



WOLKITE UNIVERSITY

COLLEGE OF BUSINESS AND ECONOMICS

DEPARTMENT OF MANAGEMENT

**ASSESSMENT OF TIME MANAGEMENT PRACTICES OF STUDENT :(
IN CASE OF WOLKITE UNIVERSITY)**

**A RESEARCH PAPER SUBMITTED TO THE DEPARTMENT OF MANAGEMENT IN
PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF
BACHELOR OF ARTS (BA) DEGREE IN MANAGEMENT**

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Declaration

This is to declare that this paper in title lead “The assessment of time management practice on students in case of wolkite University” submitted to wolkite University college of business and economics through the department of management for the award of the Bachelor of art degree in management studies done by demeke adugnaw become an authentic work cared out by as under our guidance.

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Abstract

This research focus on assessment of time management practice on the students` college of business and economics in wolkite University and its effect on academic program achievement, and also, the scope of this study is limited to Students` of college of business and economics regular program student. Data requirement were collected through collection of primary and secondary source of data. Among primary source of data and the secondary source of data different books, internet. The target population of the study is 675 and the sample size is 87 students, and researcher used proportionate stratified random sampling method on the bases of the students` year of study.

CHAPTER ONE

1 Introduction

1.1 Background of the study

In the modern world, time is seen as indefinitely divisible and usable commodity. It helps to infuse the concept of the time through institution. All the material and human resource possessed by organization can be enhanced in course of time or transformed as time goes on, yet the only asset that cannot be changed or purchased or stored is time itself. The secret to achieving success in life is effectively managing this resource that ever one possesses equally and paying sufficient emphasis to planning Macon, etal, as the finding of peter, (2005). Time is unique resource. A closer look at definition of the management concept shows that it is reality an act of directing. Management is distinct process of consisting of activities like planning, organizing, staffing leading and controlling performance to determine and accomplish stated subjective with use of human being and other resources.

Time management has been refers to as techniques for managing time, according to Burt and Kamp, (1994). Time management is technique for effective time use, planning and allocating time. Again time management is technique to increase the time available to peruse activities, king etal, (1986). Time is set of principle, practice, skill tools and systems that work together to help you get more value out of your time with the aim of improving the quality of your life, Gerald (2002). And time management is the act of taking the conscious control over the amount time spent on specific activities.

Time management plays a vital role improving students' academic performance and achieving, when student have managed their time effectively, it can be highly achieving their targeted goal. Here time management is only possible through self-motivation, performance, ability and motivation, Brigitte-et al, (2005). As the finding of Britton and Tessor, (1991), show good time management predicts academic achievement and in particular is short time range planning that predicted grade point average. That means time management activities surrounded by daily or weekly time structure and cover the activities such as setting objective at the commencement of the day, planning and prioritizing daily behaviors and creation work contents Yilmazetal, (2006).

1.2. STATEMENT OF THE PROBLEM

Poor time management behavior such as not allocating time properly can contribute to academic under achievement or poor performance, Britton and tessor. (1991). so, negative time management practice decreases academic performance. Therefore, the research support this idea, because all academic programs run by time management and without it cannot be achieve thus, time is one of the none renewable resource that no body never come up when once it is passed and time management is one of the for achieve any activities. Therefore, if every human being would be using this nonrenewable resource wisely, it can be achieve a setting goal.

As cited in Britton and tensor, (1991), time management practice is among contributing factors which have a great effect on the students'' academic achievement which refers to the outcome of education the extent to which student, teacher and institution has achieved their goals after much effort. However, there are number of factors which effective and efficient use of time management practice in country level. The same of those factors are students they have negative attitude, event and behavioral change regarding to time management practice, situation of environment and others countless factors of time management have a country level.

1.3 Research question

The researcher will address the following research question.

1. How to describe the attitude of students toward time management?
2. What is the assessment of attitude time management of student?
3. What is the factors that affect time management practice of student?

