



Time Management in Academic Activities of Full Time Working Students

ling Sri Hardiningrum^{1*}, Imam Mukhlis²
Universitas Negeri Malang

Corresponding Author: ling Sri Hardiningrum
hardiningrum.2304139@students.um.ac.id

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ABSTRAK

Study This aim for now management management time on activities academic student worker full time. Study This use approach qualitative descriptive. Data collection techniques in research This use observation, interviews and documentation. Study This conducted at Kadiri Islamic University Kediri with amount sample of 45 respondents. Research result This show that Most student Not yet capable carry out management management time with good and partial Again Already capable carry out management management time with good.

PENDAHULUAN

Working students full time own challenge unique in manage time they. Student Work For sufficient need means lectures, so decide to look for work full time. Frequent problems happens among student studying while Work like difficulty arrange time between timetable study and work , grades academic become decreased , frequently roll call because overtime, etc. (M. Argon, 2017). Working students full time need management good time for combine not quite enough answer academic with work. In organizing time, efficiency and effectiveness become key for reach healthy balance between education and work.

Working students full time must face burden involving doubles time and energy For tasks academic as well as work. Inability manage time with Good can result decline performance in both fields. Management good time help student worker full time for increase productivity they. With allocate time with wise, they can finish tasks academics and work with more efficient. Besides that, with plan and organize time with OK, student worker full time can reduce level their stress facing.

Working students full time must guard balance between life personal, academic and professionalism. Management effective time help they in reach balance the. Often it is students who work full time, work for finance education them and grabbed opportunity career Better. With management good time help they maximizing results Study them, which in the end can open opportunity more career Good. Ability management time is Skills valuable that can be help student worker full time in career them in the future . Experience arrange time in the middle pressure can become very valuable asset .

Procrastination is behavior that is not efficient in use time and existence trend For No quick start something works as well as avoidance Because feeling No like to duty and fear fail. In other words that behavior that is not can utilise time in a way effective or procrastinate work that's what it's called procrastination (Sandra & Djalali, 2013) Management time for student worker full time is Skills important that helps they reach healthy balance between task academic and responsibility answer work.

TINJAUAN PUSTAKA

Management is a process of use source Power in a way effective for reach target or objective certain. Management related with activities planning, organizing, controlling, placing, directing, motivating, communicating and taking decisions made in something organization with objective For coordinate various source the power inside an Institution so materialized effectiveness and efficiency in reach goals that have been determined previously (Baharudin et al , 2020). Management is a very important factor, in fact is a use process cracked Power in a way effective for reach objective or target certain. Common management terms known in knowledge economics, focused on profits and products business (Muhaimin, Suti'ah & Prabowo, 2011).

Based on a number of explanations can concluded that management is ability somebody for arrange or manage all something that has planned for

reach common goals. With effective management, the book of isa above all possibilities that arise.

Management time is action planning, organizing, rationalizing, and monitoring productivity time. Which is the thing This is one of source Power work that must be done managed in a way effective and efficient. Effectiveness This can see with reach objective in period time certain. Whereas efficiency that is can reduce time and investment required as well as utilise available time.

According to Macan et al (in Nur Khoirun Nisa, 2019) management time shared become four aspect that is set goals and priorities, planning and scheduling, capabilities control time, and preferences For organized. On determination goals and priorities This containing challenged activities in determine and review objective period short and long term, set priority activities, determine limitation time implementation, use time spare and share task to make it easily done. According to (Covey, 1989) objective management time is For efficiency and productivity, ensure time used optimally for reach desired result. Several objectives from management time That Alone is increase productivity, reducing stress, increasing quality live, and achieve objective long- term. Whereas priority from management time is For can reach objective the. Source priority varies among them is important and urgent, important But No urgent, as well mission and goals personal. Setting priorities based on mission and goals personal help ensure that time spent for things important for development personal and professional.

In aspect planning and scheduling, contains about arrangement time, make a must list done, made timetable weekly, and use agenda book inside make planning and scheduling. According to (Covey, 1989) planning time discuss concept " start with end in mind " that emphasizes importance plan with consider results desired ending, helpful somebody focus on objectives long- term. Meanwhile, scheduling management time, according to (Allen, 2001) submit the " Getting Things Done " method which emphasizes scheduling task based on context and availability source power, so every task own suitable place and time. Planning and scheduling in management time is key for manage tasks and achieve desired result without excess burden and confusion. With plan in a way effective and decisive a regular schedule, then somebody can increase productivity and achieve good balance between work and life personal.

In aspect ability control time or called with time attitude, aspect This related with efficacy self and leads to beliefs / views individual about How ability in controlling time as well as How in use available time. According to (Steel, 2011) ability For control time involve procrastination which is a tendency in procrastinate work. Steel discussed factor psychological causes procrastination and giving outlook about method overcome habit This. (Covey, 1989) introduce draft matrix helpful time in determine priority with differentiate between important and urgent tasks (Covey, 1989). Whereas (Newport, 2016) discuss about importance do deep work and provides strategies for increase concentration in a world full of distraction. Ability control time is aspect central from management effective time.

