

The Importance Of Time Management For Teenager's In Education: An Overview

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Abstract

This study is used to conduct the dynamic relationship between time management and its impact on a teenager's academic performance. Time management is a crucial and valuable factor and it affects an individual's overall performance and achievements. All of these are linked with how individuals manage their time to proceed with their daily activities and to make it function steadily and smoothly with their routine work.

Time management is crucial for teenagers to shine. Some of the teenagers do not have good time management skills which negatively affects their academic performance. It is relevant that time management can also hamper stress levels as an individual is required to cope with the tasks along with their achievements. There lies an important factor of behavior and attitude impact on time management that is positively related to the teenager's academic achievements. Time planning is the most crucial affiliated anticipator.

Keywords: Time Management, Teenager, Successful, Education, Strategy.

INTRODUCTION

Time is a priceless asset and continues to pass without coming back. Time management is an important tool that is used to achieve success or to achieve maximum benefits after putting in minimum inputs. In the modern era, time management is the crucial key to success. Teenagers must use time effectively and efficiently to take control of time.

The term 'time management' came into existence in the 1950s and 1960s which refers to the tool that helps people to make appropriate use of available time. The academic performance of teenagers identifies the achievement level and ability in academics or any other skills. Teenagers become submerged with feelings that there is not enough time to complete their work.

The concept of time management arrived from Frederick Winslow Taylor for analysis of time and motion studies of workers with the motive of eliminating unproductive work and wastage of time. Time management is self-management with an unambiguous focus on time in deciding what to do, how much time to allocate, how activities can be done effectively, and the right time for particular activities.

Certainly, most teenagers complain about running out of time when asked to do the task, perhaps they develop annoyance as they are not able to complete it before the deadlines.

Time management is a skill that everyone should apply to achieve success. Time management is extremely important, especially when it comes to the higher level of academics because it helps them to enhance their grades and increase productivity.

LITERATURE REVIEW

Zulauf and Gortner (2000) performed a time survey at Ohio State University and designed a questionnaire that they used to measure the time management behavior of individuals. They concluded that time management behavior has a positive relationship.

George et al. (2008) concluded that among various factors, time management is the most influential factor of academic achievement and is remarkably correlated with success.

Bratti and Staffolani (2013) found the impact of self-study and lecture attendance on the academic achievement of undergraduate students. They concluded that only lecture attendance is positively compelling in the performance of quantitative courses such as economics and mathematics and it becomes negligible for most other courses.

Khatib (2014) investigated the relationship between perceived stress and time management. The outcome of the study showed a negative relationship between the both. It was reported that female students have reported higher time management than male students.

Khanam et al. (2017) identify the effect of students' time management on their academic achievement. In his study, he focused on short-run and long-run planning. The study concluded that students with effective time management achieve higher grades as compared to those who do not manage their time effectively.

This study draws the inference that only one-third of the students set their plans and work according to their priorities while the majority of the students do not plan and spend their time without planning.

Dr. Ram Bajaj (2023) in his book “**Sky’s is the Limit**” communicates that time has a value. Spend the valuable time as accountably as you will spend your pounds. Once the time is gone it will never come back and concludes by saying – “Time is not ‘bad’ for anybody, anything that is bad is human thinking”.

SIGNIFICANCE OF THE STUDY

Time management is swiftly becoming a grave area of concern in individuals' private lives as well as in organizational 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 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 ourselves regarding major assignments. Make sure that we are not putting ourselves in situations where we cannot meet our deadlines, this will only add to our stress and make tasks more difficult to complete.

Don’t waste time, but design your time with Faster Speed.

- Dr. Ram Bajaj

Now people need them 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.

KEY STRATEGIES IN IMPLEMENTATION:

Time management for everyone is about being purposeful. It is about optimizing time and taking control of it to enhance productivity and balance.

To optimize time, the person needs to become more strategic to manage the time. This can be done by:

• Creating a daily schedule to plan the day

The individual should schedule their time by creating a to-do list. This list tells what a person is required to do at a specific time. The schedule lays emphasis on performing tasks and embracing a daily schedule template keeps in control helps to stay organized and focused and even helps to overcome uncertainty and indecisiveness.

• Understand how to spend the present time

Certainly, the schedule gives an absolute version of the daily activities and also builds better time management habits as there is a need to know how one is going to spend the time. Without a proper understanding of time each day, it is not possible to create efficient time management strategies.

BENEFITS OF TIME MANAGEMENT

There are various benefits stating the importance of time management that develops a sense of maintaining well-being by increasing productivity and prioritizing time. Teens can enhance self-productivity by focusing and managing proper control of time which in turn helps them to become clearer about their goals.

Dr. Ram Bajaj in his book “**Sky’s the Limit**” stated that;

No one has a monopoly over the time and education in the world.

The path to success in social life passes through efficient and effective management of time. Today teenagers started performing time planning to allocate their work as it becomes a necessity for them. If a person knows how to manage time will not only be able to achieve academic skills but can also benefit throughout life by maintaining a good and healthy lifestyle.

Some of the benefits of time management are:

• Become Focused

Time management provides relief from stress resulting from procrastination or falling behind with academic work. Proper time management assistance helps to tackle tasks promptly, and this facilitates people to focus better without feeling stressed.

Managing time properly allows one to concentrate on one task at a time, instead of trying to get everything done at once. Staying focused will increase the delivery of quality work, plan for how to reach there, able to set goals, and be capable of achieving all goals effectively.

• Boosts individual's morale

Proper management of time will help individuals accomplish tasks within the stipulated time frame, making them outshine in front of their peers. Individuals who finish their tasks on time are looked up to by others and are always the center of attention. This will help to boost the morale of individuals. People who recognize the value of time are the ones who manage to stand apart from the crowd.

