

**Thesis Topic**

Effective Time Management for Haaga-Helia UAS International Students Porvoo Campus

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<p><b>Abstract</b></p> <p>This report researches and examines the importance of effective time management for international students at Haaga-Helia UAS Porvoo campus. The aim of this thesis is to find out how the international students of H-H Porvoo campus are managing their time as they study and work at the same time. Theories about time management was examined and related to the situation such Maslow's Hierarchy of needs and Alderfred theory. The research focuses on 2<sup>nd</sup> year international students, on their views, experiences and knowledge regarding the use of time management. The results were gathered through a series of face to face interviews with international students from different countries and backgrounds.</p> <p>After making several interviews (six interviews) with the international students, the results from the interviews showed that these international students find time management to be an important tool in their academic life. It also serves as a tool which allows a student to be fully involved in all activities equally and taking the responsibility in making sure that the tasks are accomplished.</p>	
<p><b>Keywords</b> Time Management, Procrastination, International Students, Interview, Research, Analysis.</p>	

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# 1 Introduction

This thesis process concentrates on the effective time management of the international students in H-H UAS Porvoo campus (2<sup>nd</sup> year). These sets of students were chosen because they are the potential targets. Looking at how students divide their time and energy between study, work and other various aspects of their daily lives, I will have to find out if they have been able apply effective time management in these areas. Other areas of their daily life may include, making time for friends, society participation, spiritual wellbeing, self-growth and also the pressure which could arise from work place.

For many university freshmen, the experience of being on their own and doing things by themselves can be sometimes challenging, as their parents are not there to do things for them anymore. It is the beginning of their adult life. They will be learning what they need to know in order to succeed in the real world and this could be overwhelming.

The purpose of this thesis is to find out how international students in H-H UAS Porvoo campus manage their studies, work and social life in a new environment. In order for an international student to live in Finland comfortably without facing financial issues, they must have a sufficient means of income. So in order to do so, they engage in different kinds of jobs while studying. I will look at how they have managed to combine these areas of their lives and the impact it has had on them. Managing work life balance is said to be a concept which directs an individual to the appropriate way in which he /she divides time and energy between work, studies and other aspects of life.

Unlike the local students who get study support from the government, these support enables them to have adequate time to focus just on their studies and social life unlike the international students who needs to support themselves with jobs if they do not have financial support from their families and at the same time focusing on their studies. For me, I have to get a job in order to solve my financial problems due to the fact that I don't get any support

from my family. This has been a very big challenge for me, so it interests me to know how other students handle the same situation.

## **1.1 Previous Research**

Looking at the previous research, I can see that there is a thesis about motivation of H-H students by Obano Hilda, 2012. On the other hand, the thesis was about voluntary working while studying and most of the international students might not be interested as it will not satisfy their financial well being.

Another topic that has been written about is export education which can also be seen as recruiting international student's reference. H-H has set up different marketing strategies in order to bring in international students to their school. Many of the previous writings were based on integration of Russian students at H-H Porvoo campus (Battalova and Konstantinova, 2013). Their situation since arriving to Finland was discussed and also the level of success they have achieved while studying here.

They wanted to know why these students chose to study in Finland and the impact of their choices so far. A thesis on depression of international students was written by Omodona Kemi, a student at Central Ostrobothnia UAS (2012). Depression among international students was discussed in the thesis and the major areas which were looked into were, prevention of depression, environmental approach for preventing it, cultural shock and communication approach. Looking at these areas of depression which have been previously discussed, it can be seen that these areas are related to the international student's time management.

My thesis is based on the importance of effective time management for H-H international students which adds values, creativity and self-organization to their study lives. It also looks at the effects of inadequate time management and how to avoid them.

## **1.2 Research Problem/Question**

The research problem to be discussed in this thesis writing is focused on how ineffective Time Management affects H-H UAS Porvoo campus. Time is critical, it governs all areas and aspects of life and has to be managed properly in order to be an organized individual. In order to analyse the problem, questions need to be asked in order to understand the research clearly. Below are the research questions:

What is the importance of time management for H-H UAS International students Porvoo Campus?

How useful can it be for them?

What are the causes of ineffective time management for students?