1.4 Objectives of the study

1.4.1 General objective of study

General objective of the study would to assess the time management practice on the Students' College of business and economics in Wolkite University.

1.4.2 Specific objectives of the study

1. To assess the student attitude toward time management practice of Wolkite University.
2. To assess attitude of time management of student.

3. To assess the factors hinder for effective time management.

1.5 Significance of the study

It is useful to the researchers to know factors that affecting student's time management practice. The study serves as a source material to the other researchers who are willing to study area of time management practice on students' academic program achievement. And it might be serving as input to university in reducing attrition rate of student enhancing time management practice on their academic program achievement. And another significance of time management are as follows: 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. Reduces frustration: Time is the only tool that can make or break you. This is Applicable, especially when you have to create a balance between your professional and Personal life in your hectic and tiresome routine. To serve the purpose, you would have to find time to do everything that your heart desires. By managing our time in a proper Manner, we will get rid of all frustration. Gives peace of mind: A peace of mind would require to lead a healthy and disease free life. Restless and stress are the root cause for the lack of peace. 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. Increases energy level: Effective time management increases the energy level because proper time management gets a cluttered Mind organized. By proper time management, the unhandled jobs and unfinished Business can be done within the deadline. By managing time correctly would boost up ones Energy level than the past. This, in turn enables us to concentrate on the task at hand, without bothering about the pending ones.

1.6 Scope of the study

The study focused on the time management practice on the students of college of business and economics regular program. Because of, it is difficult to cover all programs of students in one research paper. The researcher is prefer business and economics college, because more familiar with students rather than the other else. Due to this issues, the study conduct only on, second and third year of college of business and economics on regular program students in Wolkite University.

1.7 limitation of study

This study was not free from limitation. Some of the limitations that researcher would face like unable to get the desired information or lack of adequate information, the researcher would also require sufficient money and other resources. The researcher may face time limitation and the unwillingness of students (respondents) to give enough information, another limitation of the workbooks. To overcome these limitations, the researchers convince them as confidentiality.

1.8 Operational definition

Respondent:-our respondent was the college of business and economics. According to our respondent we gather information by questionnaires and number of respondents who participated to respond to questionnaires 87 student sample size

Time management practice: - time may be described as major duration and order of event in the past, the present, and future.

Time management- is the key to success. It allows you to take control of your life and it is a technique of exercise of day to day activities.

According to register of Wolkite University recorded the students performed above (3.0) ACGP are high performance, the students who performed (2.5-3.0) ACGP are performance are medium and below. (2.4) are low performance

1.9 organization of the study

This study contains five chapters. The first chapter deals with about introduction parts. Background of the organization, the statement of the problem, objective study, scope of the study, significance of the study, limitation of the study, operational definition and organization of the study chapter two describes the review related with literature, chapter three research design and methodology.

CHAPTER TWO

2. Literature review

2.1 Introduction

This chapter reviews literature related to assess time management practices and its effect on academic performance achievement. This chapter is divided into ten sections: - theoretical review, measures concepts and aids associated with time management, empirical review, time management practice and academic achievement, definition of time management, steps for effective time management, short guide management your time, the importance of time management and time awareness and time tracking.

Time management is a skill that every student should not only know, but also apply. A lot of university students complain about running out of time when asked to do a certain task, they get frustrated. Because they are not able to make it before the deadline. Time management is extremely important, especially when it comes to university students because it will boost their grades and enhance their productivity (Laurie & Hellsten, 2002). However, most of the time students face problems like task aversion and uncertainty, so they start to procrastinate because they lack organizational skills. As a result, students would not be able to organize duties according to their priorities, so they get distracted easily, ending up procrastinating. As we can see, time management is quite essential to any university student, and it is one of the keys to higher academic achievements (Kelly, 2004).

In the relevant literature there are a great number of academic studies focusing on the relation between time management and academic achievements. The related literature showed that the time management attitude and skill levels of university students and the effects of these skills on their academic achievement. The research revealed that a majority of students possess moderate level time management skills and only a significantly small portion has high level time management skills (Yilmaz, Yoncalik & Bektaş, 2006).

