TIME IS OF ESSENCE: THE IMPORTANCE OF TIME MANAGEMENT

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Among all the things that are thought to children at a young age, there is one that is mostly set aside, although one of the most important lesson and discipline a person must master in order to succeed in studies or at work; effective time management.

Time management not only enables people to make use of the time in an efficient way but it also helps them learn how to prioritize tasks and objectives. With correct and efficient time management no task is too difficult and no deadline is to near. Efficient time management is also the key to a work-life balance.

The first thing to learn when it comes to developing an efficient time management is that one must know how to calculate and estimate the amount of time given. Take inventory of how much time is available, and then create a schedule. Allocate time to each task according to its importance and difficulty, this where students will learn the art of organization and prioritization. It is vital that the schedule is met accordingly, if a task was finished earlier than what is planned, continue the schedule and whatever time is saved at the end of the day is considered as free time that can be spent however way. But note that within the schedule it should contain actual leisure time and breaks throughout the day. A cramped up schedule with too much tasks is as good as none. Schedules should be formulated with awareness and realism. One can’t just allocate 5 minutes for an essay that should be 10,000 words long. That is absurd. Be realistic in making the schedule, relay on previous experiences in dealing with similar tasks. And give yourself a breathing space.
But of course, there are still external factors that can mess up the schedules that we make. Sometimes there are last minute projects and assignments; this is where it gets tricky. Fortunately this where those breathing spaces come in handy, if worse comes to booth, you can always squeeze those last minute tasks in those extra times. But if the project is time consuming and tedious, you might as well reevaluate the whole schedule and move certain tasks to accommodate the new one. This should only be a last result however, because constantly redoing the timetable can cause confusion and disorder. You can miss place tasks and deadlines.

For students, the job with regards to time management is already pre-made since they already have class-schedules to follow. It is their leisure and downtime that they need to organize. Within school grounds the breaks students have are mostly meal breaks, one for morning snacks and then lunch time. It is imperative that these breaks are spent according to its intended purpose, to eat. A student should in no circumstance skip a meal just to finish a task. Reviewing and light reading can be done during these breaks, but only after the meal or during, multitasking of sorts.

It is the huge time students have afterschool hours that should be managed. On average students spend 8 hours within school grounds, while the remaining hours are spent at home. They have more or less 4 hours to spend after school right before bedtime at around 8 pm. Students have responsibilities other than school, like house chores, so in reality they only have 2 or 3 hours for assignments and other work load. A really tight schedule, really.

That is why time management can really be a life saver. Assignments normally take about 10-15 minutes each, while longer essays and projects could take 30 – 40 minutes. There is a low probability that 6 or more subjects would assign a take home activity at once. So for hours can be divided for example three 15 minutes assignment tasks, that is 45 minutes, with a 5 minutes brake it will take only 50 minutes. It only really
depends of how to maneuver through the tasks that makes a master time juggler. Note the experiences for future references and don’t forget to make time for self and wellbeing.

References:

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