## **1.3 Aim and Limitations**

The aim of this thesis is to find out how the international students of H-H Porvoo campus are managing their time as they study and work at the same time. And also to suggest ways in which they can manage their studies, work and social life better. It will also be a tool for the teachers to understand better, the effects of working and studying of the international students which could affect their class performances and also presence in the class.

As the writer of this thesis and also an international student at H-H, this will be an opportunity for me to learn about how other student's manage themselves and to also use the outcome for self-improvement. I will not go into asking international students about their private life and family problems.

This research will be limited so as to achieve the desired goal. As mentioned earlier, time management will be the research problem and this will be relatively connected with their work, studying and social life in the new environment. There were six international students who were interviewed in order to use their feedback as a research tool for this project. I do not intend to go beyond and above my initial limits.

#### **1.4 Theoretical Framework**

At this point, theories about time management will be examined and related to the situation such Maslow's Hierarchy of needs and Alderfred theory. What does this theory have to say about managing work, studies and social life, after which they will be connected with the student's situation. These theories were chosen because they focus on certain human needs such as motivation, self-esteem etc.

I also try to figure out the potential relationship of this theory to the students work life. The following books about time management and relative strategies have been the most relevant sources for thesis:

David Newth, 2011 Stress and Working/Life Balance

Derek Rollinson, 2008 Organisational Behaviour and Analysis

Harold L. Taylor, 2014 Time Management Strategies for an ADHD World.

Jeffrey A. Kottler/David D. Chen, 2011 Stress Management and Prevention



## 2 Time Management

Most students spend their time doing things that are not relevant during their daily activities. They need to determine how they spend their time each day and what exactly they do with it and by tracking their time, they can easily figure out how it's been spent. As a student, time management can be difficult but at the same time could be easy if the student can track his or her time by focusing more on writing down completed tasks rather than writing down tasks that are yet to be done.

Time management is actually a form of life management and controlling your life means controlling your time and controlling time means controlling the events in life (Kottler, 2011). This will help them to keep track of their achievements and will make them thrive to do more as they get to know their capabilities. This process will help the students to highlight their daily habits which prevents them from doing their tasks regularly thereby making way for those habits to be ignored.

Time management can be described as the act of organizing your schedule in such a way that you achieve your goals efficiently and effectively (Chen, 2011). Harold (2014), with his scientific management technic, had a target and his target was aimed at putting an increase to his worker's productivity. In order to achieve this, time and motion studies was conducted by him in order to figure out how he could maximize the amount of work completed in a specific period. Time management is a tool for increasing the goal of productivity especially for students who work and study at the same time.

## 2.1 Finding Balance for Time Management

Time management is not just about getting this done, but about balancing your life in such a way that you are enjoying yourself and the things you do. (Chen, 2011).

**At school:** This involves not just classes, but the amount of effort and time been spent on, reading, studying, preparing and reflecting on subjects.

**At work:** While working part time or full time, a job takes priority to take care of economic needs. Although it is better for a student to work part time in order to keep balance.

**Commuting:** Depending on your home destination, and your transport availability, time been spent while waiting for a public transport can consume allot of time for the day.

**Family time:** being in contact or spending time with your family, siblings, children for those who have and other relatives if needed, are the kind of relationship which will sustain you as a person.

**Socializing:** Times being spent with friends are basically one of the most important use of time. They serve as guilt-free opportunity to enjoy time with friends and those you feel close to.

**Love Life:** If you have partner or girlfriend/boyfriend, this relationships takes commitment and time to flourish.

**Leisure activities:** Interests, hobbies and activities are very important and they take time and devotion to maintain. So it is better to know the ones that are worth putting time for.

**Sleep:** Insufficient sleep and rest will definably make everything in your life suffer. Sleeping cannot be bargained, it is a priority and 6-8 hours of sleep is required depending on the body and needs every night. This will help to keep up your energy and makes you to concentrate in order to avoid stress-related problems. (Chen, 2011).

## **2.2 Importance of Time Management**

As a student, managing time is an important area of their self-desire to achieve or reach his/her goals and can be challenging for most of them if they do not know exactly how to go about it. Efficiency, effectiveness, self-understanding and accurate time usage are the importance time management.

