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## The influence of effective time management on students' academic accomplishments

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### Abstract

The primary objective of this research paper is to assess the influence of time management on students' academic accomplishments across all educational levels, including elementary, middle, high school, as well as college and university settings. Effective implementation of time management strategies is crucial for students to attain their academic goals successfully. Time management offers numerous advantages, enabling students to proficiently handle a variety of tasks and responsibilities. Moreover, it aids in addressing challenges such as procrastination, external distractions, and other minor impediments that can hinder the achievement of desired academic objectives. This study will specifically explore key areas, including time management planning, strategies for effective time management, academic performance, perceived control over time, constraints associated with time management, the relationship between time management, external motivation, and students' academic achievements, culminating in a set of recommendations.

**Keywords:** Academic Time Management, Planning for Academic Success, Academic Objectives, Academic Attainment, External Academic Motivation

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### Introduction

The impact of time management on students' academic achievements varies depending on their educational levels. Notably, there exists a considerable contrast in time management practices between school students and those at the university level. Students should completely understand the strategies of effective time management to gain benefits like encompass heightened productivity, increased resourcefulness, diligence in achieving goals, reduce stress levels, enhanced dedication to tasks. Time management is a skill that holds immense significance, not only for students' educational pursuits but also for their attainment of academic goals. Particularly in higher education, such as college or university, many students often express a shortage of time available for specific tasks. Effective time management assumes paramount importance in higher educational institutions because it significantly contributes to improved performance and academic grades. This skill serves as a vital tool enabling individuals to allocate adequate time to various tasks and responsibilities (Miqdadi, ALMomani, Mohammad, & Elmousel, 2014) [3].

At the college or university level, students frequently juggle part-time or full-time employment alongside their studies. Managing both work and academics becomes crucial in these scenarios. Additionally, in the context of India, numerous students migrate from their hometowns to pursue higher education in other cities or regions. Consequently, they shoulder a multitude of responsibilities, including household chores, academic commitments, and other essential tasks. Therefore, proficient time management emerges as an indispensable skill that students should possess and practice diligently. The primary challenges encountered by students often revolve around task avoidance, uncertainty, and consequent procrastination, primarily due to a lack of organizational skills. Inadequate time management prevents students from effectively prioritizing their duties, leading to adverse consequences.

### Objectives of the study

1. To understand the impact of Time Management on Academic Performance
  2. To analyse the relationship between Time Management, External Motivation, and Student Academic Achievement
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### Time management in planning

Planning effective time management is a crucial aspect that applies to individuals across diverse backgrounds and categories. It necessitates the formulation of specific strategies to optimize time management (Al-Zoubi, 2016) [6].

1. **Maintaining a Positive Outlook** – When individuals are burdened with numerous responsibilities and tasks, it is common for them to experience apprehension and frustration. Maintaining a positive mindset is a fundamental attribute when it comes to planning time management. Positive thinking empowers individuals to execute time management efficiently, leading to increased productivity. A positive outlook fosters dedication towards one's work. It instills the belief that diligent efforts invested in various tasks will yield productivity in the future. With a positive mindset, individuals are less likely to succumb to apprehension or frustration; instead, they remain committed to their work, ultimately achieving the desired outcomes.
2. **Defining Goals and Responsibilities** – Identifying one's goals and responsibilities is essential. Individuals must have a clear understanding of their objectives and the specific tasks required for their accomplishment. In educational settings, students should possess comprehensive knowledge of their academic programs and the study skills needed to achieve their academic goals. Beyond academics, individuals should also be cognizant of their responsibilities in educational institutions, workplaces, communities, and at home. Recognizing goals and responsibilities plays a pivotal role in implementing effective time management.
3. **Decision-Making Skills** – Wise decision-making is crucial when planning time management. Decision-making is an integral part of an individual's life, whether they are students or engaged in other occupations. Decisions can be categorized as major or minor. Major decisions are more significant and often necessitate input from others. For instance, an individual may decide not to take up a job if their academic coursework is demanding and requires significant dedication. On the other hand, minor decisions are made independently and have less impact on academic performance.
4. **Resource Availability** – The availability of resources significantly influences time management planning. Resources encompass possessions, capital, finances, assets, and properties. Financially secure students, for example, may not worry as much about their academic achievements. They can commute to school in their own vehicles, access technology to expedite their assignments, and acquire additional academic resources to enhance their understanding. Conversely, economically disadvantaged individuals may face challenges in affording certain items and must factor in commute times when planning their time management.
5. **Engagement in Extracurricular Activities** – Students at all educational levels often participate in extracurricular pursuits alongside their academic commitments. These activities encompass sports, physical activities, music, dance, art, handicrafts, and more. Engaging in extracurricular and creative activities stimulates students' minds and enhances their learning experiences. Parents and teachers often encourage students to participate in these activities based on their interests. When individuals are involved in extracurricular

