



THE EFFECT OF TIME MANAGEMENT ON ACADEMIC PERFORMANCE OF SURVEYING STUDENTS

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ABSTRACT

The Effect of Time Management on Academic Performance of surveying Students in the Federal Polytechnic, Bauchi cannot be over emphasized. Time Management is the process of planning and exercising conscious control of time spent. A survey design was adopted for the study. Three research questions guided the study. A hundred and three questionnaires were administered to 103 (50%) of 206 respondents that were used for the study. Data collected were analyzed using mean on a five point Likert rating scales. The result revealed that the ability to put each item in their proper position, set priorities and decide how to complete all required task are vital to surveying Students, Federal Polytechnic Bauchi for a successful academic performance. Based on the findings it was concluded that surveying Students need to apply time management skills in order to be successful in their academic pursuit. It was recommended among others that surveying Students time management skills be identified and applied so as to improve academic performance in the Polytechnic.

Keywords: *Time, Skills, Management, Academic Performance, Student*

Background of the Study

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency or productivity (Cottrell, 2013). It is a juggling act of various demands of study, social life, academics, employment, family, and personal

interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency. (Stella, 2013).

According to Sue and Michael, 2015, the term Time Management is a misnomer. Because you cannot manage time; you manage the events in your life in relation to time. You may often wish for more time but you only get 24 hours, 1,440 minutes or 86,400 seconds each day. How you use that time depends on skills learned through self-analysis, planning, evaluation, and self-control.

Academic performance is the extent to which a student, teacher or institution has achieved in their short or long-term educational goals.

The academic performance of students in a given course includes observable and measurable behavior of a student at any point in time during a course. *Surveying* students' academic performance consists of his scores at any particular time obtained from a teacher-made test, first semester examination, second semester examination, and so on. Therefore, we can equate academic performance with the observed behavior or expectation of achieving a specific statement of educational intention in a research.

Time management is a skill that every student should not only know, but also apply in tackling their academic activities as it will enhance effectiveness. No wonder a lot of *surveying Students* complain of inadequate time when asked to do certain task, and as a result, they get frustrated because they are not able to make it before the deadline due to improper management of time. Time management is extremely important, especially when it comes to *surveying Students* because it will not only enhance the opportunity to handle the skill courses like survey practical, adjustment computation, hydrography etc. that required constant practice if they will be mastered, but it will also boost their grades level (GCPA) as well as promote the acquisition of the needed skills that will improve their productivity as in survey practice.

The Concept of Time

Rejoice (2012) stated that "Time is one of our most important resources". Time is also a precious gift given to everybody equally and for it to be managed effectively it must be controlled and build. When you do not consciously control time, your old habits will control your time and set limits on your

achievements. The first two crucial steps in taking control of time are establishing goals and following a schedule. You can use the assignment deadlines and examination dates predetermined for you by your instructors as semester goals. But you must create a schedule that will enable you to reach those goals successfully.

Brian (2013) stated that, time seems to flow forward. But can it run backward? Do events unfold one after another, or do past, present and future exist side by side? Is time a fundamental part of the Universe, or could it be that time does not really exist? What time is it? I could tell you it is 7:14 pm, but your time may vary, depending on when and where you are. But for most of us time is a set of numbers we use to gauge our days. We live by the clock –waking up racing to work, and going to bed, and on and on. However, it was not always like that. Does time exist?

The concept of time is related with the motion and the change in the objects around us. All objects begin, develop and in that hold true not only for us; the human begins, but also for the starts and the universe. In the Newtonian physics time is used as a parameter to describe the motion of objects. But this does not necessary mean that time exists in reality. We can't perceive time itself but only the flow of time. Every instant the present runs into past is quite different compare with the future, we have memories of the past, but we don't know anything about the future. And we cannot stop the present even when we are taking about the present instant, its already gone into past. Since the flow of time makes a given moment come on the present stage only for an instant and the past and future exist only in our consciousness, one may think that time doesn't exist in reality but is only a psychological phenomenon. We shall prove, use the theory of relatively, that time actually doesn't flow and this is an indication for the real existence of time. Brain (2013) considers the universe as a sliced loaf of bread. Each slice is a time cross section of the universe, i.e. it contains all the events that take place in the entire universe at a certain instant according to a given observer.

What is Time Management?

Time management is a skill that every student should not only know, but also apply. A lot of Higher Institution 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 Higher Institution students because it will boost their grades and enhance their productivity (Laurie & Hellsten, 2013). 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 will 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 Higher Institutions student, and it is one of the keys to higher academic achievements (Kelly in Abah 2019).