Taking part in proceedings and being engaged in other outside class activities, not inevitably a job, but being energetic in institution also has a strong correlation to reaching high academic achievements. Various studies showed that time management practices serve for many purposes not only for challenging performance of the students. Time management

practices show the way not only to a high level of academic performance, but to good physical condition and lower levels of stress. The foremost purpose of the present study will educational competency, using time managing techniques, test pressure, and test proficiency (Faisal, Miqdadi, Abdulla & Mohammad, 2014). Academic competence scores were established to some extent improved in the current sample indicating that students found course material/content encouraging and enjoying their classes. Event your time, the importance of time management and time awareness and time tracking.

2.2 Theoretical review

2.2.1 Major concepts and ideas associated with time management

According to Fleming, (2022) an effective time is closely associated with understanding difference between efficiency involves completing specifies task in an appropriate manner, effectiveness relates to identifying the right tasks to be accomplished in the first place. Similar view point is expressed by fleming (2011) as well who argues the practice of identification of strategic task in an appropriate manner, and the selection of appropriate tools and techniques for the completion of those tasks can be considered the most basic condition of effective time management, Singh, (2008) point to two fundamental aspects associated with the concept of time. The sequence, and more precisely, the order of the changes; the duration of the changes or the period between them

Felton and Sims, (2009), on the other hand, closely associate the concept of time management with ones self-management. The authors assert that “the focus of time management is priorities and stems from self-management. Self-management is the power house of time management.

The specific process involved in time management is specified by downs, (2008) as setting, analyzing filtering, scheduling and executing.

2.2.2 Time management practice and academic achievement

Time may be described as major of the duration and order of events in the past, the present, and the future. Although every individual has 24 hours of time at his/her disposal each day, it is the effective use of time distinguishes achievers from non-achievers in all spheres of life Britton and tessor, (1991); Zimmerman, (1998).

According to Kelly, (2004) the efficient use of time is directly associated with increased academic achievement. It is the ability to effectively manage one-time will indeed positively related to academic performance then, interventions that improve time management would value to student's time brutal, (2013). To cumulative time spent working during a week, these objectives were also added. Time management practice will be proven to be the same the top indicators toward achieving a high level of academic success and performance. They influences on the achievement but using time management technique also serve only one reason meaning that there multipurpose fulfilled by time management Fazal, (2012). Academic achievement: - refers to the outcome of education the extent to which a student, teacher or institution has achieved after much effort. It is something you do or achieve school, college or university. It is also award for when you achieved of something not worthy after a much effort

2.2.3 Dimensions of time management

The effectual utilizing time and managing time requires procedures and good quality planning behaviors, one can make use of time effectively and competently by keeping time logs, constructing to do list and arrangement, and organize ones work space, as studies of earlier period and plentiful how to book proposed sabelis, (2001). Time saving techniques and behavior can be categorized in numbers groups in general. There are three surface time management behavior; long-range planning, short-range planning, and time attitudes. Laurie and he listen, (2002). Short-range planning is the capacity to set out and systemize and responsibilities in short period of time. Long-range planning competences is to handle every day jobs over a longer time perspective by keeping follow of significant date and setting objectives by putting adjournment Alay and kick (2003).

A. Long Range Planning

Long-range planning means to have long-range objectives and having disciplined routines. Various researchers named it as having perception of a preference for organization and it is comparable to long range planning. To acquire a summary on the everyday jobs that necessitate to be executed, time limits and priorities which increases the perception of having control over time so, in the long run, planning enables one to deal with all activities (Kelly, 2004). It directs to have less perception of control over time because it may be tackling to be familiar with how much effort requires to be completed within hours, days or weeks;

it may even be the immediately measurable effect of planning. This gives the impression to indicate that time management practices accomplish to have an influence on educational achievement, but that's not all they affect (Brigitte et al., 2005).

