



TIME MANAGEMENT AND ITS EFFECT ON STRESS LEVEL

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ARTICLE INFO

Article History:

Received 19th September, 2017

Received in revised form 5th October, 2017

Accepted 4th November, 2017

Published online 28th December, 2017

Key words:

Time Management, Stress, Effects, Male and Female.

ABSTRACT

Time as a precious resource requires proper planning at the time of spending on various things. The proper planning of time is called Time Management by which the right time is allocated to the right work. Author of the present paper attempted to find out the effects of time management on other variables and attributes of peoples. For this purpose, a number of prominent studies undertaken between 1990 and 2010 were analysed. More or less, all studies which were reviewed reported salubrious effect of time management on the stress level.

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INTRODUCTION

We always hear people speaking about time management and importance of it. Time management is allocation of time according to importance of work. In another words, allocation of the right quantity of time to the right work is time management. In order to find out the effects that can have the time management on the other variables especially the stress level of peoples, some major studies from 1990 to 2010 have been reviewed.

Objective

The objective of this study is to know the effect of Time Management on Students' stress level.

Procedure

For the purpose of assessment of the effects of Time Management on Students' stress level, a number of studies ranging from 1990 to 2010, after screening through title and/or abstract were analysed and reviewed.

REVIEW OF STUDIES

Macan *et al.* (1990) [1] done a study on 165 students to find out the effects of time management on students' stress, self perception of performance and Grade Point Average (GPA). Their study revealed major findings. One of the most predictive independent factors of Time Management Behaviour scale was perceived control of time [1]. Students reported significantly higher evaluations of their performance, much work and life satisfaction, least role ambiguity, least role

overload and fewer job caused tensions, who perceived control of their time [1].

An eventful study undertaken by Britton *et al.* (1991) [2] tested the hypothesis that college Grade Point Average (GPA) would be predicted by time management practices. In that study 90 college students were participated. As a result of the study it was concluded that time management practices may influence college achievements [2].

In the study of Mark Trueman *et al.* (1996) [3] it was indicated that –

1. Women students showed significantly higher time management skills than did men students [3].
2. Older and mature students showed significantly greater time management skills than did the others [3].

The review of Brigitte J.C. Claessens *et al.* (2007) [4] demonstrated that time management behaviour related positively to perceived control of time, job satisfaction and health. But, at the same time it relates negatively to stress [4]. However, the relationship with work and academic performance was not clear. They also found something about time management training. It was found that time management training seems to enhance time management skills but this does not automatically transfer to better performance [4].

Jale Eldeleklioglu in 2008 done a study aiming to determine the relationship between high school students' time management skills and their anxiety levels and if time management varies according to age and gender [5]. 505 high school students were participated in the study. The result of the study showed that time management helps lower the

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anxiety level and time management varies according to gender factor but it does not vary according to age factor. Result showed that female students' score of time management were significantly higher than the scores of male students' [5].

In 2010, Steve and Tina reported after their study that the use of time management behaviours was negatively associated with strain [6].

RESULT AND DISCUSSION

In above all studies, time-management behaviour was reported to have a positive effect on stress. In other words, one who use time management skills find oneself less stressed than others who don't. One probable explanation of this effect of time management is the management of resources. We feel stress when we face threat because of depleting resources. If we don't manage our money and continue to spend relentlessly without any financial planning then sooner or later we find ourselves in trouble as we have lots of liabilities but no money will be left at all. Conversely, if we spend our money with proper financial planning we will never face any difficulties and stress. Similarly, time is a resource actually a very precious resource and when we do time management we do nothing but manage our resources (time) according to importance of work by spending the time with proper planning (i.e. time management).

Recommendations

On the basis of the results of the above mentioned studies it is recommended that we should always manage our time. In this way we could save the time from wasting and sense a control over time. Also, we could avoid a chaos like situation by which we feel stress free or less stressed.

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How to cite this article:

Lav Kumar Singh (2017) 'Time Management and its Effect on Stress Level', *International Journal of Current Advanced Research*, 06(12), pp. 8336-8337. DOI: <http://dx.doi.org/10.24327/ijcar.2017.8337.1339>