Having the accurate awareness of time usage can help to monitor one's self at all times and also to keep track of unnecessary activities which does not need attention. (. Clark, 2014)  
Activity planning can help a student actualize his/her aims and work towards them and it can also make him/her to avoid some irregular habits which can be distract them.

## **2.3 Usefulness of Time Management**

For a student, time management can be used in various areas such as work, study and leisure activities. Efficient use of time can balance the stress in between these areas and also improve the effort which is been put in.

As an organized student, your goals will be achieved in timely manner and your tasks will be well known to you in order to be accomplished. "No student should be without a daily plan" (Clark, 2014).

Time management serves as a decision tool, they remind you of tasks which are yet to be accomplished.

## 2.4 Planner for time management

There are effective programs which students could use to summarize their time category such as study, work, social activity and sleep. With these categories, the student can make a plan using a sheet or a computer format which will enable him/her to create a summary of their time use. An estimated time use of various activities will be necessary in order to keep track and will be categorized on daily and hourly bases. (Clark, 2014)

		Mo				Aft				Eve				
Mon	7-8	8-9	9-10	10-11	11-12	12-1	1-2	2-3	3-4	4-5	5-6	6-7	7-8	8-9
Tue														
Wed														
Thu														
Fri														
Sa														
Su														

Figure 1. Time management Planner

The above table is a sample of time management plan, it is categorized by daily and hourly bases whether in the day or evening time. (Terry D Clark, 2014)

## **2.5 Saving Time or Wasting Time**

Time is critical and needs to be managed properly in order to yield results (Turner, 2002). Time saving can be seen as doing things that are not relevant at that particular moment, which results in time wasting. It is a good idea for a student to clear a space on his/her desk before getting to school work, on the principal that a clear space aids a clear thinking. And it is also good to have every study material at hand before studying in order to save time.

## **2.6 Prioritising Task and Time**

This is a way of saving time in order to give value to different things that needs to be done and can be done by doing the most important ones at first. Students need to be able to prioritise their task in everything they do and also think of how to do their tasks in terms of quality time than others. The average amount of time one can spend concentrating on something on something is about 20 minutes. (Joan Turner, 2002)

## **2.7 Strategies for Time Management**

Once the problem of matching the time availability has been realized, the next thing to do about it is to provide a list of strategies to take greater control over time (Chen 2011).

Do less, not more.

Figure out what's getting in the way.

Getting a calendar.

Making a list of tasks and checking it regularly.

Find balance.

Making some necessary cuts to avoid work overload.

## **3 Theories for Time Management**

### **3.1 Principles for Time Management**

#### **The 80/20 Rule**

An Italian economist Vilfredo Pareto (1906), observed a surprising relationship between reward and effort in real life and it suggests that 80% of what is been done may contribute only 20% of what will be achieved in life. This rule is said to be called the “Pareto Principle”. This rule acts as a force which makes someone to reallocate attention to those most valuable activities rather than focusing on the activities which may bring fun but has no long-term rewards. This principle relates to the way in which a student who spends more time in fun activities will have no valuable goals in doing those fun things but will rather achieve a desired goal if he/she can focus more on useful things. Source?

Applying this rule means making a list of the most relevant and important goals, projects and tasks. Been determined to spend quality time on finishing those areas which can make a huge difference in life and career rather and less time to those which will produce little or no value (Chen, 2011).

#### **The Principle of Forced Efficiency**

The idea behind this principle is that, there is never enough time to do everything, but there is always enough time to do the most important things. A student may feel that he/she doesn't have enough time to combine all the daily activities together but this is something that everyone else faces and will never change (Tracy, 2002).

This principle is related to the theory of business management and improvement originally developed by Israeli business consultant Eliyahu M. Goldratt, who wrote the best-selling book *The Goal* (Cox, 1992). This is called the theory of constraints (TOC) and it suggests that like a chain that breaks at its weakest link in a complex system such as a human being at any time, that there is a possibility that one part is limiting the ability to achieve more of its desired goals

In order to apply TOC in time management, you need to identify the weakest link or the limiting factor in life or career and focusing more on it till you reach your break through. (Kottler, 2011).