It will also found that the students had advanced overall academic achievements who accounted using goal oriented time management practices.

B. Short-range planning:

Short —range planning will define as time management activities surrounded by daily or weekly time management structure and cover the activities such as setting objectives at the commencement of the day, planning and prioritizing daily behaviors and Creation work contents yilmaz, (2006). Numerous studies invented that short-range planning behavior, forecasting of the time in the short run, surrounded by the time enclose of week or less established a constructive relationship to grade point average. Short-range planning in interface with accomplishment determined will optimistically associated to dealing performance as well mottle, etal, (2007). Academic achievement means the educational objective is that accomplished by a student, teacher or institution realize over definite short period Lisa and robot (2008). In different research finding it has been demonstrated that there exist positive significant relations between student's grade point average and the time attitudes and short-range planning.

C. Time attitude:

Time management demands a key shift in emphasis; can concentrate on result, not on being busy. There are a lot of cases with people who waste their live in disclosed doing and attain very small since they are placing their labor in to the incorrect responsibility or weakling to focus their activity successfully, established that two time management workings directly affect the collective academic achievement mercaniougu, (2010). The perception of how their time require to be use up or planning including utilizing short and long period goals and time attitudes or students accomplished that both planning and encouraging time attitudes initiated that they had much more than to finish their every day jobs because they experiences more in control of how their time is exhausted; therefore knowing when they had to state not to activities kausher, (2013). The literature revealed that time management practiced to the individuals awareness and attitudes time management and is comparable the perception of having control overtime.

Therefore, time attitude comprise the perception that the person is efficiently managing his time and they perception that the individuals making constructive utilization of time Karin etal, (2015)

2.2.4 Steps for effective time management practice

An essential step in regarding control of your time is the identification and elimination of those Determine and set on paper what you would like to achieve and how you would like to get there.

Things that robe your time listed below is five steps to more effective time management.

1 Plan: Make your goal realistic, believable and achievable. Evaluate your progress and make any necessary changes on a regular basis.

2 Assess: Prioritize your activities; A-important to you; B-important to other; C basic human needs.

3 Organize: Do not accomplish everything just include the unfinished task on your next days

4 Prioritize: Assess how you are currently using your time by keeping a time log for three days from the time you get up until the time you go to bed. Describe your activities in 15-minutes time blocks.

Make a list each morning of everything you need to you need to for that day. Do not plan out every minute and do not even think about which task is most important. Does not worry if you after you have recorded the se things to do” rewrite them in priority or important things at the top and less important task at the bottom. Keep in mind due to date, commitments you have made whether or not these tasks involve other people. You must be responsible with you priorities. Review your personal goals

5. Schedule: Take your list and begin to work this things to do in to your schedule

You cannot plan every minute of your day. Remember to leave socializing unexpected things that pop up. There is no use making schedule that is impossible to follow.

Keep a schedule book for the year; write down your work commitment due dates and the like entrepreneurship books, written by dawitareaga and dawitayelaw, (2005).

2.2.5 Factors affecting time management practice

Achunie, 1981 points out time-wasters in school system as numerous factors that influence time management practice. The following are noted; events that just come up various events that are not planned may come up with in the school system. Events like lecturers strike, student's fire out break and many other emergencies can interface with student's daily schedule. Kanosh, (1996) shares this view by saying that students can be overwhelmed by task to the extent of putting off academic assignments till later date, or spending great daily of time with friends and on social activities, worrying about upcoming examination, class project and papers rather than completing them, missing up to the planned program. Austin, Dwyer and Freebody, (2003), speak about lack of time management among students who experience frustration in trying to get themselves to start their works. The point of that factor which affects student's time management, like, lack of awareness, working certain activities without time planning environmental factors, like weather condition and others are factors which affects student's time management practice.

2.2.6 A short guide to management your time

However, obvious it may seem, time management is of the at most importance you should buy a diary and use and it work out how much time you should allocate to each element of your course and try to stick to a time table. You should aim to study in a regular pattern perhaps by working a set a number of hours a day. Make sure you allow a sufficient time to plan and write your assignment so that you do not have to work in to the small hours of the morning.

