



Time Management is Needed For Success of M.b.a. Students of Jabalpur City

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KEYWORDS

INTRODUCTION:

Time management plays a vital role in improving student's academic performance. Each & every student should have time management ability which includes setting goals & priorities, using time management mechanism (such as making "TO DO LIST") and being organized in using time.

The basic problems or constraints related to time management are like:-

- Spending hours on social – networking sites.
- Talking too much on phone
- No proper schedule
- Working for the organization
- No proper guidance
- No goals, objectives, mission, vision or targets
- Hanging outside with friends.

These are the few activities performed by today's college students, which act as a barrier between them and their academic performance. And due to miss management of time they lag behind.

OBJECTIVES OF THE STUDY

To analyze the role of time management in student's life.
To analyze how effectively they are managing it.

RESEARCH METHODOLOGY

DATA SOURCES The data collected for the study includes secondary data. The author has reviewed various research papers from the journal to collect the information.

METHODS The research methodology of the proposed research paper comprises the questionnaire method for collecting the primary data and secondary data was collected from various sources such as magazines, reference books, articles etc.

Why is time management important?

Time management teaches students how to manage their lives and time effectively. Here are some reasons why it is important to manage time advantageously:

(i) Time is limited: Time is a unique resource student cannot store it or save it. Everybody gets the same amount of time each day, but if you don't use your time profitably and wisely, you may end up losing all the number of man hours for the day. Time is limited to 24 hours a day. So student must plan their life wisely.

(ii) Time helps to obtain what we want in life: We need time to do almost anything worthwhile in life. Waiting for more free time is a losing battle that almost never results in getting time for what we want.

(iii) Time Helps to accomplish more work with less effort: When Senior Members become more productive using improved time management skills and tools, they can accomplish more with

less effort. Reducing wasted time and effort gives us even more productive time throughout the day. Both of these allow us to make time for a wide range of activities that bring more balance and fulfillment in our lives. We should find time for the things that are important to us. Small amount of time once a day, or even once a week, will take us closer to our goals.

(iv) Too many choices for time: In this day and age, there are so many ways we can spend our time, and that we need some sort of plan to make intelligent choices. Time management helps us to make conscious choices so that we can spend more of our time doing things that are important and valuable to us.

(v) Time keeps us on track: Whether it is a daily work list, or a long-term career, plan-time management keeps us on track. With our goals stated and time allocated, the likelihood of us staying within the boundaries we have given our self is higher.

(vi) Time for Relaxation: Time management teaches us to relax from time to time. Time management allots some part of time on the work, and the other part of time for recreation and relaxation. If a person can balance his time between his work and relaxation, he can emerge to be one of the successful individuals of his/her time.

(vii) Time Keeps things in context: Sometimes we may hear people or individuals complaining that there is no balance in their lives. One of the reasons why time management is important is because it helps us to put things in the right context.

Significance of Effective Time Management

The significance of effective time management is as follows:

(i) Improves quality of life: Effective time management improves the quality of life. 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.

(ii) Reduces frustration: Time is the only tool that can make or break you. By managing our time in a proper manner, we will get rid of all frustration.

(iii) Gives peace of mind: Stress causes us to think and perform work undesirably, and this leads to chains of emotion which adversely affect people around us. By managing the time wisely, we will be able to give ourselves and our loved ones the much desired time and attention.

(iv) Increases energy level: Effective time management increases the energy level of student to a great extent.

(v) Gives more quality of time: Effective time management gives student more time to make progress and enjoy life to the fullest.

Barriers to efficient time management:

The common barriers to time management are:

(i) Television: Televisions have proved to be an excellent tool when it comes to Entertainment or information of the entire world on a press of a button, but on the other hand it is a great barrier to time management.

(ii) Telephones: One of the top common time management barriers are telephones. Unnecessary telephone calls should be screened to avoid the hassle of having ones time affected. Once we have our work completed, or the item on our daily calendar accomplished, we can then take time to return calls.

(iii) Internet: Internet has been a good tool for research, projects and one of the quickest means to communicate. However, there is a disadvantage to as well. People tend to do unnecessary work, example, chatting a lot on the internet makes us some times delay important or urgent tasks.

(iv) Unexpected Guest: The common time management barriers are those unexpected visitors. This may include friends and family members that drop by our homes and offices unannounced. It's important that we learn to adjust to these types of distractions. We should let our friends and family knows that we prefer for them to call in advance prior to the visit. We must set up certain times for visitors.

(v) Inability to say no: Another common time management barrier is not being able to object to something. We must learn to turn people down and simply say "no" sometimes. If we are unable to do this, we will find ourselves constantly falling behind and will never achieve anything at all.

(vi) Procrastination: The habit of delaying accomplishments of any tasks to the very last minute is the most important barrier to time management. Once we know what we need to do, we must accomplish it as soon as possible. The only way we can overcome procrastination is to be determined and understand the task ahead.

Suggestions:

1. Write down everything: use a quarter planner to indicate when major projects will be due, exams will be given, and events will be held. Copy important deadlines (tests, papers due) into your date book from your syllabi. Write down deadlines in stages: research, outline, 1st draft, etc.

2. Consolidate information into your date book.

3. Consolidate your planning time. Take a half-hour to plan a day or week at a time, specifically looking at which assignments to do when. This way, when you have a chunk of good study time, you don't take up the first 20 minutes deciding what to work on.

4. Structure you're out-of-class time. Write down a specific assignment into a specific time slot, as if it was a class you were planning to attend. Be there on time.

5. Use small bits of time between classes and meetings effectively. In fifteen minutes you can review, edit, and revise your notes from a recent lecture. A half-hour is good for beginning a problem set.

6. Handle each piece of paper once. Stop shuffling paper from one pile to the next. Make a decision about what to do with the paper and do it. When you take time to read e-mails, respond to them immediately.

7. Diagnose your procrastination. Is it really the WHOLE paper you're having trouble starting, or just deciding on a topic? Is it the whole problem set, or just one that has a section you can't understand? Rome wasn't built in a day; college takes 4 years; difficult tasks are meant to be subdivided.

8. Build rewards into your schedule. Four hours of solid studying followed by a half-hour phone call to your best friend is more productive than four mediocre hours of study interspersed with phone calls.

9. Take time for yourself. Exercise, have fun, have relationships, and sleep.

10. When distractions knock, answer the door. If you give a moment of your full attention to something that has you worried or distracted, it is more likely to be quieted.

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