### **The Momentum Principle**

This principle states that it takes so much energy to outclass the initial inertia and resistance to start a project, but once it is started, it takes much less energy to keep moving. Momentum refers to the quantity of motion a body or an object has and if the body or an object is in motion, then it has momentum. If a task or a project is started, momentum is generated and no matter how small the task or project is, it will always accumulate momentum (Kottler, 2011).

To apply this principle, the most important goals must become clear in long and short term run. And then breaking down the goals into doable tasks, after which the task can now begin.

## **The Concept of Psychic Ram**

Allen (2003) is a productivity and time management expert who observes that human beings, like computers, have a limited amount of RAM or random access memory, which is what computers use to run its applications.

Psychic Ram can be seen as the mental working space which is used to run life. When the psychic is cluttered with tasks, there won't be enough space left for solving relevant problems and creating new ideas. It is better to write down all the self-commitment and unfinished tasks and organize them on a paper. Putting them down and reviewing it will help to ease the mind and also help to focus single-mindedly on one task at a time.

## **The Principle of Suggestion**

This principle states good intention to manage priorities based on your goals and it may be futile unless you always keep the goals and priorities in mind and in sight.

This principle is based on Kottler (2011) using visual recognition to accomplish tasks and it is very powerful because it is the most dominant source of information.

To apply this principle effectively, it is important that to figure out the most important things to be done and writing them down. An image or a drawing can also be used to present what you plan to do. After putting them down, the next step is to place it in a place where it can be seen at all times and will serve as a reminder.

And finally, you can inform close friends or teachers about your desired goal so that they can help and also remind you of what you need to do (Jeffrey, 2011).



### 3.2 Maslow's Theory

.According to Maslow (1954), "As long as the efficient use of time helps us meet higher goals of fulfilment, spiritually and wellbeing, we perceive it as helpful. But for the sake of interests in better efficiency, if we give up bigger things like agenda and self-satisfaction in life, then this can be seen as a moot victory". Maslow's theory talks about the human needs and hierarchy that are required to satisfy human wants. As a student, without been in a good state of mind, it is very challenging to make study plans and proper time management schedule. This theory reflects on how a student can manage his/her self-better in order to feel satisfied (Jeffrey 2011).

Maslow's theory is related to the student time management in the aspect of purpose and satisfaction. No matter how much a student needs to work, he/she has to realize the purpose of study and the targeted aim. Spending too much time at work or other activities can make a student lose focus on his/her purpose.

#### **Maslow's Hierarchy of needs consist of**

**Physiological needs:** These are the main basic of all needs which are, food, water, sleep, shelter, sex and breathing. Equal satisfaction are needed in these areas to avoid internal physical imbalances.

**Security needs:** This next level of needs consist of security, freedom from pain or harm, emotional security, resources, family, morality, property and fairness.

Affiliation needs are prompted by the strongly social nature of humans of which many people enjoy feelings of belonging, friendship or being loved. All these can be satisfied by social

interactions. (Rollinson, 2008.) These type of needs develops the motivation to be part of a group and the opportunity to make meaningful relationships and to gain support from others.

**Esteem needs:** This can also be referred as ego needs, this is what an individual thinks about him/herself .Esteem by others is needed because a considerable part of our self-concept obtain signal about ourselves that we get from other people. (Cooley 1964)

**Self-actualization needs:** These needs are inexhaustible they are concerned with recognition of full self-potentials because it drives people to do what they have not partaken in before. They include, problem solving, creativity, acceptance of facts and spontaneity. (Rollinson, 2008.)

The above mentioned theory is a useful tool for a student to be effective with time management. Without these needs, there will be challenges in every area of a student life which is not conducive.



Figure 2. Maslow's Hierarchy of Needs (Rollinson, 2008)

### 3.3 Alderfer's ERG Theory

**Existence:** These are those needs necessary for human survival and are related to Maslow's security and physiological needs.

**Relatedness needs:** These needs are concerned with the interaction to others and it equals to Maslow's affiliation and some of the esteem needs.

**Growth needs:** These needs makes a person to become creative and productive within his/her environment. Growth needs are related to Maslow's self-actualization and esteem needs.

