

TIME MANAGEMENT MADE EASY BY IT STUDENTS

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Abstract — The payoff of a good time management habit is getting more out of your personal life and career. Achieving good time management skills can be done by setting your priorities straight, by spending less time on things that don't really matter and invest time in things that will help you grow in the long run. The most important thing that you can instill in your life is balance and moderation. By practicing time management methods and ideas, you will become a master time manager, and have more time for your family and your personal life. People are not born great, they grow great by getting things done.

Keywords – Priorities, skills, desire, habits, multitasking, scheduling, procrastination.

Introduction

Every single one of us has 24 hours a day, 7 days a week, 365 days a year, yet it seems like some are more successful than the others. *Time is the most valuable asset*, everyone knows about this, but still, don't realize the true meaning and how to manage their time to be valuable. Like now if you're reading this, you definitely wasted your time and can't bring it back, but no worries, it will be worth it.

Some of the reasons for the time deficit are:

- Constant rush. In a state of constant rush our mind does not have time to focus on the task that it performs at the moment.
- The lack of a clear distribution of work on the degree of their importance. In this case, we engage in the most easy and pleasant, but not so important tasks.
- A large flow of routine cases, work on which takes a lot of time.
- Fussiness. This is the result of poor organization of the day, and sometimes depends on impulsivity and human characteristics.
- Poor motivation. The consequence is low productivity, which causes a chronic lack of time.

Some of the time management advantages:

- Reduces your stress level
- Help you remain focused
- 3Minimizes procrastination
- Improves self-confidence
- Financial rewards.

1. Get your priorities straight

The foundation for effectively managing your time should be your own well-being. Delegating the appropriate amount of time to get adequate sleep and maintaining a healthy diet and exercising regularly are all essential elements to improve both focus and concentration. Living a healthy lifestyle will lead to efficiency improvement and achieving your main goals.

One of the most important method to achieve good time management skills is to *prioritize* your life. Like *Mark Forster* said in his *Do It Tomorrow* book, you got to have a clear vision. One helpful tip to prioritize your activities is to follow R. Covey's time management matrix (*figure 1*) and decide which activity goes in which quadrant. Consider your goals and check your schedule before agreeing to take on more work.

	URGENT	NOT URGENT
IMPORTANT	Quadrant I: Urgent & Important	Quadrant II: Not Urgent & Important
NOT IMPORTANT	Quadrant III: Urgent & Not Important	Quadrant IV: Not Urgent & Not Important

Fig. 1 R. Covey's "Time Management Matrix".

The clearer you are about your vision, the more likely it is going to happen. Asking yourself in the mirror what you want to achieve every single morning, will get you closer to achieving those things and will motivate you to be productive during the day.

2. Put in the work

With that being said, after getting your priorities and visions straight, you have to take action now. Every millionaire, billionaire, successful person had to develop habits in order to get to where they are now. Positive habits are crucial to productivity. *Stephen Covey* thought that a ‘habit’ comprises three essential dimensions: knowledge, skills and desire. You can’t act without having any basic *knowledges* and expect to succeed at something, knowledge is the theoretical foundation of every habit you’ll try to master. Having the necessary knowledges will help you to carry out a certain task as a habit. We can’t stress enough the necessity to *just do it*. It is very easy to get stuck on studying, as one of our favorite businessman, *Gary Vaynerchuk* used to say “*Perfection does not exist*”, stop chasing perfection and *take action*, nothing will help you improve yourself like experience does, do NOT be afraid of failure.

A lot of people tend to contradict themselves when it comes to working smart and hard work. In our opinion both of these things are important, and they work the best when being combined. Working hard implies applying lot of efforts and working smartly generally implies thinking beforehand to achieve the same results by applying minimum efforts. We notice the importance of both, hard work and smart work, when trying to understand the Pareto Principle (The 80/20 rule) (*figure 2*).

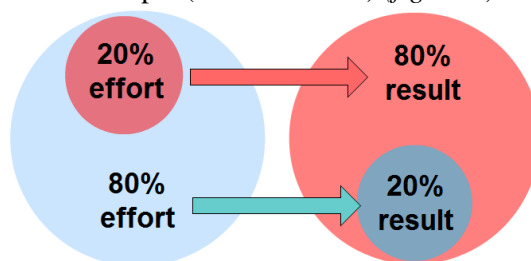


Fig. 2 Pareto Principle (The 80/20 rule).

Most things in life are not distributed evenly. What does it mean when we say “things aren’t distributed evenly”? The key point is that each unit of work (or time) doesn’t contribute the same amount.

3. Follow a schedule

Be smart when it comes to multitasking. How do you spend the time when taking public transport, when waiting in line or for an appointment? How many books could you read on the public transport while getting to and from university/work the next few weeks? These are the little things that set you ahead of the others, the tiny little details that help you improve a lot in time.

Using time management applications is another method that helps people around the world to stay focused and on track. One of the most used application in this category is Google Calendar. Every single person can manage their working hours by customizing on a day-by-day basis, even getting suggestions about their working hours based on their previous activities. Google Calendar uses the Time Blocking Technique, which is a simple technique for both office workers and people who want to improve their time management. At its most simple, it refers to allotting every minute of the day to a particular activity. The users get notified by the app on their internet connected devices so that they won’t miss any event during the day. Also, the app is useful for companies and/or schools, meaning that instead of making your entire working day available for people to see, you can designate periods of time when people can organize meetings and appointments with you. It’s useful for bosses who want to host an open-door policy for a few hours a week, or doctors, vets, and lawyers who might host their surgeries and clinics within a narrow window every day.

