

TIME MANAGEMENT: AN IMPORTANT MANAGEMENT TOOL FOR ENGINEERING STUDENTS

¹Hardeep Singh and ²Bikram Pal Singh

¹Ferozpur College of Engineering & Technology (FCET), Ferozpur, Punjab, India.

²Global Institutes, Amritsar, Punjab, India

ABSTRACT

There is a heavy load of study in BTech Courses. The students have to devote a lot of hard work and time in their studies to complete the syllabus work in time. As lot of skill are required in Engineering Students so as to complete their studies in time and with perfection. But according to me the most important skills required for Engineering students is Time Management. In this paper we have tried to share various strategies that help in time management for Engineering students. These strategies work a lot for the students to manage time and achieve perfection and success in their course work or studies. Using time management skills also provides sufficient time to the Engineering students to have fun along with their study work. The whole paper is mainly based on secondary data as well as primary data. Secondary data has been collected from various journals, research papers, articles and even books. We have collected primary data with the help of telephonic interviews/interactions and face to face interactions done with the concerned persons, teachers, professors and even engineering students.

Key words: *Time Management; Engineering; Students; Success; Perfection; Fun.*

I. INTRODUCTION

Time is an important and urgent part of our life. It is the precious money of our life. It is an English proverb: "Time once lost cannot be recalled". It is very important to manage time in today global world of high technology. Engineering is considered one of the toughest studies as it has lot of load of works study that includes practical as well as theoretical assignments. An Engineering student has to do a lot during his study time. He has to attend different labs; complete minor projects; complete major projects; complete his/her six weeks summer trainings; six months industrial trainings; complete training projects; training reports; midterm exams; midterm assignments; midterm exams; final exams; class tests and many more. But the time he/she has that is only 6 months. In actual he/she has only 3 months to complete his work. So time management is very much mandatory in case of Engineering Student. Even in the last semesters he has to devote time for his campus placement activities. A student who is a good time manager he will do his degree successfully well in time with good grades without any backlogs.

II. WHAT IS TIME MANAGEMENT?

It is an act in which planning is done systematically so as to exercise conscious control over the amount of time spent on specific activities. All this is supposed to be done to increase effectiveness, efficiency or productivity of the work. Time Management is done so that the right time is allocated to the right activity. This allows the individuals to assign specific time slots to activities as per their importance. Time Management refers to making the best use of time as time is always limited. Time Management plays a very important role not only in organizations or industries but also in our personal lives; social lives and even in student lives. Time Management includes: Effective Planning; Setting goals and objectives; Setting deadlines; Delegation of responsibilities; Prioritizing activities as per their importance; and Spending the right time on the right activity.

III. PRIORITIZATION

Lots of factors are to be taken care while managing the time in case of Engineering Students. But the most important and urgent factor that is to be taken care is Prioritization. Priority means the fact or condition of being regarded or treated as more important than others. First and the foremost point is that the Engineering students should know or they are required to learn how to prioritize their duties and tasks to get everything important done on right time in a successful and perfect way. Especially in the 6th and 7th Week it becomes very much important as in these days there are midterms; class tests, and even projects due in different courses. Even when the students reach in seventh semester of BTech they have to even concentrate on their Major Project that is very important part of their degree. A student especially an Engineering Student must be able to choose the tasks according to the importance or priority as various tasks or assignments are due on the same day. Every person has his own ways to complete his/her job done in time. All people work differently. We have discussed a few methods in this paper.

1. PRIORITIZATION BASED ON LEVEL OF DIFFICULTY

Engineering Student first of all must have a professional view in all the tasks or assignments that he wants to be done in time in perfection. One way is to give first priority to the most difficult assignments. This is advantageous or beneficial for the student as he or she can take study breaks with easier assignments. Likewise if one is working on his tough assignments, he/she can take some periodical breaks and in those breaks he/she can do the easier tasks in between.