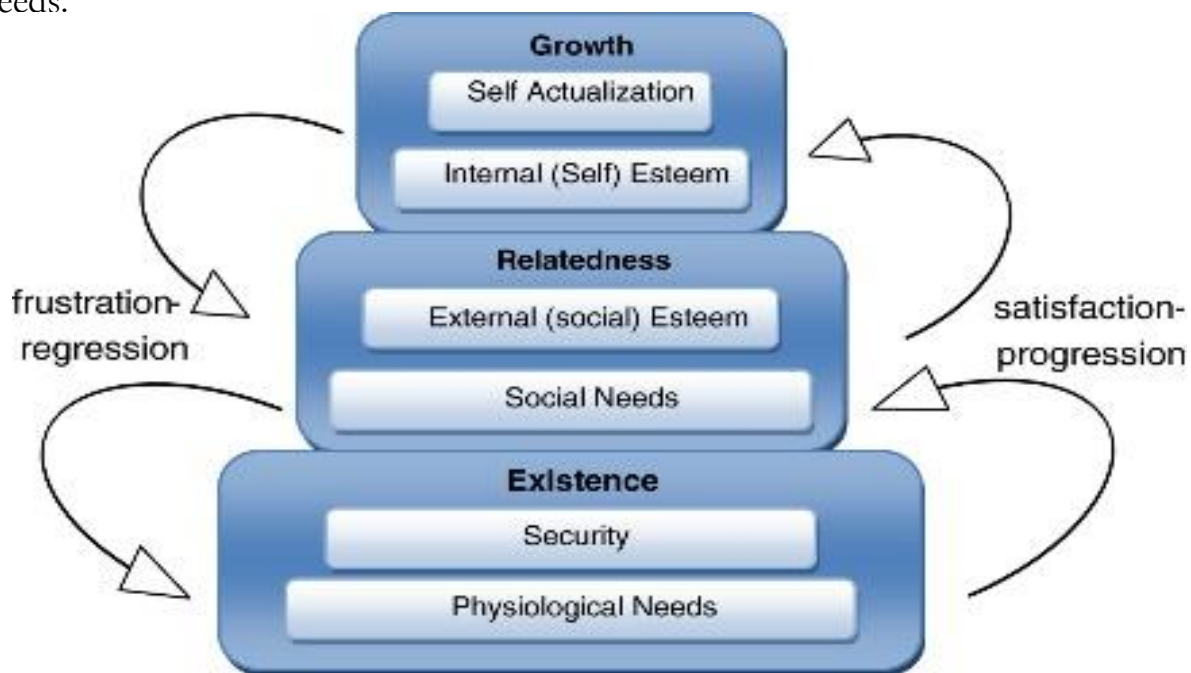


Figure 3. Alderfer's ERG Theory (Rollinson, 2008)

In Alderfer's scheme the different levels are viewed more as a continuum than as discrete category and does not assume a sequential progression up the hierarchy, but allows for more than one level to be active at the same time (Rollinson 2008. Organizational Behaviour and Analysis).

## 4 Stress

If time is not managed usefully, it can cause a lot of stress for a student which will make it really hard to focus. We will look at stress and the cause of it and also how to manage your time properly in order to avoid stress. Stress is the represents both a psychological and a physiological reaction to a real or perceived threat that requires some action or resolution (Linden, 2005).

Stress can also be seen as a situation where life exerts pressure on us and also the feelings that comes with it (McEwen, 2002). It is also a name given to the pressure that cracks bridges or the force that places strain on an object or body (Hans, 1950)

For a student, it is often advisable to share your problems with a tutor, a guidance counsellor or a course advisor. There is a saying that a 'problem shared is a problem halved'. It is confusing as you give your own opinions in the middle of the theories. You can argue and analyse the theories, but do not state your own opinions like this.

Advices are always important for a student, they help to build a smoother part and comfortable learning environment as well. (David, 2011). Stress can be seen as a survival mechanism, programmed a long time ago, to increase internal awareness of danger and transform all the body's resources to a heightened state of readiness (Schuler, 2006). In order for a student to avoid stress, they must realize that he/her is passing through stress and should honestly think of the causes of the stress. At this point, time management will be implemented such as organizing your whole activities (Thirumaleshwar, 2015).