In the relevant literature there are great number of academic studies focusing on the relationship between time management and academic achievements. The related literature showed that the time management attitude and skill levels of Higher Institutions students have effects on their academic achievements. The literature revealed that the students' time management skills affect their academic achievement at a significant level and the skills are one of the predictors of academic performance.

The various group of students who exploited time-saving proficiencies notably had rich academic achievement, because they accomplished more than those students who do not use time saving techniques in their educational pursuit. (Mercanlioglu, 2010).

Dimensions of Time Management

The effectual utilizing of time and managing time requires procedures and good quality planning behaviors. One can make use of time effectively and competently by keeping time logs, setting immediate and long- standing goals, prioritizing responsibilities, constructing to-do lists and arrangement, and organize one's workspace, as studies of earlier period and plentiful how-to books proposed. Time saving techniques and behaviors can be categorized into numerous groups and be liable to contribute to a number of fundamental qualities in general. There are three surfaces of time management behaviors: short-range planning, long- range planning and time attitudes (Laurie & Hellsten, in Abah (2019) . Short-range planning is the capability to set out and systematize responsibilities in the short period of time. Long-range planning competence is to handle everyday jobs over a longer time perspective by

keeping follow of significant dates and setting objectives by putting adjournment.

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. 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.

B. Short Range Planning

Short-range planning was defined as time management activities surrounded by daily or weekly time structure and cover the activities such as setting objectives at the commencement of the day, planning and prioritizing daily behaviors and creation of work contents. Numerous studies invented that short-range planning behavior, forecasting of time in the short run, surrounded by the time enclose of a week or less, established a constructive relationship to grade point average. Short range planning in interface with accomplishment determined was optimistically associated to dealing performance as well.

C. Time Attitude

Time management demands a key shift in emphasis: concentrate on results, not on being busy. There are a lot of cases with people who waste their lives in discolored doings and attain very small since they are placing their labors into the incorrect responsibilities or weakening to focus their activity successfully, established that two time management workings directly affect the collective academic achievements (Mercanlioglu, 2010). The perception of how their time requires to be used 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 time to finish their everyday jobs because they experiences more in control of how their time was exhausted therefore knowing when they had to state no to activities (Kaushar, 2013). The

literature revealed that time management practices that connected to the individual's awareness and attitudes about time management and is comparable the perception of having control over time. Therefore, time attitudes comprise the perception that the individual is in control of time the perception that the person is efficiently managing his time and the perception that the individual is making constructive utilization of time (Karim *et al.*, 2015).

Concept of Time Management

Concept of Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. It is a juggling act of various demands of study, social life, employment, family, and personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency. Stella (2013).

Time Wasters

Procrastination, to put off doing something, especially out of habitual laziness, is a result of a cultivated habit, and it impacts everyone. A lot of students tend to procrastinate at college. They tend to do so mainly because of task a version. Studying, generally, is the last thing that a student would think to do. Having all kinds of entertainment and distractions, such as video games, social networks, and heard media, would really not make students get into study. It is most likely the student's responsibility, in other words, his ability to control his passion that makes the student progress and complete his tasks. Most of the students who live in the dorms, generally, can get distracted easily.

If students just spent ten minutes with each person there, imagine how much time would be left for them to study, even to do anything personal. More importantly, the student's uncertainty can really affect his progression at college. Hesitation will not make a student any better. Eventually, the student's Grade Point Average (GPA) will start to decrease the more he puts off the work. When he kept on delaying his work, stress will rise up and more pressure will be on the student, which will lead him to late submission and his grades will decrease.

Time Management Skill that will enhanced Student Performance

According to studies we found out that time management plays a major role in a student's achievement academically.

Mastering Time Management Skills

Students in tertiary institutions must learn how to manage their time effectively. Fortunately, there are many techniques that can help them do that. First, students should arrange their schedule according to their priorities, which means that they should look at the important dates, such as paper due dates and arrange them according to the size of the assignment and the date it is due, and then write them down on a calendar as a reminder note. This will make students see their whole semester a lot easier and simpler.

Secondly, students should get over any bad feelings that they might face during their educational life, and move beyond them. They should "schedule time for fun and relaxation just like they would schedule a class". Studies have shown that students get higher grades when they are in a good mood, and can get lower when they are stressed or upset.

The Effect of Time Management on the Academic Performance of surveying Student

According to David (2010). The effect of time management are many and varied, but some of the important effects include greater productivity, confidence, the ability to meet goals, the opportunity to have fun and gain control over one's life. Those who fail to properly manage their time often end up with a list things left undone.

Time management is a crucial component for any student who desires to truly get the most out of life. Check out the list below and increase your knowledge of how Time Management can affect you (David, 2010).

