

Time Management for Result Oriented Learning

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Abstract *At the heart of every institution (mostly learning institution) is repertoire of essential skills which every serious individual strives to know. No one is perfect but becomes more proficient as he continues to work and practice. In fact effective individual are never satisfied, they are curiously in search of attitudes to sharpen their results. Time management is essential for achieving positive results in(learning) institutions, however it has not been adequately enhanced by individual. This paper examines how time can be managed, its benefits and need for private time table (PTT).*

Keywords – Learning, Management, Attitude, Time Table, Result

Introduction

Results generally appear to be one of the fundamental and essential goals behind every life struggle. The form it takes could be positive or negative in nature, but the most cherished is the positive platform which indeed has consequential effect of improving the worth of the individual in every situation. These positive results are the main objective of every student and is brought about and sustained by the right and positive attitudes.

Despite the immaterial and transient nature of time, scientists have always been interested in measuring time. The cycle of the seasons, the phases of the moon, the succession of day and night, all divide time naturally, but scientists have long strived to measure time in smaller units and with greater accuracy.

Time is what must be carefully used and effectively managed to achieve any predetermined goal in every learning endeavor. When time is not well managed, it induces far into the person and leads to inadequate learning and poor result. The term time has different meanings in different situations to various people as they view it in those situations.

Concept of Time

With reference to various components of institutional activities, events and programmes, the term time seems to be the most ambiguous and most difficult to define. It has attracted different definitions from different people since there are different uses of time. People therefore tend to look at time based on their activities, involvement, jobs, and learning without considering the results achieved or to be actualized. An analysis of the divergent views, points to the fact that time is very unique, precious and vital in man's activities as it is one of the factors used in determining end result or success in general.

In the bid to achieve positive results, scientists ever since the world began, have tried to manage, use and control time by speeding it-up, slowing it down, saving it, spending it, controlling it, planning it, organizing it and budgeting it. Scientists have also made moves to capture it in series of manners and ways through calendars, hand-watch, stop-watch, quartz clock, etc. this philosophy forms the nucleus of our various definitions of time.

- ❖ Time is the continuous period a student, teacher, academic administrator, etc; does work.
- ❖ Time is the indication of how fast or slow something (activity, experiment, researches etc) or

somebody (a researcher, student, etc) is moving to achieve a predetermined result.

- ❖ Time is the common factor used to measure and or compare amount of learning of events, activities, and programmes from the past through the present into the future.
- ❖ Time is an expected and focused point for research and experiment to take place.
- ❖ Time is also the quantity used to indicate how long an event lasted.

The definitions of time has continued to vary and will continue to, since the concept of time results from different people, events, activities, programmes, situations etc which constitute the dynamic society.

Time Management

Time management is the act of directing time towards the achievement of the best possible results. The meaningful planning, adequate controlling, effective spending, careful usage and efficient allocation of time to actualize a desired objective are nothing but effective time management. Time management is also the ability of individual to master time as to achieve and actualize his goals. The essence of time management it to get the best possible outcome by using all the available resources within the limit of time. All excellent and successful performances are preceded by adequate time management. Proper time management prevents poor performances and promotes productivity in academic institutions.

Time is in short supply and need to be managed for a predetermined academic calendar to be actualized in all endeavours. Success and failures are outcomes of time management. Drucker (1990) in his words opined that among the three essential limiting factors namely "people, money and time" used by man in execution and actualization of any activity, time is the scarcest, elastic, totally perishable, irreplaceable and unstorable. This implies that time is every elusive in nature. For proper time management, "first things must be done first". Planning, which is future oriented, enhances effective time management. When planning is efficiently joined together with time management, productivity is promoted and success is achieved.

For an individual in an academic institution to effectively manage time as to achieve success in his career, he/she needs to:-

- ❖ Take time to do something tangible and worthwhile (proficient activities),
- ❖ Spend his/ her precious time judiciously on un wasteful activities,
- ❖ Engage himself in positive and rewarding events,
- ❖ Relate peacefully with all,
- ❖ Work very hard for excellence,
- ❖ Audit his/her time management and checkmate it's wastage and usefulness,
- ❖ Examine his/her past, analyze his/her present and set goals for future,
- ❖ Have definite plan for every works and pursue such plans with resolute determination and perseverance, and
- ❖ Attempt difficult tasks as well as accept challenges in his/her pursuits.