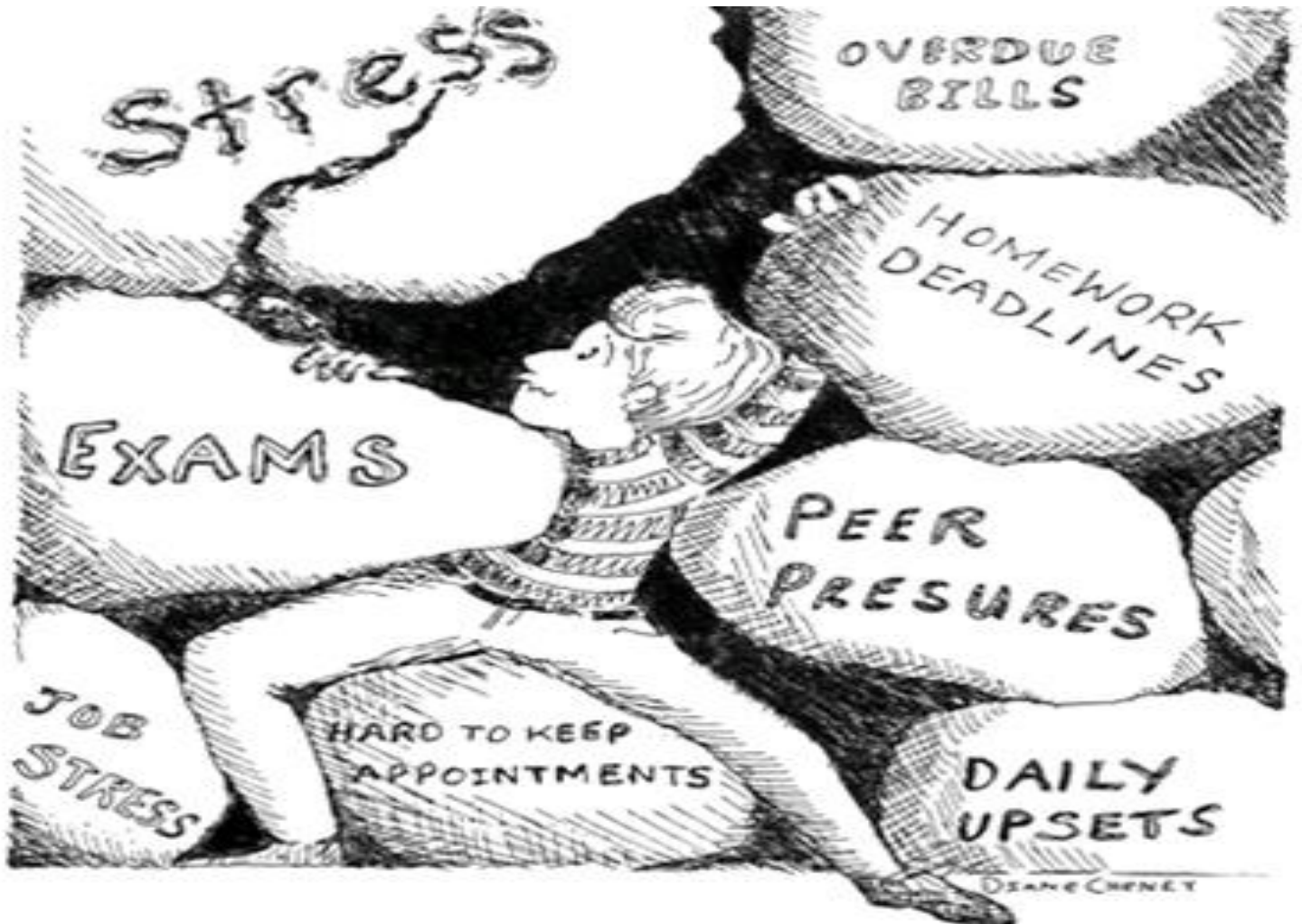


Figure 4. Student Challenges

When a student has so many problems and things to do, having no one to talk to about them could be frustrating because it feels like the person is all alone and has no one. A student can easily avoid these stress by organizing him/herself well in appropriate time.

For a student who just gained an admission into a college or a university, he/she is subjected to a psychological what? (Thirumaleshwar, 2015). Failure for a student to implement an effective time management to ease the pressure will do no good to his or her studies. Pressure can come from many sources and could go out of control if tasks are not done in timely order.