activities or take additional classes, effective time management becomes essential. They must allocate time for both academics and extracurricular pursuits. The greater the number of tasks, the more crucial effective time management becomes for students.

### Effective strategies for the Time Management

Students must acquire a comprehensive understanding of effective time management strategies. The benefits reaped from proficient time management encompass heightened productivity, increased resourcefulness, diligence in achieving goals, reduced stress levels, enhanced dedication to tasks, improved interpersonal relationships, and the cultivation of positive thinking about oneself and others (Chapman & Rupured, n.d.).

1. **Awareness of Time Allocation** – Individuals should possess an acute awareness of how they allocate their time, especially toward specific tasks. Maintaining a time log serves as a valuable tool for determining how one should allocate their time. Activities that demand more time should be prioritized. In higher education, students contend with hectic schedules, often while living away from home, necessitating attention to various needs and obligations beyond their studies. With numerous responsibilities, individuals naturally gain awareness of how to allocate their time effectively across diverse tasks and functions.
2. **Prioritization** – Effective time management hinges on distinguishing between what is important and what is urgent. Research has shown that important tasks are not necessarily urgent, underscoring the importance of prioritizing urgent tasks. Students should strive to accomplish both important and urgent activities. Prioritizing important tasks empowers individuals to gain greater control over their time and reduces the number of important tasks that become urgent. Whether one plans daily, weekly, or monthly depends on their lifestyle. Essential and important tasks should be given precedence over others; for instance, completing an assignment takes precedence over a shopping trip.
3. **Utilizing Planning Tools** – Time management experts recommend the use of personal planning tools to enhance productivity. Examples include electronic planners, pocket diaries, calendars, computer programs, wall charts, index cards, and notebooks. These tools aid individuals in recording tasks, schedules, and reminders. Their primary utility lies in focusing individuals on priorities while freeing the mind from trivial matters. When using a planning tool, it's essential to regularly update it, consult it daily, and carry it consistently. The tool should include a priority list, and a backup system should be maintained.
4. **Getting Organized** – Adequate organization is pivotal for effective time management and achieving academic goals. Organization entails being disciplined, structured, systematic, and prepared. Effective teaching practices emphasize that instructors should review previous lessons by posing questions to students before delving into new material. Student organization involves arriving to class well-prepared to answer instructors' questions. Additionally, efficient organization includes completing class and homework assignments effectively. In cases where concepts are challenging, students should seek clarification from instructors. When working on research

papers, assignments, or projects, it's essential to organize the material efficiently and exhibit thoughtfulness in one's work.

