

**MENGEMBANGKAN KETERAMPILAN MANAJEMEN WAKTU YANG EFEKTIF
PADA MAHASISWA SARJANA*****DEVELOPING EFFECTIVE TIME MANAGEMENT SKILLS AMONG
UNDERGRADUATE STUDENTS*****Akhmad Affandi^{1*}, Andi Muhammad Fadlih², Ahmad Rizal Abdullah³, Nurwahida⁴,
Ardiansyah Ahmad⁵**^{1,2,3,4,5} Universitas Negeri Makassar, Makassar, Indonesia^{1*}akhmad.affandi@unm.ac.id, ²a.muhammad.fadlih@unm.ac.id, ³ahmad.rizal.abdullah@unm.ac.id⁴nurwahida@unm.ac.id, ⁵ardiansyah.ahmad@unm.ac.id**Article History:**

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Abstract: *This report presents the design, implementation, and evaluation of a Time Management Training program tailored for undergraduate students. The training aimed to equip students with practical strategies to effectively manage their academic and personal responsibilities. Utilizing a combination of interactive activities, self-assessment tools, and real-life case studies, the program provided participants with opportunities to identify personal time management challenges, develop actionable skills, and engage in reflective goal setting. Results indicate significant improvements in students' self-awareness, problem-solving abilities, and motivation to adopt effective time management habits. Group discussions and peer learning fostered a supportive community, while experiential exercises bridged the gap between theory and practice. The findings highlight the importance of integrating time management training into student development initiatives, as such interventions can enhance academic performance, reduce stress, and prepare students for future success. Recommendations for sustaining these benefits include ongoing support and the incorporation of time management modules into broader university programs.*

Keywords: Time Management, Undergraduate Students, Self-Assessment, Academic Skills, Experiential Learning

Abstrak

Laporan ini menyajikan desain, pelaksanaan, dan evaluasi dari program Pelatihan Manajemen Waktu yang dirancang khusus untuk mahasiswa sarjana. Pelatihan ini bertujuan untuk membekali mahasiswa dengan strategi praktis agar mereka dapat mengelola tanggung jawab akademik dan pribadi secara efektif. Dengan memanfaatkan kombinasi aktivitas interaktif, alat penilaian diri, dan studi kasus nyata, program ini memberikan kesempatan kepada peserta untuk mengidentifikasi tantangan manajemen waktu pribadi, mengembangkan keterampilan yang dapat langsung diterapkan, serta terlibat dalam penetapan tujuan secara reflektif. Hasil pelatihan menunjukkan

adanya peningkatan signifikan dalam kesadaran diri, kemampuan pemecahan masalah, dan motivasi mahasiswa untuk menerapkan kebiasaan manajemen waktu yang efektif. Diskusi kelompok dan pembelajaran bersama teman sebaya membangun komunitas yang suportif, sementara latihan-latihan berbasis pengalaman menjembatani kesenjangan antara teori dan praktik. Temuan ini menyoroti pentingnya mengintegrasikan pelatihan manajemen waktu ke dalam program pengembangan mahasiswa, karena intervensi semacam ini dapat meningkatkan kinerja akademik, mengurangi stres, dan mempersiapkan mahasiswa untuk sukses di masa depan. Rekomendasi untuk mempertahankan manfaat ini meliputi dukungan berkelanjutan dan pengintegrasian modul manajemen waktu ke dalam program universitas yang lebih luas.

Kata Kunci: Manajemen Waktu, Mahasiswa Sarjana, Penilaian Diri, Keterampilan Akademik, Pembelajaran Experimen

INTRODUCTION

Time management is an essential skill for academic and personal success, especially for undergraduate students navigating the demands of university life. With multiple courses, assignments, extracurricular activities, and often part-time jobs or personal responsibilities, students frequently find themselves overwhelmed by competing priorities and tight deadlines. The ability to effectively plan, prioritize, and allocate time can make a significant difference not only in academic achievement, but also in reducing stress and enhancing overall well-being.

