

# The Significance of Time Management Concept in Student's Academic Achievement

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**Abstract:** This paper focused at exploring the significance of Time Management when teachers set a plan to be implemented, particularly, in processes relate to teaching-learning which mean paces and steps confirm to time as Time Management prepared for each processes through implementation of lesson activities and time saved for every activity given to each lesson plan in phases of Classroom Management and Time Management. Classroom Management in their introductory text on teaching, Kauchak & Eggen (2008) explained Classroom Management in terms of Time Management. The goal of Classroom Management to Kauchak Eggen, is to not only maintain in order but to optimize student learning. They divided class time into four overlapping categories, namely allocated time, instructional time, engaged time, and academic learning time. Likewise, mentioned above in brief description. According to the Time Management prepared by teachers who should be aware where their time actually gets spend, moreover, teachers should understand the differences between their expected of time and their actual use of time. So the focusing must be on trying hard to detect and adjust patterns in their use of time when setting activities. The time teachers spend on teaching academic activities has a relationship with the quality of output of students' production when using their language in each activity. Etzel & Thomas (1996) claimed as the 1980s approached, "Time Management" because a key concept. The point was not just keeping track of details and information anymore, it was to manage time like everyone was increasingly busy, so managing time is essential factor needed to keep success, this point means how use not only brain to store our plans even it credit, but we usually-often forget not all of thing. Etzel cited Russel (1979) few people have ever been taught how to get the most from their brains, while children were told to memorize facts, they were not taught how the brain works and how they could best work with their brains. Teachers pressure to manage their time effectively as they are today, thus according to changes in pace and extent of modern life that leads teachers into more and more extra work, teachers feel that their time is insufficient to do their job correctly, honestly, and faithfully. In addition, the management of time by McCay (1959) clarified that how to increase your output, "You can increase your output as you increase your capacity to get accurate, clear, fast impressions of what is going on around you". Therefore, teachers need to make adjustments to their plans and Time Management, when they implement teaching-learning activities for academic achievement that students perform as natural output can be measured to explain the extent and significance of Time Management, that take time to be good organized, then they could achieve their goals in a timely manner. They overall, need to be accomplished and when they need to be accomplished, and teacher should seek such plans that put in consideration individuals difference, so on student left without a daily planner.

**Keywords:** Time Management, Classroom Management, students, teaching-learning.

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## 1. INTRODUCTION

Classroom management refers to the method that organizes disciplinary procedures and routine established by teacher to answer positive students' behaviors that are conducive to learning and social interaction. Alfaki (2007) cited Orlish, et al (1998) argued that the classroom is a center for a dynamic system of interaction, thousands of individual behavior occurs each day in a classroom, in a multiplicity of possible combination. The more enthusiastic the teachers and the students, the greater the like hood that the number of interactions are essential to learning process, but they must be managed. One of your role as a teacher is to establish a classroom environment that prevents problems from eruption, and if a problem

does emerge, you want to intervene quickly so it does not disrupt the learning of others. From this point, the Classroom Management and Time Management are so closely and inseparable during preparing a teaching plan and through them the teacher coincidentally achieves his objectives directly without wasting time, because the value of time is very precious factor in educational process, implementing the lesson plan is the most important phase, the daily teaching –learning objectives. In this phase, the lesson plan itself will rely on to the background as the realities of class tasks are achieved. We should remember that the original plan must have flexibility, which will allow teachers to adjust the lesson at the implementation phase. In addition, there would be two reasons, that lead teacher to deviate from the original lesson plan, the first one is, where the lesson is obviously going badly and the plan is not helping to produce the desired outcomes, and the second is, where something happens during an early part of the lesson that necessitates improvisation (ibid). Ur (1996) suggested that the harder activities and tasks be replaced earlier in the lesson and the quieter activities before lively ones. You may want to try variations of this to see what works best in your particular class situation, so paces are linked to the speed at which a lesson progresses, as well as to lesson timing. Eventually, the Classroom Management and Time Management plans, that include activities and the way in which students behave, move, interact ...etc. and strategies during the class are organized and controlled by the teachers (or sometimes by the students themselves) to allow teaching processes take place more effectively. Teachers who use to teach through groups, their students must know how to use different strategies properly (e.g. role-play, pairs, small groups ....etc.) also they must learn to follow teacher's directions which manage the students' behavior when they do any activity. Conclusively, the Time Management can help to enhance academic achievement in general.