2. PRIORITIZATION BASED ON MARKS OR GRADES

Second method is to give priority to the assignments or tasks according to the marks allocated to them. In BTech there are various assignments that are to be submitted time to time. All the assignments and tests carry different marks. Some carry high marks and some carry low marks. This method play a very important and effective role in time management when a candidate have various projects, tests and assignments to be submitted in time and all these are worth different allocation of marks. Sometimes there are some design or very technical assignments that are harder to complete as they are tough and take a lot amount of time but these assignments or projects value very less or low in grades or marks (may be 5% of the total). At that situation it would be a wise decision to first of all complete those assignments or project tasks that value more in the grades or numbers of the total grade and at some times these assignments consume lesser time as compared to those assignments. In some cases the time may be less than an Engineering Candidate will prefer to complete the assignment or final report

in four five hours (only evening hours) that may be worth 55% of the total grade rather to spend time on the Design Assignment or Project that may be worth 5% of the total grade and may be high time consuming. If he/she starts that assignment first he will neither be able to complete that one that is worth 5% only nor the other one that will be less time consuming and having high grades.

3. PRIORITIZATION BASED ON TIME CONSUMPTION

Third method may be to give priority to the assignments or tasks according to the time allocated to them. If a BTech Student has a major project that can consume a lot of time to complete that task with perfection and full satisfaction, he/she should mark that project at the top of the list as first choice or priority so that this project may be completed within that time. According to many students there are Mechanics assignments that need lot of time to be completed with perfection. Student should not waste time (Some students waste their time in the starting of the semester due to which they have to suffer in the mid and last time of the semester) and they should start their assignments well in time. Secondly due to various technical events (like tech-fests, technical competitions and youth festivals and many more) lot of time of BTech students is wasted. So the work should be categorized according to the priorities. Once the priorities have been set then the student should decide how to get these important tasks done.

IV. TOOLS TO MANAGE THE TIME OF AN ENGINEERING STUDENT

1. TASK LIST PREPARATION

Preparation of a list of tasks is a rapid and easy manner to plan or view what is required to be done on the whole day or whole week. Prepare the list of all the tasks that one requires to do in a day or one week, month or the full semester. From this list one can make the priorities and plan which one is to be done first and what after that and so on. Priority can be made according to the requirement, time availability, syllabus or other points to be taken care of.

2. FLEXIBLE TIME

Always keep in mind that an Engineering Student should plan his/her time in such a manner that he/she should allot some extra time in the time plans. The golden rule in this area is that always allot the time to a particular task by multiplying the amount of time to a task or assignment by 1.5.

3. SCHEDULES

An Engineering Student should make a schedule according to his assignments/tasks/projects. He/she should make schedule of his/her classes. He/she should also include time for fun in that schedule also. Prioritize tasks in that schedule. Use day planner also. These ways always give a good idea to an engineering students to spend the time in the most effective and productive manner.

4. TAKE BREAKS

If one has a major project to do that happens to consume a lot of time to complete in perfection, manage the time in such a way that one should also fix some breaks in between. During these breaks he/she can do recreation activities; work on simpler projects; less time consuming assignments; exercising or he/she can just go outside for an outing with his/her classmate or friend to have a fun or relax his/her mind.

V. GOLDEN RULES FOR AN ENGINEERING STUDENT

The golden rule in the Engineering Study is: Don't get frustrated. Don't underestimate yourself. Don't underestimate the value of time. Have patience. Manage your time in an effective way. Firstly it takes time to manage a time in a good manner. After that an engineering student learns how to manage the time in an effective manner. Initially it looks very tough to do time management but after that it pays a lot worth in the long run in the life. An engineering student should use 1st and 2nd year of his/her BTech to really master time management and it will obviously make his/her 3rd and 4th year of his/her BTech Degree much easier.