5. **Timely Scheduling** – Scheduling isn't merely about listing tasks to complete; it involves making time commitments to fulfill those tasks. Successful scheduling hinges on a thorough understanding of oneself, one's work duties, and responsibilities. Challenging and complex tasks should be tackled before manageable ones. Simple and straightforward tasks can be accomplished in a shorter duration, while demanding tasks require more time. Appropriate scheduling ensures no task goes unfulfilled, whether one plans daily, weekly, or monthly.
6. **Seeking Assistance from Others** – Achieving academic goals often requires seeking help from others. In higher education, individuals working on research projects or school assignments often cannot work independently. Therefore, seeking assistance from teachers, supervisors, peers, parents, tutors, and friends is an effective time management strategy. Establishing productive relationships and communication with these individuals is vital. Academic assignments often pose challenges and difficulties, and seeking help from others enables students to complete their tasks effectively.
7. **Eliminating Procrastination** – Procrastination, or postponing tasks, can hinder productivity. Some students procrastinate due to disinterest or indifference, while others may have valid reasons such as family obligations, health issues, or part-time employment. Procrastination can stem from various factors and is typically more troublesome for instructors than students. Addressing procrastination is essential for effective time management. Lengthy tasks should be broken down into smaller, more manageable segments with precise and achievable deadlines.
8. **Managing External Distractions** – Students must learn to manage external distractions, especially when working on critical assignments. These distractions may be either relevant or irrelevant, including phone calls, visitors, meetings, mail, emails, and family obligations. When external matters are important, such as supervising younger siblings while parents are at work, academic performance may suffer. Managing external affairs effectively involves addressing phone calls, emails, or interactions with relatives in a brief and efficient manner.
9. **Avoiding Multitasking** – When students engage in projects, research papers, or test preparation, it is crucial to focus on one subject at a time. Multitasking can hinder concentration and lead to distractions. Multitasking does not save time; instead, it results in the ineffective execution of multiple tasks simultaneously.
10. **Prioritizing Health** – Investing time in self-care is crucial. Academic pursuits and excessive workloads can impact students' health. Independent students often attend educational institutions, training centers, and may hold part-time jobs to support themselves, leaving little time to prepare healthy meals. This can lead to fatigue, stress, and a decline in health. To counteract these effects, it is essential to maintain a healthy and nutritious diet, get adequate sleep (approximately six to seven hours daily), engage in physical activity, cultivate a positive mindset, and foster self-confidence.

### **Impact of Time Management on Academic Performance**

Time is a valuable and irreplaceable resource that steadily flows without the possibility of reversal (Ngozi, Chiekezie, & Ikon, n.d.). Therefore, it is imperative for individuals, not only students but everyone, to utilize it effectively. People aspire to achieve numerous goals in their lives, necessitating efficient time management. For example, within educational institutions, individuals must discern their responsibilities and prioritize studying over leisure activities. A lack of awareness regarding one's duties can lead to inefficient time utilization. Those who fail to effectively manage their time will experience adverse consequences in their academic performance. Time is an exceedingly scarce resource, and often, personal priorities are not reflected in daily activities. The perception of having control over time is critical for stress avoidance and the successful execution of academic pursuits, such as attending coaching classes, engaging in extracurricular activities, utilizing technology, and managing finances (Ngozi, Chiekezie, & Ikon, n.d.).

Time management skills are not solely reliant on students' behaviors but also on their perception of time. Some individuals pay little attention to time and plan tasks without considering it. When individuals decide to undertake a specific task, they immerse themselves fully in its execution. Students report improved grades when they feel they have a clear understanding of task performance. Effective time management involves considering the time required for each task and adhering to set deadlines. Students who possess strong time management skills tend to be more content compared to those who do not utilize them effectively. Effective time management is associated with a perceived sense of control over time, and this perception positively correlates with students' academic performance (Twehues, 2013) <sup>[5]</sup>.

In addition to traits like diligence, conscientiousness, and resourcefulness, individuals must incorporate effective time management skills to accomplish their goals and objectives. Whether in educational institutions or workplaces, students, professors, technical workers, administrative staff, and others must apply time management skills effectively. Developing these skills can enhance job satisfaction and foster a positive attitude toward the work environment. It is essential for individuals to cultivate time management skills, as doing so can lead to a change in their behavior and increased productivity. The relationship between time allocation and academic achievement is multifaceted. When individuals prepare for tests, allocating sufficient time to each subject is vital for thorough preparation (Twehues, 2013) <sup>[5]</sup>.