## 2. VARIOUS DEFINITIONS OF TIME

Time exists for all us fairly. Time can be seen really as twenty-four hours a day, fifty-two weeks as a year, everyone has the same amount, but he/she has different utilization, this utilization is seen clearly when some people are successful in their life neither others totally not. This difference relies on how to spend or waste time. Moreover, management does not come randomly, but within the most important factor, it manages "the time". Time passes and does not stop, its speed makes time limited amount when we set implementation that needed in certain time we look wisely to the time as economic factor fits to that implementation. To have given definition of "Time", it is most difficult Aljeraisy (2001) had adopted a somewhat neutral definition from Webster's New College, and time is "the specific, usual or allotted period during which something is done". Thus, time refers to the period of official work Aljeraisy cited Ducker (n, d) summarized the significance of time in his statement "Time Management, means the management self. How can one manage the time of others if one cannot manage self?". From the learning website center there is a study about Time Management, which mentioned that, students often believe they have "no time" to study, but many of them think of study in terms of 3 hours or more while long time slots are necessary, medium and short time slots can be used just as effectively. A well-used 15 minutes is more effective than a wasted 2 hours. Different period of time suit different activities. For example: A) Short Time Slots:- one hour or less useful for: 1-reviewing lecture notes 2-complete short reading 3-pre-reviewing long reading 4-doing problems 5-revising for exams 6-jotting down essay plan 7-proofreading and assignment. B) Medium Time Slots: one to three hours is good time for more concentrated study. Medium slots can be used for: 1-more detailed note-reviewing 2-reading for courses/assignments 3-taking notes from reading 4-drafting an assignment 5-reviewing for exams. C) Long Time slots: more than three hours can be set aside for: 1-working on assignment 2-completing an extensive amount of reading 3-doing research for assignment 4-revising. From businessball.com, there were some useful tips such as; being successful does not make you manage your time well, but managing your time well make you successful. In addition, "planning bringing the future into the present, so you can do something about it now" and "action without planning is the cause of every failure" (Alex Mackenzie (n, d) (ibid). finally, Thompson (2009) explained that making productive use of "free time" outside the classroom, students' class schedule in college differ radically from high school. College students are often pleasantly surprised by how much less time in class. however, students are expected to spend two or more hours outside of class for every hour they spend in class. Thus, using out-of-class time strategically and productively is critical to ensuring college success. Compared to high school, "homework" in college often does not evolve turning in assignments on daily or weekly basis. Academic work assigned to be collected and graded. Instead, its often done for your own benefit to help you prepare for upcoming exams and complete within reports (e. g. assigned reading and assigned problems in Math and Science). Rather than formally assigning and collecting this work as homework, your professor expect that you will do this work on your own and without supervision. Thus, exactly speaking skills performance for college students can be done through presentation, debates or those students do rehearsal by their

own selves without supervision., too. On the other hand, Nasrullah & Khan (2015) determined that the relationship between the time management skills and academic achievement of the students. Time Management is very important and it may actually affect individual's overall performance and achievement. A good Time Management is vital for the students to shine. However, some of the student do not have a good Time Management skills that negatively affect their life and their academics. (ibid).

