

A STUDY ON COMPONENTS OF EFFECTIVE TIME MANAGEMENT PRACTICES AMONG THE STUDENTS OF A TECHNICAL COLLEGE IN OMAN**¹Dr. Sarangapani Srinivasan, ²Ebtisam Salim Alsalmi, ³Jokha Salim Almasroori ⁴Hruraya Huseen Alharthy**Faculty, University of Technology and Applied Sciences, Ibra College of Technology, Oman
drssarangapani@gmail.com**ABSTRACT**

The aim of this survey is to examine the effect of components of time management on academic performance as perceived students of Ibra College of Technology (ICT). Moreover, to ascertain techniques followed by the students to manage their time and find the association between effective time management and CGPA of ICT students. In addition, the study included the students' perception of time management and their impact on their CGPA. 120 samples were chosen from different departments in Ibra College of Technology such as IT, Engineering and Business. The study reveals high relation between making plans or schedules for study, regular study and not rushing in last minute, minimum 2 hours study a day, prioritize studying important and urgent things, sleeping for 6-7 hours a day to make them fresh for next day – all these factors have effect on CGPA or academic performance.

INTRODUCTION & RESEARCH PROBLEM

Time management is regulating out time effectively using it as the best tool to achieve fulfillment of our goals. To know the importance of time, ask a person who missed a flight by a minute; ask a sportsman who missed the victory in few seconds; ask a student who missed the exam due to some problem; ask a student who wasted a year due to failure in exam. The students' life is spent mostly in colleges and hostels and supervision of parents and teachers role is absent when they stay in hostels or rooms. Even the students attending college from home cannot be supervised by parents on hourly basis and all that needed is they should make effective use of their time. Like money, time spent is considered as time gone and more time wasting habits are found among college students. The main goal of this research is to find the extent of use of time management techniques by students and their influence on academic performance.

RESEARCH QUESTIONS

1. how do students spend time in watching TV, chatting, playing video games, etc. which affect their academic performance? 2. How do students spend time in using Facebook, WhatsApp, etc which affects their academic performance? 3. How do students spend time in following time schedule and in studying that decide their academic performance?

RATIONALE OF STUDY

ICT has 3800 students, coming from different places and the classes are held from 8 AM till 8 PM every day. Many students come from long distances and some of them stay in hostel. When they stay in hostel, they have to find time for work related to personal life like cooking, washing, etc. Also, commuting the long distances from their hometown and doing all these works apart from studying 5 courses in a semester requires good management of time. If they have good time management skills, they can manage their personal life as well as students' life effectively. If they don't manage time well, it will be difficult for them to have effective performance in studies and come up with good merits in the courses. Hence, this study is intended to focus on the techniques used by them and to suggest them better techniques of time management based on the research. The survey was taken up during Dec 2019.

THE OBJECTIVES OF THE STUDY

1) to ascertain the time management practices followed by ICT students. 2) To study the time wasting habits among the ICT students. 3) To ascertain the effect of time management on students' academic performance. 4) To analyze the relationship between demographic factors, effective time management practices and academic performance of the ICT students.

Scope and limitations: The study is concerned with students of ICT. The study is subject to the opinion of respondents. No much literature is available in Oman scenario. Difficulty existed in face to face interaction with students.

REVIEW OF LITERATURE

Trueman, M., & Hartley, J. (1996) studied to understand the time management skill of the Psychology students and to investigate the result obtained. 293 first year Psychology students were studied by using American TM scale. Those students were classified based in their age groups (less than 21, 21-25 and more than 25). The result of the analysis showed that elder people are the better in managing their time other than another two groups and also girl students were better in TM skills. The academic performance with age on time management was ordinary only.

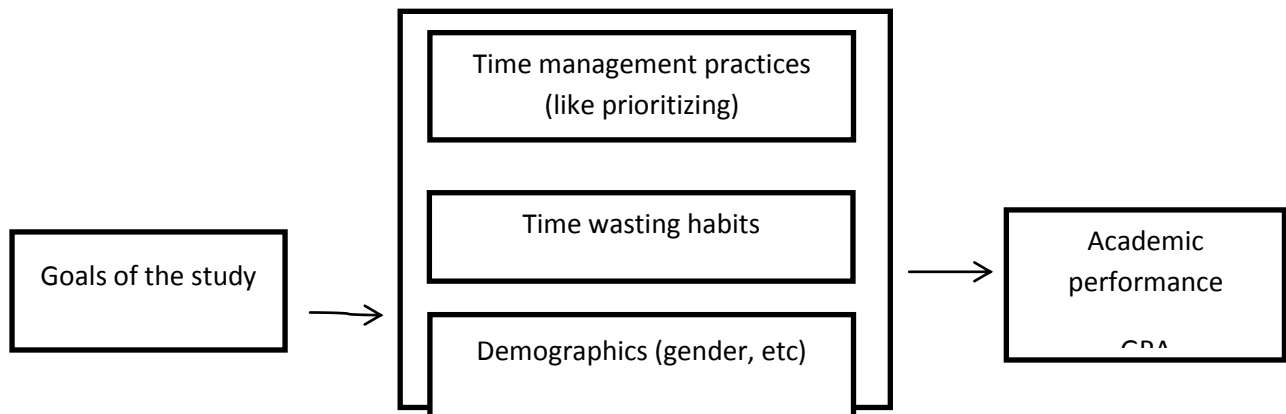
Forbus, P. Newbold, J. J., & Mehta, S. S. (2011). Attempted to study and compare between traditional students and non-traditional students on the basis of how they are treating with the factors of stress and manage the studies. They were conducting a survey during four years. The analysis of the data found that non-traditional students are less participative in the college activities and not so good in TM. They had different levels of motivation and involvement when compared with traditional students.