Time management exerts various influences on academic achievement. One significant positive influence is motivation. Students who display a genuine interest in their studies tend to complete their work punctually, attend classes regularly, have lower absenteeism rates, and are well-prepared. These motivated students value their tasks, particularly if they are interested in the subject matter. For example, a student passionate about science will dedicate substantial time to completing science assignments, while allocating less time to studying mathematics, a subject they find less engaging. Personal interests drive motivation and enable students to apply time management skills effectively. Motivation encourages students to complete academic assignments and prepare for exams, enhancing their ability to comprehend and remember challenging concepts. Students who prioritize academic achievement are more likely to work

diligently toward their goals (Twehues, 2013) <sup>[5]</sup>.

### **Limitations in Time Management**

The challenges and limitations associated with time management primarily stem from individuals engaging in leisure and recreational activities that divert their attention away from their academic goals, as outlined by Kaushar (2013) <sup>[2]</sup>.

In today's world, technology has taken center stage, and students often spend excessive time using mobile phones, smartphones, computers, laptops, iPads, and similar devices. These activities include online chatting with friends, watching movies, listening to music, playing games, and various recreational pursuits. These technologies allow individuals to lose themselves for extended periods, ultimately disrupting their focus on studies. While technology is undeniably beneficial and contributes to knowledge enhancement, individuals should exercise moderation in using it for leisure and prioritize its educational utility to improve academic performance.

Individuals across various age groups, particularly college and university students, maintain extensive social circles. They enjoy engaging in various activities with friends, such as phone conversations, outings to movies, and shopping, among others. In cases where students reside in hostels or similar accommodations, they often plan outings and group activities. Unfortunately, these social activities can become obstacles to academic achievements. It is crucial for students to strike a balance between leisure and recreational activities and allocate sufficient time for their studies.

Another significant problem in effective time management is the absence of a structured schedule. Many individuals juggle numerous responsibilities, including multiple academic programs, employment commitments, household chores, and participation in physical activities. In such situations, proper time management is essential to ensure that all tasks are completed as scheduled. A lack of a well-defined schedule can result in tasks being neglected or left incomplete. Therefore, creating a structured schedule is a fundamental aspect of time management.

Full-time employment opportunities can pose challenges to students' academic performance. Securing employment can be challenging, particularly for individuals from disadvantaged and economically marginalized backgrounds who migrate to urban areas for higher education. While finding a job can be satisfying, it often leads to difficulties in managing time between work and studies. Balancing these two important aspects requires effective time management skills.

Students at all educational levels require guidance and counseling from experienced individuals, such as teachers, professors, supervisors, parents, family members, or expert counselors. The lack of proper guidance can hinder students' growth and development. In some cases, students from economically disadvantaged backgrounds may show disinterest in academics, opting for work or household chores instead. They may argue that they lack sufficient time for studying due to their other responsibilities. Therefore, it is crucial to provide guidance and raise awareness among these students regarding the importance of education and time management skills.

Having numerous responsibilities can also impede effective time management. When women who have not previously attended school enroll in educational institutions or training

centers to enhance their skills, they may feel reluctant due to their multitude of responsibilities. These responsibilities often include attending to their family's needs, performing various household tasks, and engaging in various occupations. Consequently, they claim they do not have time for academic learning when implementing time management skills. It is imperative for individuals to ensure they allocate enough time for essential tasks when practicing time management.

In educational institutions, when individuals enroll, it is vital for them to have clear goals and objectives. They must generate interest and enthusiasm for implementing time management skills effectively. Awareness of their academic goals is essential. It is not merely about obtaining a degree or diploma but also about acquiring knowledge, information, proficiency, and professionalism. To this end, possessing time management skills is crucial. These skills guide individuals toward achieving satisfaction and fulfillment.

