difference between male and female higher secondary students in their time management. While comparing the mean scores of male ($m = 65.89$) and female students ($m = 72.43$) in their time management, the female students are better than the male students.

Hypothesis 3

There is no significant difference between male and female higher secondary students in their academic

achievement.

It is inferred from Table 3 that, the calculated 't' value (0.81) is less than the table value (1.96) at 5% level of significance. Hence the null hypothesis is accepted. So there is no significant difference between male and female higher secondary students in their academic achievement.

Hypothesis 4

There is no significant relationship between time management and academic achievement of higher secondary students.

It is inferred from Table 4 that, the calculated 'r' value (0.21416) is greater than the table value (0.113) for .250 df at 5% level of significance. Hence null hypothesis is rejected. Thus, the result is that there is relationship between time management and academic achievement of higher secondary students.

Results and Discussions

It is observed from Table 1, from the present investigation, 19.0% of higher secondary students have high level of time management and 23.8% of higher secondary students have high level of academic achievement. Moreover majority of the samples have moderate level of time management and Academic achievement. This implies that the students might have been exposed to minimum utilization of time management in their school level.

It is observed from Table 2 that, there is significant difference between male and female higher secondary students in their time management. The 't' test result reveals that female students are better than the male students in their time management. This may be due to the fact that most of the boys are spending their time to play, watching

Variable	Low		Average		High	
	N	%	N	%	N	%
Time Management	15	23.8%	36	57.1%	12	19.0%
Academic achievement	15	23.8%	33	52.4%	15	23.8%

Table 1. Level of time management and academic achievement of higher secondary students.

Gender	N	Mean	SD	Calculate d 't' value	Table value	Remarks at 5% level
Male	35	65.89	9.440	3.10	1.96	S
Female	28	72.43	6.596			

Table 2. Difference Between Male and Female Students in their Time Management

Gender	N	Mean	SD	Calculate d 't' value	Table value	Remarks at 5% level
Male	35	69.95	11.699	0.81	1.96	NS
Female	28	72.42	12.243			

Table 3. Difference between male and female students in their academic achievement

N	Σx	Σy	Σx^2	Σy^2	Σxy	Calculated 'r' value	Table value at 5% level	Remarks
63	4334	4475.833	303022	326780.7	307768.75	0.21416	0.113	S

Table 4. Relationship between Time Management and Academic Achievement of higher secondary students

T.V. and other activities. They cannot manage their time properly. But, most of the girls are very sincere, responsible to their work. So, they are using their time effectively.

It is observed from Table 3 that, there is no significant difference between male and female higher secondary students in their academic achievement. The 't' test result reveals that the class XI students are better than the class XII students in their academic achievement. This may be due to the fact that specific subject has been chosen by the students, and also they came from various classes and schools, and are getting more opportunity to involve in the new situations in the school. In the new situation they have adopted themselves and follow the time management in proper manner. So, the students might have excel in their academic achievement.

It is observed from Table 4 that, there is a relationship between time management and academic achievement of higher secondary students. Correlation analysis result reveals that there is significant relationship between time management and academic achievement of higher secondary students. This may be due to the fact that, the pupils who are following time management will do their work on time. They will prepare a lesson plan and learn the daily portions on the particular day and due to this habit of time management, the students can achieve well in their academic studies.

Educational Implications

On the basis of the findings, the investigator gives the following recommendations.

The result shows that, female students are better than the male students in time management. So the teachers should train the male students on effective time management skills and create interest to the students by giving assignments, seminars related to managing time etc. Teachers have to train the students on how to prepare the to-do list on a daily basis and plan and workout maximum task to be completed within minimum available time period. Teachers have to brief the students on the following categories: Prioritization, Scheduling, Time Management Challenges, Goal setting, Self-Motivation, Concentration and focus.

The result shows no significant difference between male

and female students in their academic achievement. So Parents-Teacher meeting should be conducted on a regular basis to understand the student's improvement towards education over a period of time which will help us to identify the area of improvement required for students in Education.

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