Practical time management specialist Brian Tracy advises to solve this issue rigidly and unambiguously. His method is called “*Eat That Frog*.” “Frog” - is the most difficult and unpleasant thing of the day. You always carry it to the “afternoon”, the evening, and even tomorrow. But the point is that this creates a constant emotional stress that prevents you from productively perform all other things. Tracy says starting the day with the most difficult, then everything else will run almost by themselves.

In addition, for working your planning, it is necessary to periodically review your plans, i.e. to look through the lists of tasks of each period. Once a week, see what is done for the week, and make plans for

next week. Once a month, review your monthly plan. Once a year, evaluate what has been done over the past year, and what is not, and so on. Be sure to adjust your activities if something goes wrong. It may well be that over time, the goals themselves will change, to which you go, when through strategic planning you will understand what you want to achieve. Once you have developed a calendar term, weekly/daily schedule, there are some strategies that will help you to do more and to use time in the most effective way. The strategies are:

- *Prioritize your missions.* As you progress through education, you will find the topics of studying to become more intricate, the job load more demanding and the tasks more challenging. By the time you arrive at college, there just is not enough time to get everything done. You just need to start the habit of beginning your study with the most difficult, or important, task or subject first. Tackling the hardest subjects first, while you're still energized and fresh, will make the remainder of your education easier.
- *Find a study space dedicated to you.* Some students will spend the first 20 minutes of their study time just looking for somewhere to study. A key to ongoing time management is to find a dedicated study space free from distractions where you can concentrate. If you want to change up your study space, that's fine, just make sure to find a study space that works and stick with it.
- *Create different blocks of study time.* Not only should you a space where you can study in peace, you should have some several dedicated study time—blocks of time when you can focus more on your studies. Those blocks that are around 40 to 50 minutes are perfect, but they may be longer or shorter which depends on the subject and on the ability to get focused. It is something normal to take some study breaks during your blocks for a snack, or just getting up and walking around, but you need to make sure to return to your studying process.
- *Scheduling activities for after your school tasks.* One of the most difficult and important are the elements of an effective time management. It has the idea to put your school work first. It is easy to say you will get your school work done later, or just before you go to bed. It is easy to say you will do it tomorrow when time to go to bed arrives and you no have longer the disposition or the energy to get done the job. You should complete your school tasks as soon as possible. Putting off less important activities until after you completed your school tasks will allow you to stay on the track and to get focused on your "fun" activities without the pressure arising school work.
- *Use helpful resources.* The old adage, if at first you don't succeed, try, try, try again, while useful for many of life's situations, isn't always the best philosophy when you're strapped for time and can't figure out your chemistry homework. As you progress through middle school, high school and then into college, it's wise to rely on the help, expertise and knowledge of others to assist you with the learning process. Smart friends, tutors, study groups, and even the Internet, are useful resources for tackling complex subjects and making the most effective use of your time.
- *Study groups.* Those offers advantages to students, least of which is the ability to cover more material faster. Working in a study group makes it possible to research and learn about various topics quickly. Each member is assigned a topic and then provides a summary to the group.
- *Being flexible is the most powerful strategy.* You cannot plan for everything. Unforeseen obstacles are bound to pop up, so plan accordingly and be flexible. Just want sure to get back on track as soon as possible and maintain your monthly/weekly/daily schedule.

4. Visualize and meditate

Of course, even working hard, we need rest, so Reward yourself with a break or a change to a more enjoyable task after each period worked. You deserve it. You got started! And by overcoming inertia, you have begun to build momentum that will make it easier to get started next time. By rewarding yourself this way for each positive achievement, you are creating positive associations with your work instead of negative ones. But again, why don't you do something useful and enjoyable during your rest?! This may be some interesting educational board game, for instance: *Imaginarium*, which will definitely help to develop your attentiveness, resourcefulness, intelligence, and most importantly distract you from all worries.

Timely and clearly define the main goal-it is necessary and correct. But the main task is to move towards this goal, consistently fulfilling the current tasks of varying degrees of difficulty. For prioritizing daily planning approach simple method, which is called "ABCD". The first thing should be done first. Usually this task is the most time-consuming and difficult. Sometimes a person is afraid or lazy to start the day with the main task, but the secret is that it depends on the performance of your current activities.

The goal should always be pleasure. We are so busy that we forget to enjoy what we are doing. Even when we approach work with the mind, we are often too focused on achieving the goal. It should never come first. Always ask yourself: what can I do to get more pleasure from the process? The goal is to organize your commitments in such a way that your daily life flows in pleasure, even when you are working. It may seem like a pipe dream, but in today's world it is more real than ever. Be curious and open to new opportunities. Get to know yourself.

Conclusions

Time management is a very essential ability to be learned and to be mastered in order to have a better lifestyle. Having a strict and flexible schedule will make you no longer suffer from stress and your works/tasks will be done on time and with great quality. Remember that it is important to have the attitude to change your schedules and to change procrastination. Quality over quantity, the main purpose of learning and practicing time management skills is to enhance and improve the overall quality of your life, the amount of pleasure and happiness you experience.

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