Finally, difficulties in understanding concepts or encountering problems with assignments can pose challenges to time management. When a student tackles a complex and time-consuming assignment with tight deadlines, they may devote extensive hours to it, neglecting other tasks. Maintaining effective communication with teachers and actively participating in class can help students avoid problems in completing time-consuming assignments.

### **The Interplay of Time Management, External Motivation, and Student Academic Achievement**

When examining the relationship between time management, external motivation, and students' academic performance, it is crucial to grasp the meanings and significance of these elements. Time management pertains to an individual's ability to achieve their desired goals, whether in the short term or long term, by effectively allocating their time. When an individual has a goal with a specified timeframe, they become dedicated to performing tasks in a manner that optimizes time utilization. In the context of students, time management manifests as a balance between their academic responsibilities and extracurricular activities. External motivation, on the other hand, refers to the support and encouragement provided by professors, supervisors, peers, friends, and family members. This support can take the form of financial assistance from parents, as well as emotional encouragement, reassurance, and aid. When students face significant life decisions, especially those related to their careers, they require proper guidance and support, which is categorized as external motivation (Hamzah, Lucky, & Joarder, 2014) <sup>[1]</sup>.

Time management and external motivation serve as driving forces that inspire students to wholeheartedly pursue their academic goals. Psychologists and researchers emphasize that motivation is a distinctive element in the learning process. External motivation becomes apparent when a person takes action with the expectation of concrete and valuable outcomes, such as achieving good grades, obtaining a salary increase, or receiving recognition and appreciation. These actions are driven by the desire for external consequences or rewards, which are distinct from the actions themselves and are therefore termed external motivation. The perceived availability of social support, a form of external motivation, may influence students' academic performance (Hamzah, Lucky, & Joarder, 2014) <sup>[1]</sup>. External motivation is considered a crucial aspect, not only for achieving academic

goals but also for pursuing other career objectives. For students from marginalized communities who aspire to study and achieve their goals, external motivation holds significant meaning.

Numerous motivation theories, such as those proposed by Frederick Herzberg and Abraham Maslow, offer insights into the dynamics of motivation. These theories represent some of the earliest behavioral theories embraced by American businesses and commonly employed in research studies. Maslow's theory suggests that human needs follow a hierarchical structure, a concept known today as Maslow's Hierarchy of Needs. The theory posits that individuals seek to satisfy various needs based on their circumstances and backgrounds. Herzberg, a psychologist, introduced a theory regarding job factors that stimulate employees. According to Herzberg's motivation theory (1959), specific factors influence people's job satisfaction and performance. Within this context, two key factors—time management and external motivation—are recognized as motivators for students' academic performance. Time management can be seen as internal motivation because it pertains to individual students, whereas external motivation encompasses factors external to the student, originating from the university environment and encouraging better academic performance. In essence, they represent motivators within and outside the student's sphere. Thus, it is presumed that motivation in terms of effective time management and external motivation will drive and inspire students to achieve higher levels of academic performance. Herzberg's motivation theory is relevant to this study as it reinforces the assumption that motivational factors, including time management and external motivation, will stimulate students to excel academically (Hamzah, Lucky, & Joarder, 2014) [1]. Motivation plays a pivotal role in effective time management. It serves as the driving force that propels individuals to allocate their precious hours wisely and accomplish their goals efficiently. When people are motivated to manage their time effectively, they are more likely to set clear objectives, prioritize tasks, and avoid procrastination. Motivation provides the necessary momentum to overcome distractions and maintain focus on critical activities, ensuring that time is utilized productively. Whether it's achieving personal aspirations, meeting deadlines, or maximizing productivity, motivation is the cornerstone of successful time management, inspiring individuals to make the most of every moment.