• Reduce Stress

When an individual learns how to manage time, they will no longer be associated with the level of stress that they might experience when they miss any deadline for completion of their work or project. It is relevant to have a crystal picture of the work that is required to be done on the prescribed and scheduled time.

• Become organized

An important part of time management is planning. This helps teens to succeed and ensure proper study time. To be more precise, one should divide the tasks into day-to-day schedules and hour-by-hour. This provides a blueprint of everything that is needed to be accomplished. With the help of this, they will be able to become more organized and can enjoy studies as well.

TIME MANAGEMENT BY PLANNING

The most significant part of time management is the listing of priorities. If a person reviews his daily routine activities, one will find that a lot of time is wasted on useless work, unnecessary gossip, etc. If one needs to be successful then a person should try to get rid of all these to make time useful and invest time in profitable works.

With a little effort and proper planning, one can put time to its best utilization. To do so, one has to remove the misconception from the mind that there is a shortage of time. Once a person's lethargy ends and he finishes the work, they feel happy and emotionally satisfied.

IMPORTANCE OF GUIDANCE AND COUNSELLING IN TEENAGERS' LIFE

Guidance and counselling are significant for a teenager as it plays a huge role in bringing out the best in their lifestyle enhancement. The therapist requires guidance to varnish their personality and give advice on how to deal and cope with personal problems and emotional conflict. Proper counselling helps encompass valuable learnings into their daily life. Counselling is intended to accelerate teenagers' achievement, brush upon behaviour, increase skills, and help them evolve socially.

Encouraging teenagers to figure out how to manage their time can be resilient, and there's no one-size-fits-all solution to the problem. No matter where they are in the academic process, acquaintance with time management based on their personality is key to being successful in the long term. The one who does not learn time management skills are at risk of becoming lifelong sluggards. It is vital to teach teenagers how to behave responsibly which means managing their time wisely without constant reminders or assistance to get work done.

BENEFITS OF GUIDANCE AND COUNSELLING

The benefit is that it motivates them to identify personalized goals and suggests thinking about how they would spend the extra hours they will gain by becoming more categorized. With these teens become more motivated.

It is either letting the day control you or one can make a plan to control the day.

Work with time management

To climb the ladder of success.

- **Dr. Ram Bajaj**

Following are some of the benefits that teens get from effective guidance and counselling:

- Teenagers are given proper guidance and counselling on how to deal with their problems psychologically which can impact their studies. With this, teens can develop various decision-making skills that can help them deal with issues in their lives.
- Teenagers are advised on how to cope with different situations that they have to face in their academic life. Basic guidance is to improve their outlook on how should they act in certain situations.
- It helps to mould their behaviour and diffuse discipline in them. Guidance assists them in achieving their goals and counsels them in a way that they know how to do and what to do in the best way.
- It allows teenagers to discuss various experiences that make them circumscribed. With this, they can openly share problems which they are not able to share with their parents.
- Talks related to drugs, alcohol, or any kind of abuse, can be openly discussed. Guidance and counselling can make teenagers better human beings because they are counselled on how to act and behave in a certain situation.

THINGS TO REMEMBER

- A time is fixed for every work.
- If we fix our daily routine, all our work will be completed on time successfully.
- People who work with regularity of time never fail in life.
- Changes in daily routine leaves entire workings and tasks disturbed.
- Every action being done by the individual in the present affects the future.
- Time management is a product of sound mind and sound body which are themselves a product of regularity.

PRINCIPLES OF TIME MANAGEMENT

There are eight principles of time management. These are:

1. Set goals and establish priorities.
2. Stop the time wasters.
3. Think quality, not quantity of time. Do small but excellent things, but do not stretch your work to infinite limits of time so that both work and time are rendered useless.
4. Live and learn to manage the working style with time management.
5. Write a daily time log listing.
6. Make the list of daily interruptions anticipated and unanticipated.
7. Appoint a secretary or assistant for delegation of work and things to do which are less important.
8. Become a fast speed reader.

Remove this thing from mind that there is a lack of time. In its stead start every day with a resolution in the morning to use the time available today fully.

The Road to Success is Always More Time Every Time.

- **Dr. Ram Bajaj**

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CONCLUSION

Time is Everything. All we have is time. In a way, time is money. Punctuality of time is the greatest secret of success in life. The important thing is to utilize the time and recognize its value. Everybody says that time is not right, but nobody says that it is human thinking about time that is not right. Time is not rough. It is one's thinking that makes the time rough or smooth. Time is uniform for everyone. The major difference is that a successful person knows the value of time, while moronic people regard only material wealth as valuable. Teens who are not able to manage time well can be at risk for underachievement. It is concluded that teens who scored poorly in academics are lower in time- management.

This study examines the relationship between time management and academic achievement of teenagers. The knowledge of the factors influencing academic achievement enables to develop academically and compensate for reimburse in time management that can nurture robustness.

God has given all the humans similar time

It is our mind that makes it good or bad

- Dr. Ram Bajaj

The significant part is learning how to be in charge of time and contribute to a successful life. They can cope time effectively after they gain an accurate understanding of how long the tasks take. This study determines how time management can assist to get things done, and strengthen relationships. People usually underestimate the significance of managing time effectively.

Managing the time properly helps teenagers to rise above the level from that they were previously at. It unfolds new doors to become more organized and produce high quality work including planning, decision-making, scheduling, and goal setting. If teenager observe expansion in productivity, then there is a prospect that teens need to focus on various areas to enhance time management skills. It provides a focus on what one is trying to do and what they are trying to accomplish and fulfil as it will lead throughout the rest of the process.

Also, guidance and counselling are a vital process to mould and direct teenagers for a brighter future. Thus, from the above study, it can be concluded that the academic achievement of the teens enhances when they perform effective time management practices.