2.2.7 The importance of time management

The definition of time management and concept of time has been associated with ambiguities and even contradictions. For example, time has been described as time nothing more than the occurrence of events in sequence, one after another Olpin and Hessen, (2012), and a resource that when lost or misplaced, is gone forever Kerzner, (2009).

The definition of time management has been offered a process of skillfully applying time to finish and perfect a specific activity within time constraint Harris, (2000). However, there is no single definition of time that fully captures all aspects of the concept.

Becke and Mustric (2008) divide time in to two categories: quantitative and qualitative. It can be specified that quantitative time is seen to represent time as quantities that is time can be measured and counted in to second, minutes, days, weeks, months, and years the time is spent.

the importance of time management and the usefulness of a time management system lies in allowing people to accomplish more things faster. Time management teaches people 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 very special resource in that you 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 we must plan our life wisely.

(ii) Time is Scarce: Most Administrators in the University feel like they have too much to do and as such do not have enough time. Lack of time is blamed for everything e.g. from not getting enough exercise, poor finances, unachieved goal, too much stress, bad relationship, and even an unfulfilled life. Time management helps us to use the time wisely; time management helps us to set our priorities.

(iii) 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, we need to learn how to make time for the things that are important. Time management helps us to make conscious choices, So that we can spend more time doing things that are important and valuable.

(iv) 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.

(v) 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.

(vi) 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.

(vii) 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.

(viii) 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.

2.2.8 Time awareness and time tracking

It will help you time manage your time well if you know where time actually gets spent. One very helpful way of determining your actual usage of time is to track your time. The process here is like making a schedule, but it works in reverse. Instead of writing down the things that you have already done doing this sort of get-know yourself exercise because this procedure will highlight many of your habits that you might selectively ignore currently. For instance, some people find that every time they plan to do moths home work they end up watching television. Other people just cannot see to follow their schedule until the week before finals. Whatever your time tracking will help you adjust and fine-tone your time management practices. Having accurate information about your time usage patterns can serve as another important point of reference for self-monitoring.

2.2.9. Empirical review of time management practice

Empirical studies on time management published between 1954 (when time management was introduced) and 2005 were found through PsycInfo, Sociofile, and references of past studies. Query terms included time management, time use, time allocation, and time structuring. A first criterion for the selection of studies was that time management had been related to academic or work situations. Quite a few studies dealt with topics like rehabilitation after an injury or accident, geriatric afflictions, and other medical conditions (for example, Sakelaris, 1999), which fell outside the scope of our study. The second criterion was that time management behaviour or attitudes had been measured by means of instruments constructed for this purpose. In some studies (e.g. Sweidel, 1996), time management was measured post hoc by combining some items that were more or less related to time management, rather than by means of validated scales to measure time management.

Although there is a dearth of empirical literature on the relationship between time management, character development and academic performance, Davidson and lickna (2007) conceptualized character to involve that enable persons to of good and ethical behaviors such as integrity, justice, caring respect and cooperation. The characters foster interpersonal relationship and harmony among group and persons.

Particularly, as the researchers observe or ask through personal communication with students of business and economic college in Wolkite University are not as expected. Because they have problems which affect students time management practice on academic performance and also peer pressure expends much time by enjoying with their friends as well as student; intentional wastes their excessive attending social media and others are factors which affect student time management practice on the students of college of business and economics regular program in Wolkite University.

Dural,etal (2010)in their meta-analysis of 69 different after-school programs aimed at enhancing personal and social skills of children and adolescents found that skill building program impacted up on positive social behaviors and academic achievement. Similar, berkowitz and bier (2007) reviewed literature on 33 effective character education programs and found that character education programs to exert significant influence on improved school behavior and academic achievement and grades. Furthermore, banning, berkowizkuehn and smith (2003) studied time management practice and its effect on academic performance among schools.