### 3. TYPE OF TIME

Aljerais (2001) suggested that if we investigate time, which indicates into groups of activities, whenever, all people consuming this time according to the importance of the aspect. For instance, where personal time and communication of some sorts as phone call, meeting, go shopping, do sports,..etc. Otherwise, there are tasks and duties must be done on exact time. Moreover, time can be grouped into four main section as the following: 1-Creative Time: for time that so close to thinking processes, analysis and go through plans, to improve our work performance using systematic of specific science, not only experiences, to find out problems and how these problems can be overtaken. 2-Preparatory Time: before doing work that time means time that is spent on collecting information for activities, which needed to be conducted, also spent on what kinds of equipment are wanted and how much time we need to fulfill each activity. This kind of time is economic on our plan and preparation for what to do in the future to save effort and wasting money. 3-Productive Time: this kind of time found when work accomplished properly and successfully. This type of time leads into strive hard between time required for doing work and planning relates strongly to preparation type of time. 4-Overhead Time: this type of time spent on minor and social responsibilities just like attending social functions and symposia, people do this, as they are members of each society, here always is mutual commitment for all members.

### 4. THE MAIN STRATEGIES OF TIME MANAGEMENT

When we set goals for Time Management that seen as compass, which is mandatory for guiding to focus on what must be done according to time given daily, weekly or even in long more than annually as few years later. Form Harvard Business Essential book series (n, o) 2005) identified goal setting as following it is formal process of defining outcomes worth achieving. When you set a goal, you commit to outcomes that you can accomplish personally or through your team. By setting goals measuring their achievement, you can: 1-focus on what is most important 2-provide a unified direction for your team 3-devote less energy to non-critical tasks 4-avoid time wasters 5-motivate yourself 6-boost overall job satisfaction, so setting goals seen as first strategy on it all the following constructed clearly. Zorbakhshetal (20115) cited Mackenzie (1990) argued that the issue of time use and time management is nowadays a crucial subject. Time Management is not the control of every second of it rather it includes the ways through which people use the time to improve their lives. From goals to tasks you should recognized and rank your goals are essential if you are serious about making the most of your time. The most perfect recommendation to use goals according to Time Management seen as the following four steps: a) break each goal into manageable set tasks. Review each goal, and then list all the tasks required to be achieved b) prioritize. When your satisfied that your list tasks is complete, assign to A, B or C .....priorities to each one. c) put the tasks in correct sequential order. d) for A and B priorities tasks the ones you really intend to do estimate how much of your time every task will require. That is not always clear. The second is that, set priorities, Chapman and Rupured (2008) cited managing your time effectively required a distinction between what is urgent (Mackenzie, 1990) (ibid). experts agree that the most important tasks usually are not the most urgent tasks. Also Chapman cited Covey & Merrill (1994) categorized our activities into quadrants in their Time Management Matrix: 1) urgent 2-not urgent c) important d) not important. Thirdly, use a planning tool: experts advise using a personal planning tool to improve our productive and go smoothly to our tasks one after another without delay or let's on overwork, and this can be done through pocket dairies, calendars, computer programs, wall charts, index and note books. Fourth to get organized, to be organized first must be neat without any clutter can be happen when someone classify his papers, books and other stuffs in groups relate to each other, so when he/she need exact book go ahead to the group of that book. Dodd and Sundheim (2005) indicated to five for handling: 1-throw it away, delete it or otherwise get rid of it. 2-delegate it give it to someone else to do, file or respond. 3-act on it yourself. Then throw it away or file it. 4-file it temporarily until it needs action or until additional information is received, follow up a "ticket" file can be useful for holding temporary information. 5-file it permanently where you can easily find it later. (ibid). Fifthly, schedule your time appropriately: Lakein (1975) discussed if you know you will have waiting time or consuming time, schedule small tasks such as writing a letter, jotting down a shopping list or listening or educational audio tapes to capitalize on the time loss, the schedule put for daily, weekly or