In aspect preference for organized emphasizes desire for organized as well as approach taken individual in finish his task. Preference for organized in management time is key for increase productivity and efficiency. Organized help somebody in manage tasks, avoid chaos, and ensure that time used with wise. Implementation preference for organized form preparation of to-do lists, use calendar and apps management time, routine daily and weekly, organizing environment work. With apply preference for organized, someone can increase control over time them and achieve more results good in activity daily.

METODOLOGI

Study This is type study description qualitative. The purpose of study This is For dig information about How student in do management management time For study and work . Study This held at Kadiri Islamic University Kediri, Jalan sergeant suhamardji no 38 city kediri . Subject study This is student Uniska semesters 3 and 5 are eligible condition in study that is college and middle school students Work full time were 45 respondents . Data collection was carried out with method observation , interviews and documentation . Analysis techniques used in study This is description of field data in a way descriptive.

HASIL PENELITIAN

Based on results interviews conducted, researchers get respondent data that shows that amount respondents' man as many as 20 people and 25 women. Entire subject study own range age between 20-24 years . Lecture schedule working students full time is every day Monday, Thursday started 18.00 WIB - 21.00 WIB. Occupation student uniska This varies someone is working as employees in the company private (PT Gudang Garam, Bayleaf.id, Apotek), companies government (RSUD dr Soedomo trenggalek), and as self-employed .

1. Setting goals and priorities

From the results interviews conducted researchers, students own goals and priorities that are not structured in carry out Activities carried out include: activity academic as students and activities Work as worker full time . This matter strengthened with answer septiary 3rd semester student , said that :

" Which most importantly is Can do both in a way balanced ...".

For reach goals and priorities in do management time student supported by several party Good from colleagues and family . For can operate goals and priorities management time , student make scale priority in determine mandatory tasks resolved with use tool help like cellphones, noted. And some student No use notes in determine priority assigned tasks . _ Aprillia 5th semester student said that :

"Yeah I compile scale priority in finish tasks , so ...".

Different Again with answer Ragil 5th semester student " No , I am No use them and prioritize task with urgent time "

From the results study show that all working students full time own goals and priorities in operate his life especially goals and priorities work and time

studying. However goals and priorities the No structured so that There is a number of students who complete task No in accordance the priority.

2. Planning and Scheduling

Interview result done in depth researchers, can concluded that planning and scheduling assignments carried out by students as worker full time that is done in a way spontaneous without planning and scheduling in a way detailed . This matter in accordance with answer from respondents said _ that :

" For plan and schedule processing my job do with see which task is more first, that's me do it ...".

Besides that There is a number of respondents who use planning and scheduling task For finish the task becomes not quite enough he answered . This matter in accordance with explanation fortune 3rd semester student that " I using a cell phone inside do planning and scheduling to ensure existing tasks Can resolved ...", 5th semester student Lilis explained that I use noted for take notes Assigned job _ with time already determined, so task Can resolved appropriate time ...".

Different with answer rozik 3rd semester student that : " if I anyway plate just ... just need remember task What should resolved . If you forget ask to friends . The important one tasks and work Can walk side by side "

From the results study found that not all working students full time own planning and scheduling in carry out his activities in matter This work and college are mandatory resolved it. There are some students who use it planning and scheduling in work and tasks his lecture .

3. Ability Controlling Time

Based on results interview obtained that in do control time student own different answers. A number of student do control time with use time spare time / time rest For do task . And some student No do control time for finish task wait time the collection. " Hmmm When I am look for time loose / time Rest Work just For do tasks studying . Difficult to find time free moment This if not taking a break I see ..." said Lia, a 5th semester student. Ragil, a 5th semester student , said that : " Because time Work solid and must overtime too.... Sometimes do task speeding overnight moment Already approaching the deadline"From the results research , some student Not yet capable in control time For share task college and work required _ resolved so that make they must overtime in finish his task . And some student need look for free time for can finish his task in the midst of very busy work .

4. Preference For organized

Results obtained from preference For organized is that in a way general some working students full time No own preference For organized , they are operate in accordance the flow just . A number of student use only For activity lectures just." Hmmm I do not use application or recording for arrange tasks

I ... Yes, it is me follow just like flowing water. There's a task yes done like that just ..." explained rozik 3rd semester student . Different with Graceful and beautiful 5th semester students, they explain that : " I use a cell phone for arrange timetable I ... so I know what to do done moment This like that". Sometimes I also use notepads for take notes assigned tasks "

From the results research obtained is that some students No use tool or application for organize tasks and work. And some students use device For organize tasks and work . By whole, part working students full time Not yet capable do management time with OK, p This cause all over tasks and work become No organized with good. And some students capable in do management management time with Good. So that task in field their academics live it can resolve with good.

KESIMPULAN DAN REKOMENDASI

In carrying out management management time student as worker full time no easy . Undergo second role This need Skills management outside time ordinary and wise approach. Working students full time faced with challenges unique that requires a special strategy For ensure success in college and work . Most of the student Not yet do management management good time, so student need Lots train in do management time for the whole order activities performed can walk in a way efficient . Inability in carry out management time can result no balance between college and work, which assignments are given No maximum in the workmanship. So that students who haven't capable carry it out management management time with Good need train Keep going in management management time.

PENELITIAN LANJUTAN

This research still has limitations so it is necessary to carry out further research related to the topic "Time Management in Academic Activities of Full Time Working Students" to perfect this research, as well as increase insight for readers.

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