## 4.1 Sources of Pressure

From teachers: If a student does not attend lessons regularly, turn in assignments on time, follow up with class activities, the student is subjected study-related pressure. It is better to prevent this problems (Thirumaleshwar, 2015) by making use of the required time for school work rather than lacking behind and looking for cure later. By then things may get too complicated and tasks will become unaccomplished.

**From Work:** When a student focuses more on working rather than studying, his or her school work will keep on piling up and the student will end dropping out from courses. Working can be demanding and will take a lot of energy because international students in Finland usually work in the cleaning and service sector which requires physical work input. (Thirumaleshwar, 2015) Work can tally with studies if the student knows the maximum amount of time that he or she can put in both in order to avoid pressure.

**From Peers:** When a student realises that a friend of whom he/she was better than that person in the past, is now getting good grades and doing better academically than him or her. This situation will automatically generate pressure on the student. (Dr. M. Thirumaleshwar, 2015)

**From Parents:** Every parent yearns for the success of their children and usually does anything within their power to make them excel. As a student, when you realize that your parents has put in a lot to further your education and your performance has not been yielding good results, this situation will cause a conscious pressure affecting his/her studies.

All these pressure can be avoided if the student can realize and be aware of these pressures to start with. Then the awareness would create a room for necessary actions to be taken which is

by implementing effective time management in time. It is always good for a student to bear in mind, the goals and aims ahead of him/her (Thirumaleshwar, 2015).

## **4.2 Change**

Every international student who chose to come and study in Finland will have to pass through the changes in the environment and the situation surrounded by it.

A Russian scientist Ivan Pavlov 1890, studied the stimulus response and he noticed the association that his dogs made between the ringing of a bell and the arrival of their food. He realized the continuous response of the dog by salivating if the food is not offered. This means that we don't have to be in the mercy of our knee-jerk reaction to change but rather we can recognize the stimuli for change and then choose our response to it. (Sean, 2010)

When a student comes to a region where there is change in the environment such as weather, culture and language, he/she must recognize the stimuli for change rather than letting the results fall anywhere they might. Changes affect time management because there are new ways of doing things which can cause disorganization, pressure and stress for a student.

In order for a student to avoid the effects of change, he/she has to realise specifically the areas of which the changes has occurred and also take proper notes of them (Hughes, 2006).

## **4.3 Procrastination**

Procrastination is much worse among college students. According to Steel (2007) 80%-95% of college students procrastinate, with 75% of them considering themselves as procrastinators. They often think that they can work better when there is pressure or minimize the importance of the goal being completed.

Procrastination is a self-perpetuating cycle of self-defeating behaviour that keeps stress operating at high levels (Jeffrey, 2011). Most people who practise procrastination often tell themselves that there is no need for a change since they have been doing it and there has never been problems. There quite some hidden self-reinforcement payoffs that makes it very hard for a person to change such an attitude.

There is always an excuse for failure and poor performance

They can enjoy the thrill of racing to meet deadlines.

They can exhibit a degree of control over tasks for which they feel reluctant or resentful.

They make people who work with them uncomfortable because they are always late with group assignments.

It can cause life distractions.

#### **4.4 Overcoming Procrastination**

Some people may have good reasons for procrastinating and might desire a need for change and by looking at it as a form of feedback. At first, it is relevant to determine if you really want to take on with the challenge. Procrastination increases the level of stress and it takes so much time to avoid tasks than it would take to accomplish them. This could happen because of perfection tendencies, unrealistic beliefs and fear of letting yourself or others down (Knaus, 2002). Procrastination can also turn to a kind of life style and since it has become so, you may have to make a major commitment to changing this pattern.

The most obvious way to overcome procrastination is to follow the Nike Slogan which clearly states: Just do it, It is one thing to talk about, but another to follow through. Rather than having fears about where to start or begin, it is better to start up with something, whichever way in order to keep the momentum going. (Jeffrey, 2011).