Effective time management which also involves the skillful use of time to achieve meaningful activities is enhanced by checking the past, recognizing the present and focusing on the future. The following are indisputable prerequisites for doing the aforementioned;

- ❖ Accounting for every time spent in one's life whether meaningful or unproductive,
- ❖ Having the deep knowledge of economic value of time towards one's engagements,
- ❖ Reaching the optimum and effective utilization of time,
- ❖ Making effective private time table,
- ❖ Being able to effectively utilize the private time table,
- ❖ Knowing the difference between "official and non-official" time as well as "right and wrong" functions of time;
- ❖ Being able to analyze systematically and scientifically every time spent in actualizing one thing in a

specific period;

- ❖ Trying to use the methods and the time limit which yielded success in the past.

Learn to respect time always, it is the outstanding trademarks of successful people in the education sector. Life management begins with time management. Time is proportional to ones work because what an individual is and what he/she will be tomorrow is richly determined by how he/she manages his time today. The need for effective time management can not be overemphasized because time lost in foolishness cannot be gained in wisdom.

Why Time Management

- ❖ Time management helps the individual to avoid wastages of both human resources and time by providing the quality of time needed for an activity.
- ❖ It helps the individual to prioritize his/her activities involvement.
- ❖ It makes work progressive and satisfactory as the expected results are achieved within the specific time.
- ❖ It helps the person to be pro-active in planning and in activities.

How to Manage Time

Time is priceless, important and perhaps precious and can be profitably used or permanently lost through wastage. The need for time usage is to control the activities replaced time with. Successful people look out for ways to use the constant and steady time to reach out to their desires, goals and objectives. Time wasting events and activities should be avoided for proper time to be enhanced. To manage time profitably

- a. Assess your time carefully find where all your time actually goes, has it been

productive or wasteful? Think of the past events (failures and success) forget the failures, remember the success recorded and use the methods, principles, concepts, steps and processes that worked. Plan your activities according to your time, use methods which yielded success in the past and as well prepare to avoid the mistakes of the past. While avoiding the mistakes of the past that brought failures, do not forget the mistakes because they;

- ❖ are of good contribution, and essential experiences in the art of mastering knowledge.
- ❖ aid the in acquiring new skills and experiences.
- ❖ help in making choices in areas of endeavour by not allowing the individual repeat previous mistakes made by others, and
- ❖ failures are feedbacks for better performances because every defeat brings with it an equivalent seed of benefit.

- b. Plan your time. Planning is the first and perhaps the most important in the scheme

of events. Planning is the making of decisions for actions that will take place in the future, therefore planning is future oriented. Time planning is the process or act of determining the sequence in the timing of events, and the determination of required resources for such events to be actualized within a stipulated time frame. Time planning is also the allocation of activities according to the available time, considering the resources to be implored in achieving the predetermined objective.

Time planning is effective when important tasks are identified and translated into workable time table. Concentration is essential to getting the tasks done with respect to the time allocated to them. Evaluate the important things achieved daily, drop the useless activities, overcome bad passions, desires, appetite, pursuits and habit. The causes of failure to time planning include, procrastination, lack of self discipline and control, negative personality, over-caution, lack of concentration, etc. The essence of planning time is to effectively achieve a learning desire within the limited time frame. In this wise a private time table is essential.

Private Time Table (PTT)

A private time table (PTT) is defined as a plan chart drawn, on which an individual distributes his activities according to his time limit over a period in a day/days of a week. Robert-Okah (2003) opined that it is a chart that regulates the student's activities and learning time. PTT shows when an individual has each activity to carryout outside the academic work hours, when he has resting time and the totality of a day's activities he embarks on. The PTT is normally drawn based on the institutions time table to avoid clashes of activities with time. A good PTT covers the;

- ❖ total work hours,
- ❖ activities to be carried out in each hour of the day;
- ❖ number of activities the individual has to work in a day;
- ❖ resting/sleeping hours of the individual in a day/days of the week;
- ❖ work hours chosen based on the vitality of the activities in a day.