even monthly routines (ibid). On sixth step, delegate; get help from others: delegating means assigning responsibility for a task to someone else, freeing up some of your time expertise. Moreover, a person can get assistance from other to reduce work stress, otherwise, save time for others. Seventhly, stop procrastinating: putting off tasks may be for many reasons, but if a person determine to do what must be done, he/she can do this different ways, e. g. he/she can break tasks into small segments, and he/she does them one after another, also can begin from easiest to more complicated and from smaller to the largest ones. Postponing work comes from little duties not done, so not far those duties become overtasks. Eighthly, manage external time wasters: the most time wasters that considered as the following, but he/she can decrease or eliminate time spent in these activities by implementing some simple tips e.g. telephone you can use voice mail and set aside time to return call, stand up while you talk on the phone, for unexpected visitors you should establish block of time when you are available for visit .....etc. For ninth step, avoid multi-tasking: recent psychological studies have shown that multi-tasking does not actually save time in fact the opposite is often true. You lose time when switching from one task to another, resulting in a loss of productivity (Rubiseim, Moyer and Evan (2001) (ibid)) Finally the tenth point is that, you should stay healthy which is better to produce more effectively and perfectly, so the care and attention you give yourself is an important investment of time, scheduling time to relax, or do nothing that can help you rejuvenate both physically and mentally, enabling you to accomplish tasks more quickly and easily. Kanar (2011) clarified to the students, where their time goes, and then they may be able ton find a more efficient way to use their time. What are the fixed time s in a typical day for them? Fixed times include the hours they spend working, attending classes, and travelling to and from each activity. What mentioned above can be seen as a brief points that point pin the most simple strategies teachers should conduct when use Time Management and really they much help in academic achievement.

## 5. CONCLUSION

Chapman & Rupured (2008) stated more about Time Management they discussed we can not manage the time itself, Time Management is seen as misnomers, we just manage our event not the time. Jez & Wassmer (2011) ensured that given the continued focus on the academic underperformance of primary and secondary public school students in the United States, policymakers continue to explore interventions to raise such performance. Educational leaders often recommend the use of extended learning time, as such an intervention. Gettinger (1986) mentioned that recently, educational researchers have given increased attention to time variables that related to school learning. It has been documented that when learning time (time allocated or time spent) is held constant on any task. Gettinger cited Wiley and Harnischfeger (1974) argued have hypothesized that the total amount of time devoted to instruction is predictive of the level of student achievement. Their model of the teaching-learning process rests on the conviction that quantity of education (total amount of learning time) determines degree of learning. Studies of allocation of time and achievement have investigated the relation between amount of instruction and level of achievement within a particular subject area. For example, Wiley and Harnischfeger have conducted from their research that "in schools where students receive 24% more schooling, they will increase their average gain in reading scores by two-thirds and their gains in mathematics and verbal skills by more than one-third (Wiley & Harnischfeger, in 1974, p. 9) (ibid). Sabouri et al (2013) stated that the time valuable wealth of with each person, group or organization that is not comparable to any other funds. Time is irreplaceable, loss, scant and non-rental or purchase, so it is optimal use and management require knowledge of how to spend it. Since such concepts as much as we try to understand its nature, wonder and complexity of the encounter. Otherwise, Zorbakhsh (2015) discussed that changes and evolutions of today's rapid world in the realm of science and technology, successive challenges of socio-economics system by improving and increasing the efficiency of staff, it potential abilities en rout personal development and improving organizational efficiency (Taheri, 2003) (ibid). According to the Macan's model (1990) time management arises from three types of behavior: 1-setting goals and priorities; 2-mechanics of Time Management; 3-organizing performance. In addition to these behavioral aspects, (Britton and Tesser, 1990) and (Macan, 1994) proposed that Time Management encompasses individual perceptions and attitudes and toward it which are respectively known as perceived control and attitudes toward time. Claessens (2007) concluded that during the last two decades, there has a growing recognition of the importance of time in the organizational literature. According to Orlikowsky and Yates (2002), the temporal dimension of work has become more important because of expanding global competition and increased demands for immediate availability of products and services. All these mentioned above can react directly to academic achievement, so they all poll to improve the student performance when set academic activity.

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