Sarath A. Nonis & Gail I. Hudson (2006) attempted to find the relationship between academic performance and stress with time management. As students in Degree level feel they are stressed and the main problem is time management. Samples of 165 students were surveyed to obtain their perception on time management behavior, academic performance and stress. The study revealed that the students who felt they could manage time well had better performance in studies; got better satisfaction less workload and less stress. Another study aimed to understand and compare the relationship between academic stress and time management between male and female students. The samples were taken out of 249 University students. The researchers found that the females had more academic stress and anxiety; better in managing their time when compared with male students. Males got benefits more from leisure activities. The study revealed good TM and anxiety reduction with leisure activities as solution for stress reduction among students.

RESEARCH GAP

The researchers have derived many variables of time management developed conceptual framework as giving under. The variables are time wasting habits, video games, Facebook, YouTube, and Twitter chatting, etc. The other variables ascertained are prioritizing the time, paying attention to important items, preparing for exams, keeping things in order, clarifying doubts, allocating time for each activity/ scheduling, etc.

Model of Time management:



SAMPLING METHOD

The researchers used quota sampling, a non-random sampling, as there are different specializations in the college and sampling among the students of those specializations using on-line questionnaire through survey monkey application. The researchers had quota for each department fixing 3.2% of the population as quota for each department based on their strength so that would help to get adequate representation from all students from different specializations.

Distribution of samples- Quota sampling method

Departments	Strength of students	No. of samples	Percent
Foundation	1308	43	3.18
Engineering	1509	48	3.18
IT	487	15	3.08
Business Studies	495	16	3.23
Total	3799	122	3.21

ANALYSIS & FINDINGS

Demographic data: The respondents comprise of marginally higher female members (57%) than the male. Almost 3/4ths of them are singles. One third of them study in foundation and the balance 65% study in the 4 year programmes. 25% of them have CGPA above 3 which mean they have very good academic performance. 3/5ths of them (60%) are hostellers and 2/5ths are day scholars (attend college from home).

Time management practices: 78 % of the respondents set goals in every semester. 78% of students make schedule for daily study activities. 65% of students don't rush to study in the last minute and have regular study habits.61% of them study at least 2 hours per day. 65% of students prioritize what should be studied first and the based on importance and urgency. 63% of students like to use tutorials classes to clear the doubts and don't waste the time by spending time with doubts. 55% of the students sleep minimum 6 hours a day so that they can be fresh next day classes and study. 61% of the students arrange things in order and they don't waste time in searching for things. Average score of time management practices of 3.72 out of 5 which means it is average to good.

Time wasting activities: 58% students say they chat with their friends for 2 hours minimum a day it's a time wasting activity. 40-50% of them are distracted by TV, WhatsApp, face book, video games, etc. 60% of the students have procrastination habit. Average score of time wasting habits of 3.4 out of 5 which means it is average to high.

Around 60-70% of the students accept good time management can make them better in academic studies; make theme to reach the study goals; make them focus on solving problems; gives them less stress and less an anxiety; makes them motivated and involve in studies.

Gender Vs Time Management Practices, Time wasting habits

ANOVA

		Sum of Squares	df	Mean Square	F	Sig.
Time Management Practices	Between Groups	.043	1	.043	.126	.723
	Within Groups	41.026	120	.342		
	Total	41.070	121			
Time wasting habits	Between Groups	.182	1	.182	.479	.490
	Within Groups	45.489	120	.379		
	Total	45.671	121			

Ho: There is no relationship between Gender and Time Management Practices

H1: There is a relationship between Gender and Time Management Practices

Ho: There is no relationship between Gender and Time wasting habits

H1: There is a relationship between Gender and Time wasting habits Management Practices

Result: Null hypotheses accepted

Marital Status Vs Time Management Practices & Time wasting habits

ANOVA

		Sum of Squares	df	Mean Square	F	Sig.
Time Management Practices	Between Groups	.476	3	.159	.461	.710
	Within Groups	40.594	118	.344		
	Total	41.070	121			
Time wasting habits	Between Groups	2.955	3	.985	2.721	.048
	Within Groups	42.716	118	.362		
	Total	45.671	121			
Effect of time management on academic performance	Between Groups	1.730	3	.577	1.333	.267
	Within Groups	51.037	118	.433		
	Total	52.767	121			

Result: Marital status have significant effect on time wasting habits, as shown by the p value (significance). May be married person may not waste time much and their time is not dissipated in FB, WhatsApp etc. like bachelor students.