- ❖ **Control:** Proper Time Management allows you to take some measure of control over your life. By pre-planning your activities it helps your day to become ordered. Things come up and you as a student be forced to change your plan at times, but for the most part, knowing exactly what you need to achieve day by day and having a plan to ensure that these things gets done, will help you to have control of your destiny.
- ❖ **Productivity:** Proper Time Management allows you to be more productive. When you don't properly manage your time, you often too

many activities and not enough days. Time get away from you, to contract this, write down what you need to get and allocate a definite and realistic period of time to achieved it.

- ❖ Confidence: Proper Time Management gives you confidence. This is partly because you have taken back control of your life. Checking things off your to-do-list will cause your confidence to soar as you realize that you can finish what you started.
- ❖ Fun: Proper Time Management allows you to have more time for fun, by prioritizing and getting the most important and pressing things done first, you then have time to do things you really want to do.
- ❖ Ability to Meet Goals: Another effect of Time management is the ability to meet your goals as a student. It is merely impossible o meet your goals when you fail to effectively manage your time. This is because you never get around doing what needs to be done in order to achieve the goals you have set for yourself.

Statement of the Problem

Time Management is one of the factors that enhances academic performance of students when put into practice, but most students unfortunately ignore it. Students misplace their priorities due to improper time management to the detriment of their studies which results to poor academic performance, doing the right things at the wrong times. For instance, they can engage in making and answering telephone calls from friends, relations, networking like face booking, WhatsApp chatting, gisting, unnecessary visitations, clubbing, too much sleeping etc. instead of attending to their studies, reading their books No wonder some students' slogan is "no time" with this notion or excuse, they will miss classes entirely or come late to classes. These things result to poor concentration during lectures.

Purpose of the Study

The main purpose of this research work is to view critically the effect of time management in academic performance of surveying students. Specifically the study will seek:

1. To determine the effect of procrastination on academic performance of surveying students

2. To determine whether organizing time has any effect on surveying students for academic success.
3. To identify ways setting priorities affect academic performance of surveying students.

Research Questions

The following research questions were formulated to serve as guide to this study.

1. How will procrastination affect academic performance of surveying students for better results?
2. In what ways will organizing time enhance surveying students' academic performance?
3. How will the ability to set priorities enhance academic performance of surveying students for better results?

Study Area

This study was carried out in, the Department of Surveying and geo-informatics, Federal Polytechnic, Bauchi.

Methodology

The total Population of the students which comprises of HND II, HND I, NDII, ND I is two hundred and six students (206)

The instrument for data collection was a 103 questionnaire distributed out of the entire population of two hundred and six students.

The researchers used mean to analyze the data obtained using the five point Likert rating scale to analyze questions to which values were attached as follows:

Variable	Value
Strongly Agreed (SA)	5
Agreed (A)	4
Undecided (U)	3
Disagreed (D)	2
Strongly Disagreed (SD)	1

Considering the five point rating scale 5,4,3,2,1 mean will then be calculated thus: Decision Rule

Given an allowance of 0.05 level of significance to make decision rule. Therefore, any response from 3.05 and above is accepted whether positive or negative and any number below 3.05 is rejected.

Table 1: Questionnaire Administration

Organization	Number of questionnaires administered	Number of questionnaires Returned	Number of questionnaires not Returned	Percentage of questionnaires Returned	Percentage of questionnaires not Returned
Surveying and geo-informatics Department	103	100	3	97%	3%
Total	103	100	3	100%	

The total numbers of 103 questionnaires were distributed and 100 were returned. The analysis was therefore, based on the number returned.

Data Analysis

The research questions were tested and the analysis are arranged according to research questions.

Research Question One: how will procrastination affect academic performance of Surveying Students?

Table 2: Mean response on how procrastination affect academic performance of surveying Students

S/N	Statement	SA	A	UD	D	SD	ΣX	Mean	Remark
1.	Procrastination decrease students study time which will have negative impact on their results	61	32	0	3	4	443	4.4	Accepted
2.	Postponing assignment for later time will make the students not to meet up with deadline which will affect their academic performance	46	38	3	8	5	412	4.1	Accepted

3.	Procrastination leads to poor and shallow thinking because assignment will be done in a hurry	48	43	4	2	3	431	4.3	Accepted
4.	Its delays completion of assignment which result to poor result.	32	47	9	7	5	294	3.9	Accepted

From the above table, the mean score of 4.4 shows that, procrastination decrease student's time which will have negative impact on their results. Similarly the mean score of 4.1 revealed that the respondents agreed that postponing assignment for later time will make the students not to meet up with deadline which will affect their academic performance. With the mean score of 4.3. The respondents accepted that procrastination leads to poor and shallow thinking because assignment will be done in a hurry. The mean score of 3.9 indicates that the respondents agreed that delays in completion of assignment will definitely result to poor result.