This training program is designed specifically for undergraduate students to develop practical time management strategies that can be immediately applied to their daily routines. Through interactive activities, self-assessment tools, and real-life case studies, participants will learn how to set clear goals, break tasks into manageable steps, avoid procrastination, and maintain a healthy work-life balance. By mastering these skills, students will be empowered to maximize their productivity, achieve their academic goals, and create more time for personal growth and meaningful experiences throughout their university journey.

Time management is an essential skill for undergraduate students, as it directly influences their academic performance and overall well-being. Research indicates that a lack of effective time management can lead to high levels of stress and increased rates of procrastination among students. For instance, Häfner et al. (2014) demonstrate that students participating in time management training exhibit a decrease in perceived stress and an increase in their sense of control regarding time, highlighting the potential benefits of such training for student well-being (Häfner et al., 2014). Additionally, findings by Lian-Hua et al. (2017) illustrate that enhancing time management skills is critical in addressing study procrastination, emphasizing that interventions aimed at improving this competence are likely to reduce procrastination rates among undergraduates (Lian-hua et al., 2017).

Moreover, the relationship between time management, academic self-efficacy, and learning burnout presents a multifaceted problem within the undergraduate experience. A study conducted

by (Yongmei & Yuan, 2019) emphasizes that while students possess a moderate level of time management disposition, there remains significant room for improvement, particularly in enhancing their academic self-efficacy (Yongmei & Yuan, 2019). Furthermore, (Wu & Abidin, 2023) articulate that psychological characteristics influence time management behaviors among students, suggesting that targeted educational interventions could be effective in fostering better time management practices (Wu & Abidin, 2023).

The urgency for effective time management training is compounded by the challenges faced by undergraduates, particularly in today's academic environment where demands are high. Without structured training, students may struggle with balancing academic responsibilities, leading to adverse effects on their mental health. Establishing comprehensive time management training programs can thus be a pivotal step in equipping students with necessary skills for effective self-regulation and productivity. Therefore, it becomes increasingly evident that educational institutions must prioritize time management training as a key component of their curricula to support students in navigating their academic journeys successfully.

METHODS

The Time Management Training for Undergraduate Students adopts a comprehensive, learner-centered approach that blends interactive activities, self-assessment tools, and real-life case studies. This multi-method strategy is designed not only to impart essential time management knowledge, but also to actively engage students in developing practical skills and positive habits that will benefit them throughout their academic and personal lives.

1. Interactive Activities

Interactive activities are at the core of this training, providing students with opportunities to actively participate, collaborate with peers, and directly apply time management concepts. These activities may include:

- **Group Discussions:** Students will share their personal time management challenges and successes, allowing them to learn from each other's experiences and perspectives. These discussions foster a sense of community and peer support.
- **Role-Plays and Simulations:** Participants will engage in scenario-based exercises that mirror common student dilemmas, such as juggling overlapping deadlines or prioritizing conflicting commitments. By acting out these situations, students can experiment with different strategies and receive immediate feedback.
- **Hands-On Exercises:** Practical exercises such as creating a weekly schedule, identifying time-wasters, or using planners and digital tools will help students build concrete skills they can use immediately in their daily routines.

Session/Activity	Objectives	Description	Materials Needed	Expected Outcome
Group Discussions	- Encourage peer learning- Raise awareness of time management habits	Students share challenges and successes, discuss personal strategies, and offer support to each other	Discussion prompts Whiteboard or flipchart Markers	Enhanced awareness of diverse time management experiences; community building
Role-Plays & Simulations	- Develop problem-solving skills- Practice decision-making in real-life scenarios	Participants act out typical student dilemmas (e.g., multiple deadlines, prioritization) and test different strategies	Scenario cards Instructions for facilitators Feedback sheets	Improved problem-solving abilities and confidence in handling time management issues
Hands-On Exercises	- Apply time management techniques- Build practical scheduling skills	Students create personal schedules, identify time-wasters, and explore planners or digital time management tools	Sample planners Weekly schedule templates Mobile apps or laptops (optional)	Creation of actionable weekly plans; immediate application of new skills

These interactive components ensure that learning is not just theoretical, but also relevant, memorable, and easily transferable to real-life situations.