CGPA Vs Time Management Practices, Time wasting habits - ANOVA

		Sum of Squares	df	Mean Square	F	Sig.
Time Management Practices	Between Groups	2.990	3	.997	3.088	.030
	Within Groups	38.080	118	.323		
	Total	41.070	121			
Time wasting habits	Between Groups	1.983	3	.661	1.785	.154
	Within Groups	43.688	118	.370		
	Total	45.671	121			

The P value of 0.03 indicates Good Time Management Practices have effect on CGPA, which is a measure of their aggregate performance. Time wasting habit is not significant.

GPA Vs Components of Time Management Practices - ANOVA

		Sum of Squares	df	Mean Square	F	Sig.
1) I have set goals to achieve in every semester.	Between Groups	1.790	3	.597	.963	.413
	Within Groups	73.136	118	.620		
	Total	74.926	121			
2) I make plans or schedules to do my activities like study.	Between Groups	4.035	3	1.345	1.678	.175
	Within Groups	94.588	118	.802		
	Total	98.623	121			
3) I make regular study and don't rush in last minute	Between Groups	11.341	3	3.780	5.811	.001
	Within Groups	76.766	118	.651		
	Total	88.107	121			
4) I study at least 2 hours a day	Between Groups	10.729	3	3.576	3.553	.017
	Within Groups	118.779	118	1.007		
	Total	129.508	121			
5) I prioritize studying important and urgent ones first	Between Groups	17.415	3	5.805	5.453	.002
	Within Groups	125.609	118	1.064		
	Total	143.025	121			
6) I use tutorial classes to reduce time in Clarifying basic doubts in lessons	Between Groups	2.546	3	.849	.802	.495
	Within Groups	124.831	118	1.058		
	Total	127.377	121			
7) I sleep for 6 -7 hours a day to make me fresh.	Between Groups	12.782	3	4.261	4.365	.006
	Within Groups	115.193	118	.976		
	Total	127.975	121			
8)I save time in not searching for things as I keep them in order.	Between Groups	2.219	3	.740	.848	.470
	Within Groups	102.896	118	.872		
	Total	105.115	121			

Making plans or schedules for study, regular study and not rushing in last minute, minimum 2 hours a day, prioritize studying important and urgent things, sleeping for 6 -7 hours a day to make them fresh for next day – all these factors have effect on CGPA or academic performance.

CGPA Vs Components of Time Wasting habits

ANOVA

		Sum of Squares	df	Mean Square	F	Sig.
9) I spend time in chatting OR outing with friends 2 hours per day	Between Groups	2.805	3	.935	.739	.531
	Within Groups	147.939	117	1.264		
	Total	150.744	120			
10) I am influenced by distractions like TV	Between Groups	5.435	3	1.812	1.414	.242
	Within Groups	151.188	118	1.281		
	Total	156.623	121			
11) WhatsApp messages consume my active time	Between Groups	3.676	3	1.225	1.241	.298
	Within Groups	116.529	118	.988		
	Total	120.205	121			
12) social media like Facebook consumes my active time.	Between Groups	4.632	3	1.544	1.416	.242
	Within Groups	128.687	118	1.091		
	Total	133.320	121			
13) Video games consume my active time	Between Groups	7.842	3	2.614	1.651	.182
	Within Groups	180.531	114	1.584		
	Total	188.373	117			
14) Stay up for the long hours on the night makes me lazy for the next day	Between Groups	5.961	3	1.987	2.236	.088
	Within Groups	101.293	114	.889		
	Total	107.254	117			
15) Postponement of work is often my time wasting activity	Between Groups	2.635	3	.878	.869	.460
	Within Groups	113.253	112	1.011		
	Total	115.888	115			

None of these time wasting activities have significant effect on CGPA. The gender and opinion on the effect of time management on academic performance is significant. Marital status has effect on time wasting habits. CGPA and Time Management Practices have significant relationship.

The previous studies also say time management affects students' performance. But in this study, the researchers focussed on individual aspects of TM. Only few of them affect CGPA as it is not only based on TM but also on intelligence, hard work, listening habits, memory, understanding, writing practice, revision, etc.

RECOMMENDATIONS

1. Making schedules of study can also be made as a practice in their system like computer and it can be followed by advisors or teachers so that students can improve.
2. Cramming or studying in the last minute has to be avoided and hence the activities can be conducted from the beginning to end of the semester on spread over basis.
3. Students may be educated in prioritizing things.
4. Through doctors, the evil effect of sleeping late night can be explained to students so that they can avoid it in the future.

Comprehensive program of training can be given to students for example for about two hours for all years including all aspects of time management.

CONCLUSION

The study reveals that the students do not manage their time very well but do it somewhat okay. They are not much conscious of time wasting habits like WhatsApp, FB, Chatting, etc. which eats away their time without their knowledge. They need to be educated on them. May be the unmarried have more time wasting habits as the study reveals marital status has effect on time wasting habits. The study proves that the academic performance of the students (CGPA) has significant effect on Time Management Practices. Few factors of good time management practices like schedules, regular study, etc. have good effect on academic performance. The study recommends time management training to all students even though few of them are good in it.

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