CHAPTER THREE

3. Methodology of the study

3.1 Introduction

This chapter is methodology of the study which divided in to six sections: the study area, research design, data type, and sources of data methods of data collection and population and sample design, the study conduct in Wolkite University on the students of college of business and economics of regular program.

3.2 Research Design

To conduct this study researcher used descriptive research design since the researcher described the students time management behavior or characteristic that concerned with the academic performance achievement. To arrive on appropriate conclusion about the issue and in order to answer research questions the necessary data were collected through both qualitative and quantitative approaches.

3.3 Data type, source and method of data collection

3.3.1 Data type

Quantitative and qualitative type of data because, in order to get the available and exact information.

3.3.2 Source of data

To gather required information researcher would used both primary and secondary sources of data. The primary data obtained from questionnaire from students of college of business and economic regular program in Wolkite University, the secondary data collection tools (method) from different written material books and internets.

3.3.3 Method of data collection

Both primary and secondary data collection method used to achieve the objective of the study, primary data were collected through questionnaires, which is important to get new information from the respondent. Secondary data was collected by using published and unpublished source such as written material, books and internet.

3.4 Population and sample design

To gather the information required target population of 675 would be selected. They were from the students of college of business and economics regular program. According to information from college of business and economics office record, the total population of second and third year students is 675. And to determine the sample size of respondents 87, the researchers would use Yamanes formula since the total population known and large number of population.

3.5 Sampling size technique

This means the researcher used stratified random sampling technique, because high number of target population. Since divides the population to strata with stratified sampling the equal chance every respondent would be selected for inclusion in each strata of sample. Using proportionate strata helps to ensure that the sample researcher use total number of population in second year (332) respondent and third year (343) respondent of study would be available. Therefore the sample size is determined by using the following formula.

$$n = \frac{N}{1 + N(e)^2}$$

$$n = \frac{675}{1 + 675(0.1)^2}$$

$$n = \frac{675}{1 + 6.75}$$

$$n = \frac{675}{7.75}$$

$$n = 87$$

Where N = total population

e = error of margin (10%)

n = sample size

3.6 Method of data analysis

After that data would be collected the processing and analysis are done. The questionnaire would be collected from all sample respondents and it also checks for the variability of necessary

Information from primary data, analyses would be carried on. The researcher uses descriptive method of data analysis, first data are categorized and next tabulation of data follows and data were

interpreting using both qualitative and quantitative means analysis. The qualitative method is that the researcher organizing, describing and also systematically interpreting the collected data and quantitative method that the researcher used in the research would statically analysis, such as organizing the collected data in percentage form and in tabular.

CONCLUSION

The aim of this study was to determine the relationship between the time management and academic achievement of the students. All in all, we found out that time management is highly related to the academic performance of the students. That is, as our research study has shown that successful students are good time managers. The success of students was above average. There was a significant and positive relation between time planning, time management and academic performance of the students. There was a low and positive relation between time consumers and academic achievement, there was a meaningful and moderate relation between time management and academic achievement. Time management scores of the student's show the way to score of academic achievement as concluded that students who scored poor in academic achievement gained significantly lower in time management. There found an association found between time management practices, academic achievements and stress reduction as the research study demonstrated that an association exists between anxiety lessening, practices of time management and higher academic success. Moreover, there is an association between time management abilities and educational outcomes. Giving time to studies outside the class or at home have some positive impacts on the studies and spending more time working have some negative impacts on the outputs of students.

SUGGESTION

According to the literature review social media, carelessness, lack of proper time schedule, lack awareness and peer pressure are factors for effective time management, therefore students should be have proper schedule for academic achievements. And social media, carelessness, lack of proper time schedule and lack awareness are critical factors affect time management, therefore students should be have proper schedules for academic achievements and for social media.

According to the literature review set goals, use wider of learning resource are to improve time management, therefore students must effective time management to improve academic performance.

the students having initiation to ward time management is medium, therefore students must to increase their level of initiation to improve academic performance and good success.

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