2. Self-Assessment Tools

Self-awareness is a foundational element of effective time management. To foster this, the training incorporates a range of self-assessment tools and reflection exercises, including:

- **Time Audits:** Students will track and analyze how they currently spend their time, identifying patterns, inefficiencies, and areas for improvement.
- **Questionnaires and Checklists:** Standardized instruments will help students assess their strengths and weaknesses in areas such as goal setting, prioritization, and procrastination.
- **Personal Reflection:** Guided reflection activities will prompt students to consider their values, long-term goals, and motivations, helping them align their daily actions with what matters most to them.

Session/Activity	Objectives	Description	Materials Needed	Expected Outcome
Time Audits	- Raise awareness of actual time use- Identify time patterns and inefficiencies	Students record daily activities for a set period and analyze how their time is spent to find improvement areas	Time audit logs/templates Pens or digital apps	Increased self-awareness; identification of personal time-wasters and priorities
Questionnaires & Checklists	- Self-assess time management skills- Identify strengths and areas for growth	Students complete standardized tools to evaluate skills like goal-setting, prioritization, and handling procrastination	Printed or digital questionnaires Scoring guides	Insight into individual habits; baseline for future improvement
Personal Reflection	- Encourage deeper self-understanding- Align actions with values and goals	Guided reflection prompts help students connect their daily routines to their core values and long-term aspirations	Reflection worksheets Journals or online forms	Clearer sense of purpose and motivation; personalized improvement strategies

Through these tools, students will gain a clearer understanding of their own habits and mindsets, which is essential for making meaningful and lasting changes.

3. Real-Life Case Studies

The use of real-life case studies brings the challenges of time management into sharp focus, offering students a chance to analyze and solve practical problems. Key components include:

- **Analysis of Common Scenarios:** Case studies will depict typical issues faced by undergraduates, such as managing academic workloads, balancing study with extracurricular or part-time work, and coping with unexpected events.
- **Collaborative Problem-Solving:** Students will work in small groups to discuss the cases, propose solutions, and reflect on the possible outcomes of different time management strategies.
- **Sharing Best Practices:** By examining both successful and unsuccessful examples, participants will learn what works, what doesn't, and why, making it easier to adopt effective techniques in their own lives.

Session/Activity	Objectives	Description	Materials Needed	Expected Outcome
Analysis of Common Scenarios	- Increase awareness of real challenges- Encourage critical thinking	Present students with case studies that represent typical time management issues for undergraduates	Case study handouts Projector/Slides Worksheet for notes	Deeper understanding of common challenges and possible approaches
Collaborative Problem-Solving	- Foster teamwork- Develop practical problem-solving skills	Small groups discuss case studies, identify root problems, and propose solutions for time management issues	Group instructions Solution worksheets Pens/Markers	Generation of diverse, actionable strategies and improved group discussion skills
Sharing Best Practices	- Highlight effective and ineffective strategies- Encourage reflection	Students review examples of success and failure, discuss outcomes, and share personal tips with the group	Success/failure scenario cards Feedback forms Whiteboard/Flipchart	Recognition of best practices and motivation to apply proven strategies

Learning Outcomes

By integrating these methods, the training was ensured that participants more than passively receive information. Instead, they:

- Learned how to set clear, achievable goals
- Broke large projects and assignments into manageable steps
- Recognized and address sources of procrastination
- Developed routines and strategies to maintain a healthy balance between academic responsibilities and personal life

This holistic approach empowers undergraduate students to take control of their time, reduce stress,

and ultimately enhance both their academic performance and overall well-being.

RESULTS

The *Time Management Training for Undergraduate Students* was attended by a diverse group of participants from various academic backgrounds. Upon completion of the training, several positive outcomes were observed:

1. **Improved Self-Awareness:**

The majority of participants demonstrated increased self-awareness regarding their personal time management habits. Through time audits and self-assessment questionnaires, students were able to identify their main time-wasters and areas where their efficiency could be improved.

2. **Development of Practical Skills:**

Students acquired hands-on experience in creating weekly schedules, prioritizing tasks, and utilizing both traditional planners and digital tools. Many reported feeling more organized and confident in their ability to manage academic responsibilities.