PTT helps to give a sense of direction to the individual and makes him to be persistent, motivated, diligent, and resourceful and to spread his activities. PTT;

- ❖ gives guide and direction to the individual in his work.
- ❖ gives priority to all activities according to their importance.
- ❖ helps the individual develop new interest and values towards his/her work.
- ❖ makes the individual to be critical and evaluative.
- ❖ creates and gives the individual time for relaxation to regain his lost energy.
- ❖ gives the individual time for reflection.
- ❖ motivates and encourages the individual to be more effective in his work.
- ❖ instills the spirit of self-reliance in the individual.
- ❖ shows as well, the institution official hours for work and
- ❖ guides the individual towards other activities outside institutional activities.

The Demerits of Lack of Private Time Table (PTT)

With non-use of private time table,

- ❖ The individual becomes a procrastinative since there is no guide.
- ❖ When the activities becomes difficult, the individual quits and loses confidence.
- ❖ Time is not minimized by the individual in the course of his work.
- ❖ Official and non-official hours are not valued and maintained.
- ❖ Dis-encouragement can result.

A Private Time Table (PTT) for Daily Activities.

	Activities	Mon.	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.
5.30-5.45	Morning prayer							
5.45-6.30	Rehearsals before leaving for school							Rehearsals before leaving for church
6.30.7.00	Morning							Sunday school

	Activities/Break fast							
7.00-2pm	Official school hours						Washing/Cleaning of the house	Church
2.10-2.30	Lunch							
2.40-4.00	Resting time							
4.10-5pm	Resting time							Meditation on the word of God

Adopted from Festus (2007) towards effective learning for learners.

In using the PTT for daily activities:-

- ❖ Know your purpose, plans, expectations and goals and concentrate on your focus;
- ❖ Consider and plan your activities in order of their great importance and necessities;
- ❖ Create space, break of free period, or allowance in between your plans as provided by the time table to keep yourself abreast.
- ❖ Be dedicated to your planned and timed activities and
- ❖ Give priority to all planned activities and don't be procrastinative.

Time Organization. Organization is a process of bringing things into a unified whole, which can operate independently, effectively and efficiently. Time organization is the act of allocating time to the required activities for a goal to be actualized. The process and system of organizing time is open to every individual, it does not and cannot promise something for nothing because, something or success is not achieved without giving dedication or work. The process of placing events in order of their necessities and rationing-out of time for the tasks and events to be actualized is the organization. It is the determination of the total tasks and events required to achieve a set of objective.

Time Control. This simply involves devising measurable standards, systems, and means at all levels to aid in comparing actual achievements with time spent and planned performances. The secret of controlling time depends on understanding the process of transmutation. Time control is proportional to the result achieved; implying that time control is reached only when an allotted time for an event is used in actualizing the desired result.

Time Spending. Spending of time which involves giving out time for events to be actualized is enhanced when there is proper time planning, adequate organization of time and effective time control. Art Williams (1983) pinpoints that time budgeting is the best way to take full control of time, so spend your time by budgeting it through the use of PTT. The totality of time spent in actualizing a specific objective is time spending. Time spent for an event to be achieved is determined by the end result. So it is not how efficient an event is performed or carried-out but how long it takes for the needed or required result to be attained.

Time Elusiveness. Every event needs time for its execution, as everybody needs time to actualize his/her activity and objectives. Time needs to be put into use judiciously, since possible means to excel is meticulously employed with conscientious. Time naturally has been equitably distributed without

discrimination or favour of any kind, perhaps time waits for no body because it is not a friend to anyone.

Time is never constant but as it passes by, history is created; positive history, when time is meaningfully used and negative history when time is permanently wasted. Also know that history only has the record of great achievers who never wasted their time and who never allowed their time to be eluded; time makes history.

Time is in a steady Motion as it is used to evaluate activities and results (Institution and individual). It is not displaceable or replaceable. Any time that pass should create experiences, as to guide you on how to use your future time. The experiences of yesterday and today, created by time passed do not determine the future but the endurance in the exploits with does. The experiences of time give the individual guide into the future by keeping concentration in focus.

Time flies, it does not wait for anybody, any event or any season. The clock ticks moment by moment, as time goes by and by. Time is valuable but vanishes like a vapour. It waits for no body in its never-ending clicking process. Time is elusive. Think!

Time Wasters

Time wasters are those activities, events and programmes which consume an individual's time without yielding any positive result or outcome. Life wasting events or activities is also time wasting events, since waste of time is waste of life. Time wasted is irreversible because time is priceless and precious. A time wasted is for sure permanently lost and cannot be recovered, hence this agrees with the statement "some mistakes can be corrected and amended but not the mistake of wasting time. When time is gone, it's forever gone. All work, activities and engagements which cannot contribute meaningfully to any efficient work which are to yield a positive end result is time waster.