VI. MAKE USE OF RESOIRCES

An Engineering Student should always keep in his/her mind about all the resources available to him/her in the College Campus and out of the campus – may be in home or somewhere else. There are lots of resources available in the Engineering Colleges that can help the students to be on the right track and manage their time in an effective and productive manner. One of the most important things that can be very much helpful to an Engineering student is the availability of senior students in the college that can guide them well in every field. This will help them manage time in a prospective way. They can make a Students Groups on Social Sites; Whatsapp also to discuss various topics and other matter that will help in saving the time and managing the time in an effective manner. Alumni Meets are held in the Engineering Colleges in which all the previous students visit the campus who are well placed. They can have contacts of these students and get the help and suggestions and guidance from these learned people. This also helps in saving time and managing time. Training and Placement Cell of the Engineering College is also one of the most important resource available in the college that helps to guide the student regarding their career opportunities; how to prepare themselves for good jobs using less time in an effective manner; training industries, training projects and many more. Training and Placement Officer of the college is one of the biggest resource of the college that can be helpful to the Engineering Student to make a good career and manage the time of his BTech Degree in an effective manner.

VII. CONCLUSIONS

At last in few words we would like to conclude that time is very important part of our life. Time Management is very mandatory in today's hi-tech life. In case of Engineering Students it further more important as in the degree period the time is less and the work to be done is more. He/She has to attend classes, attend labs, make assignments. Complete minor projects, complete major projects, complete trainings, make presentations, fulfill social commitments, spend time with family, work out in the gym and many more of the million such things that might be on priority list. If it is not managed in a proper manner then the degree cannot be completed in proper manner without backlogs and with a bright career.

REFERENCES

- [1] Brown SL, Nobiling BD, Teufel J, Birch DA. Are kids too busy?: early adolescents' perceptions of discretionary activities, overscheduling, and stress. *J Sch Health*. 2011;81(9):574-80.
- [2] Lakein, Alan (1973). *How to Get Control of Your Time and Your Life*. New York: P.H. Wyden. ISBN 0-451-13430-3.

- [3] 4-Day Action Challenge". 14-Day Action Challenge. Retrieved April 25, 2011.
- [4] Gingold JA, Simon AE, Schoendorf KC. Excess screen time in US children: association with family rules and alternative activities. *Clin Pediatr (Phila)*. 2014;53(1):41-50.
- [5] Marsh S, Foley LS, Wilks DC, Maddison R. Family-based interventions for reducing sedentary time in youth: a systematic review of randomized controlled trials. *Obes Rev*. 2014;15(2):117-33.
- [6] Swift, John (2010). *Where Did Time Fly*. CreateSpace.
- [7] *The Secret for being Mega-Effective by Achieving More in Less Time* by Amit Offir
- [8] Panek E. *Left to Their Own Devices: College Students' "Guilty Pleasure" Media Use and Time Management*. Communication Research. 2013.
- [9] Sandberg, Jared (2004-09-08). "To-Do Lists Can Take More Time Than Doing, But That Isn't the Point". *The Wall Street Journal*. — a report on to-do lists and the people who make them and use them
- [10] Roschelle JM, Pea RD, Hoadley CM, Gordin DN, Means BM. Changing how and what children learn in school with computer-based technologies. *Future Child*. 2000;10(2):76-101.
- [11] "ToDoList 5.9.2 - A simple but effective way to keep on top of your tasks - The Code Project - Free Tools". *ToDoList 5.9.2*. Retrieved October 3, 2009. — Features, code, and description for ToDoList 5.3.9, a project based time management application
- [12] Mackenzie, Alec (1997) [1972]. *The Time Trap* (3rd ed.). AMACOM - A Division of American Management Association. pp. 41–42. ISBN 081447926X.
- [13] Morgenstern, Julie (2004). *Time Management from the Inside Out: The Foolproof System for Taking Control of Your Schedule—and Your Life* (2nd ed.). New York: Henry Holt/Owl Books. p. 285. ISBN 0-8050-7590-9.