3. **Enhanced Problem-Solving Abilities:**

The use of case studies and collaborative problem-solving activities enabled students to apply theoretical knowledge to realistic scenarios. Participants worked together to analyze common challenges, brainstorm solutions, and evaluate the effectiveness of different strategies.

4. **Greater Motivation and Goal-Setting:**

Reflection activities prompted students to consider their personal values and long-term goals. As a result, many participants articulated clearer objectives and reported stronger motivation to maintain effective time management routines.

5. **Peer Learning and Community Building:**

Group discussions and the sharing of best practices fostered a supportive learning environment. Students expressed appreciation for the opportunity to learn from their peers' experiences and to offer mutual encouragement.

6. **Quantitative Outcomes:**

Based on pre- and post-training surveys, over 80% of participants reported an increase in their confidence to manage time effectively. There was a notable improvement in students' ability to identify priorities and reduce procrastination, as reflected in self-reported measures.



Figure 1. Training Session



Figure 2. Documentation Session

DISCUSSION

The results indicate that the interactive, multi-method approach of this training effectively addressed key time management challenges faced by undergraduate students. Research shows that such a blended format, incorporating self-assessment, collaborative activities, and practical exercises, can enhance students' learning experiences and facilitate a mindset shift towards proactive and intentional time management. (Milligan & Littlejohn, 2016) argue that integrating structured opportunities for self-reflection and feedback not only promotes personal growth but also empowers learners to actively engage with their learning processes (Milligan & Littlejohn,

2016). Additionally, the incorporation of goal-setting and self-reflection components proved instrumental in helping students align their daily habits with broader aspirations, which is supported by Alonso-Mencía et al. (2019), who note that goal-setting significantly aids in time management efficacy (Alonso-Mencía et al., 2019).

The program's strength lay in its focus on experiential learning. Using real-life scenarios, group discussions, and role-plays, participants could practice skills in a safe environment while receiving constructive feedback from peers and facilitators. This aligns with Ramdass and Zimmerman's findings (2011), who emphasize that experiential learning helps bridge the theory-practice gap and boosts student engagement in self-regulation processes, including time management (Ramdass & Zimmerman, 2011). Similarly, (Kim et al., 2019) illustrate that self-regulation, facilitated by dynamic learning environments, fosters better time management practices among students, thereby increasing the likelihood of applying new skills to both academic and personal objectives (Kim et al., 2019).

Challenges, however, remain evident, as some participants indicated the difficulty of maintaining new routines amidst ongoing academic pressures, highlighting the necessity for supplementary support and follow-up. Ongoing support systems are critical in helping students sustain healthy academic behaviors and management practices under stressful situations (Saeed et al., 2022). Future iterations of this training could benefit from integrating booster sessions or ongoing access to time management resources, as suggested by (Hidayat & Hasim, 2023), who indicate that structured interventions paired with continuous support significantly reduce academic procrastination and thus enhance performance (Hidayat & Hasim, 2023). Overall, the training demonstrated a positive impact on students' ability to manage their time more effectively, reduce stress, and enhance academic performance, suggesting that similar programs could be beneficial if integrated as part of broader student development initiatives at the university level.

CONCLUSION

The Time Management Training for Undergraduate Students has proven to be an effective intervention for enhancing students' ability to organize their schedules, prioritize tasks, and align daily actions with their long-term goals. By integrating interactive activities, self-assessment tools, and real-life case studies, the program empowered participants to identify their personal challenges, experiment with practical strategies, and build habits that support both academic success and personal well-being.

The training's focus on experiential learning and peer collaboration fostered a sense of community and encouraged participants to adopt a proactive approach to managing their time. Not only did students gain practical skills and increased self-awareness, but they also developed greater motivation and clarity regarding their academic and personal objectives.

While ongoing support and follow-up may be necessary to ensure the sustainability of these

improvements, the positive outcomes observed suggest that such training should be considered an essential part of student development programs. Implementing time management education at the undergraduate level can have lasting benefits, helping students navigate academic challenges with confidence and resilience, and better preparing them for future professional and personal responsibilities.

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