Research Questions Two: In what ways will organizing time enhance Surveying students' Academic Performance?

Table 3: Ways in which organizing time enhance Office Technology and Management Students academic performance

S/N	Statement	SA	A	UD	D	SD	ΣX	Mean	Remark
5.	Organizing time will increase students study time which will no doubt have positive effect on their result.	32	13	10	27	18	314	3.1	Accepted
6.	It enhance completion and submission of assignment promptly which may improve results.	24	25	12	22	17	317	3.1	Accepted
	It allows better and cleaner thinking that will improve								

7.	academic performance when the time is properly organized	29	29	12	17	13	344	3.4	Accepted
8.	Putting each item in their proper position will prevent students from running out of time thereby enhancing academic excellent	39	33	4	10	14	373	3.7	Accepted

From the above table the mean score of 3.1 showed that organizing time will increase students study time which no doubt have positive effect on the results. The mean score of 3.1 revealed that the respondents agreed that organizing time enhances completion and submission of assignment promptly which may improve results. Similarly the mean score of 3.4 revealed that it will also allow better and clearer thinking that will improve academic performance when the time is properly organized. While the mean score of 37 indicated that the respondents accepted that putting each item in their proper position will prevent running out of time thereby enhancing academic excellence.

Research questions Three: How will the ability to set priorities enhance academic performance of surveying students for better results?

Table 4: Is the ability to set priorities enhances academic performance of surveying students for better results?

S/N	Statement	SA	A	UD	D	SD	ΣX	Mean	Remark
9.	The ability to set priorities helps students to have clear picture of their upcoming events and also allocate time for other academic activities	67	22	4	6	1	448	4.5	Accepted
10.	It assists students to discover the amount of time they have to devote to their studies	44	43	6	5	2	422	4.2	Accepted

11.	It helps students meet up with all their fixed commitment such as attending classes, seminars, etc. that will enhance successful academic performance	52	36	5	5	2	430	4.3	Accepted
12	It helps students to decide how to complete all required tasks, over a weekly, monthly and yearly bases.	47	38	8	4	3	422	4.2	Accepted

From the above table, the mean score of 4.5 indicate that ability to set priorities helps students to have clear picture of their upcoming events, and also allocate time for other academic activities. While the mean score of 4.2 indicate that ability to set priorities assist students to discover the amount of time they have to devote to their studies. Similarly the mean score of 4.3.revealed that meeting up with all their fixed commitment such as attending classes, seminars, tutorials, and part-time Job for lead successful academic performance. The mean score of 4.2 indicate that ability to set priorities helps students to decide how to complete all required tasks, over weekly, monthly and yearly bases.

Discussion of Findings

Research Question One:

The objective of research Question One was to identify how procrastination affect academic performance of surveying students. The respondents agreed that procrastination decreases students study time which will have negative impact on their result. This is as a result of poor and shallow thinking because assignment will be done in a hurry, which will make the students not to meet up with deadline which will affect their academic performance and lastly, delays completion of assignment which leads to poor results with the highest mean score of 4.4 and lowest mean score of 3.9.

This agreed with the word of Hornby in Abah (2018) who said that procrastination is the biggest thief of time, not decision making but decision avoidance. He went further to say that procrastination is delay in doing a task or something you should do, usually by putting it aside with the intention of doing it later.

Research Questions Two:

The objective of research question Two was to examine the ways organizing time will enhance Surveying student's academic performance. From the analysis, it was accepted that putting each item in their proper position will prevent students from running out of time thereby enhancing academic excellence, it was further accepted that it allows better and cleaner thinking that will improve academic performance when the time is properly organized. This was supported by Brian (2013) who stated that, once you have constructed a realistic schedule of activities, you will want to find other ways to become a more efficient student.

Research Question Three:

The objectives of research question three was to determine how the ability to set priorities enhance academic performance of surveying students for better results. The respondents agreed that the ability to set priorities helps students to have clear picture of their upcoming events, assists students to discover the amount of time they have to devote to their studies, help students to meet up with all their fixed commitment such as attending to classes, seminars, tutorials and it also help students to decide how to complete all required tasks, over weekly, monthly and yearly bases with the highest mean score of 4.5 and the lowest mean score of 4.2.

This is supported by Stella, 2013 who agreed that Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

Conclusion

It is obvious from the analysis made and result obtained that time management skills are vital for surveying students if they want to graduate with positive results, because it reduces procrastinations, enhances organization of their academic activities which will no doubt improve their academic performance.

Recommendations

The research recommended that:

- Performance, to improve academic performance in the polytechnic.

- Students should always be conscious of time available for studies and time for social networking.

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