Time wasters are solely welcomed by wishful individuals who build on fantasy and procrastination and not on realistic, reasonable and resolute aims and goals. Time wasting activities negatively affects pursuits. Time waste is the first and in principle the deadliest of all sins, since the span of human life is infinitely short and precious. Waste of time through sociability, idle talks, and luxury are worthy of moral condemnation (Max, 1958).

Types of Time Wasters

Time wasters are classified for the interest of this paper according to attitudes, behaviors, and habits exhibited by students, administrators, researcher, and educators.

Time Wasting Attitudes

Indecision: This has to do with the state of individual being unable to make conclusion on a choice or judgment at a particular time. It is a negative attitude of being incapable of taking decisions on what to do. Indecision is the twin brother of procrastination and they both induce fear and bring about failure in all endeavours

Inconsistency: It is the act of making too many statements that are true about something. The changes in an individual's behavioural pattern that makes his ideas, views, aims, plans etc unclear for understanding is inconsistency. Genuine wisdom is usually conspicuous through modesty and consistency.

Indifference: This has to do with the attitude of one being unconcerned for what he/she is supposed to be concerned for. It is usually reflected in an individual readiness to compromise all occasions rather than to meet opposition and fight it.

Indifference is commonly expressed in one through lack of ambition, willingness to tolerate failure, and acceptance of whatever compensation situation offers without protest. Mental and physical laziness, lack of initiative and imaginative ability, unmentioned enthusiasm and self control are attributes of indifference.

Indecency: it is the attitude of exhibiting offensive, dishonest and impolite behaviours which are likely to shock upset and offend others around the individual. Most ideas, experiences and thoughts are still in-born because of indecency. If one illicit indecency and embraces decency, he can get along well with other many attitudes.

Instability: Most person are good "starters but poor finishers" of every bit of thing they begin because of instability. So instability is the attitude of being uncertain. The condition of one not being strong, steady or firm in making or taking actions on plans is also instability. Instability is an agent of fear and devastates learning personality.

Inability: This is the attitude of being unable to do something meaningful and worthwhile. No unstable, double minded, slovenly and carefree individual can become successful. Procrastination, doubt, over-caution, worry, fear and envy all are the "committee of friends" of inability and they all are destructive to plans, actions and desires.

Indulgence: The attitude of eating and drinking too much which is not necessarily for satisfaction but for pleasure is indulgence. The value of every decision one makes depends upon the courage required to render them, which indulgence is not a party to. So it is an agent of failure in life.

Inhumanity: It is the attitude of being unkind, disrespectful, non-sympathetic and cruel to other.

Time Wasting Behaviours

Insubordination: the act of one not being submissive and obedient to a higher authority is insubordination. Giving evasive answers to questions asked by superiors, hesitancy in manner and speech, deceit in both deeds and words, are examples of insubordination.

Impurity: Lack of firmness in character, attitude and behaviours is caused by impurity. Impurity is the state of been behaviourally dirty. The act of one being rid of evil in soul.

Inhospitality: The state of an individual been unfair, unfriendly, unkind, unfaithful, disrespectful, non-polite, unrefined, unwelcoming and ungenerous to others is nothing but inhospitality.

These are practices, methods, techniques, and regular tendencies that wastefully consume an individual's precious time without yielding any positive and rewardable results.

They include:

- ❖ Excessive sleep both in the night and day just because of pleasure forgetting work
- ❖ Late arrival as a result of unpreparedness and unseriousness;
- ❖ Lack of career objective and focus which is begotten from indefinite purpose and plans
- ❖ Failure in pro-active planning;
- ❖ Lack of focus and purpose resulting from not being cooperative with others;
- ❖ Irrelevant chatting, as a product of bad personality and unproductive habits;
- ❖ Lack of commitment to work as an offspring of unmotivated behaviour
- ❖ Limitless time dressing attitude because of lack of focus
- ❖ Lack of concentration and adequate preparation resulting from indefiniteness of purpose and plans;

- ❖ Too many association involvements because of non career and life focus and
- ❖ Too many movies and television watching.

The ability to move forward and press on toward the mark, regardless of time events, activities and programmes distinguishes the winner from the loser “winners are not quitter but losers are good quitters”.

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