### Implications

The following recommendations are applicable to both students and professors and, if effectively implemented, can enhance academic performance and aid in better organization of tasks and responsibilities in accordance with time (Miqdadi, ALMomani, Mohammad, & Elmousel, 2014) [3].

### For Students

1. **Initiate Assignment Work Promptly:** Students should commence working on their assignments as soon as they receive them, rather than procrastinating until the last minute when they are under pressure. In cases where they have multiple responsibilities, it is advisable to break down lengthy assignments into manageable sections.
2. **Safeguard Important Materials:** Misplacing notes, papers, articles, or books can lead to unfavorable consequences and hinder academic performance.

Therefore, it is recommended that students keep essential notes and documents in secure and easily accessible locations.

3. **Care for Technology:** In higher education, students heavily rely on technology for assignments and reports. Whether saving work on a pen drive or computer, it is important to take proper care of technology and other essential equipment used for learning and assignment preparation. Proficiency in technology usage is also encouraged.
4. **Establish Effective Relationships:** Academic achievement encompasses various aspects of learning, requiring students to establish positive relationships with professors, supervisors, and fellow students. Engaging in discussions with peers about projects, research papers, presentations, and assignments is highly recommended.
5. **Minimize Distractions:** When working on significant assignments or test preparation, students should minimize distractions such as mobile phones and other devices that may divert their attention. In crowded family environments, finding a secluded place for focused studying is advisable.
6. **Overcome Procrastination:** Procrastination is a common issue among students, particularly at the school level. To combat procrastination, students can start studying for a short duration, like ten to fifteen minutes, which often leads to continued focus and longer study sessions.

### For Faculty

1. **Employ Effective Teaching Strategies:** Professors play a crucial role in enhancing students' academic performance by utilizing effective teaching and learning methods. Developing a semester plan and sharing it with students can help them organize their studies and tasks efficiently.
2. **Recognize Individual Abilities:** Professors should identify the unique skills and abilities of their students and provide guidance accordingly. Creating awareness among students about time management is also part of their responsibility.
3. **Emphasize Time Management:** Professors can stress the importance of time management to students who struggle to complete assignments on time due to valid reasons. This awareness can help students improve their time management skills for future tasks.
4. **Encourage Reading:** Professors can encourage students to read more about time management through papers and articles. This will enable students to develop a deeper understanding of this skill, which is essential for managing academic tasks effectively.
5. **Apply Time Management:** Professors themselves often have busy schedules and should also practice effective time management. When explaining complex concepts to students, thorough preparation is vital, as it ensures they can communicate effectively. Insufficient time management skills may hinder concept preparation and job performance.

In conclusion, these recommendations aim to enhance academic performance, facilitate effective task management, and promote time management skills for both students and professors in educational institutions (Miqdadi, ALMomani, Mohammad, & Elmousel, 2014) [3].

## Conclusion

The influence of time management on students' academic achievement is notably positive and advantageous, provided that students possess a good understanding of time management strategies. This understanding is especially crucial for students in colleges and universities. Fortunately, there are numerous techniques available that can impart knowledge on effectively practicing time management strategies. Students should arrange their schedules in alignment with priorities, giving due consideration to deadlines, submission dates for papers, and other assignment-related timelines. This proactive approach can efficiently overcome potential obstacles and negative factors that might hinder their progress.

Maintaining a positive and content mindset is vital for improving academic performance in comparison to feeling stressed and disheartened. When instructors are delivering their lessons, it is essential for students to attentively engage in the learning process. This attentiveness enables students to promptly seek solutions to problems and challenges by seeking guidance from their instructors. Conversely, a lack of proper attention can lead to extended problem-solving times. To enhance time management, it is advisable to take detailed class notes and participate in group discussions with peers. Effective time management largely depends on the number of tasks and activities individuals are involved in. When individuals consider all these tasks as significant, they must allocate time to each one, necessitating efficient scheduling, planning, and organization.

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