Figure 5. Procrastination (Lefkoe, 2014)

Looking at the strategies and concepts of time management, it is deemed that it helps in problem solving and managing stress. Time management is very important for students because they cannot have enough time to do everything that they want to do. This is why it is essential, because it helps to identify and prioritise important tasks in life and also committing to them in order to achieve the desirable goal. Different Topics about time management have been discussed in this thesis theory, such importance of time usage, procrastination, how to be an effective time manager and many more. So many of the strategies will require a huge commitment that could inter with your life style and daily activities This might sound wonderful but it involves a considerable effort on your part in order to implement the changes effectively on a permanent basis (Jeffrey, 2011).

## 5 Research Method

In this thesis process, qualitative research method will be used in other to achieve the desired goal. Qualitative research is an in-depth exploration of what people think, feel, do and crucially why. At this point, qualitative approach is relevant because I do not know the specific variables to examine and the topic seems to be quite interesting and has a lot of academic learning goals. So a reasonable amount of face-face interviews will be used in this process to examine and determine the results. Data collections derived from qualitative researches often represent the respondent's reactions to open questions or stimuli (Buber, 2004). In this qualitative research framework, data will be typically collected via narrative or problem centered interviews and will be treated to further analysis or transformation and then interpreting them.

The process of quantitative research

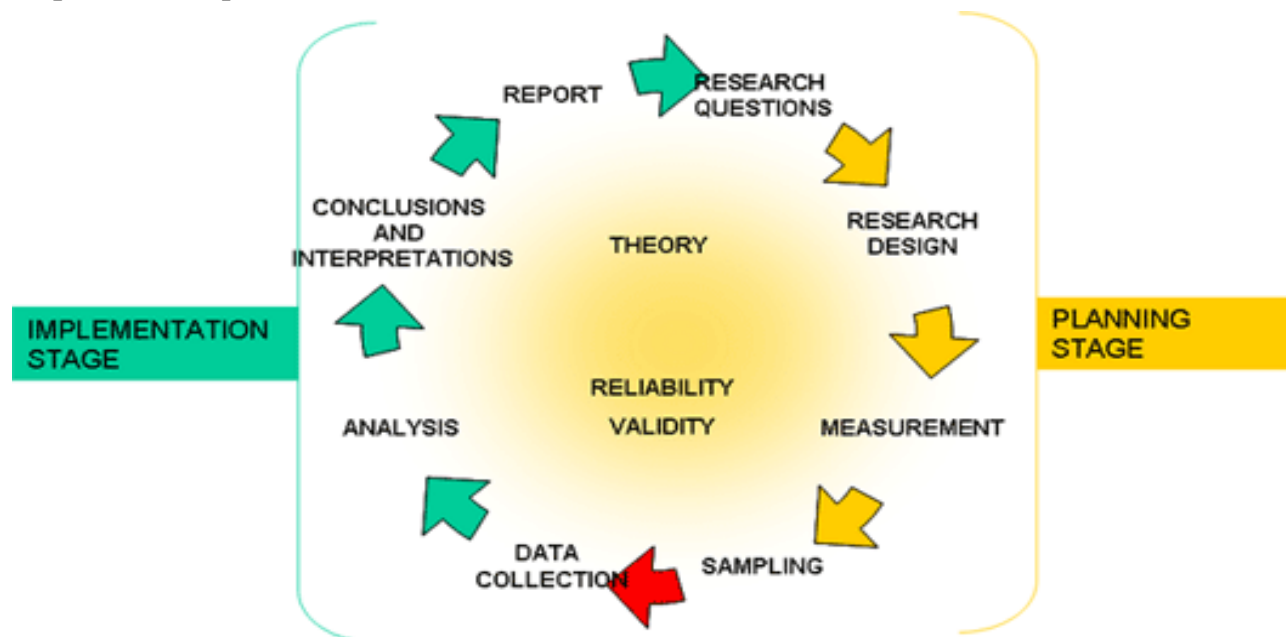


Figure 6. Quantitative research Process (William, 2006)

According to Bell 2011, generalization in qualitative research shows that the researcher is usually concerned to be able to say that his or her findings can be concluded beyond the confines of the particular context in which the research was conducted.

## **5.1 Data Collection/Interviews**

Interviews are quite common in social life, because there are different kinds of them such as job interviews, media interviews, social work interviews there are research interviews which represents that kind of interview that I will conduct using the quantitative research method. This interview will enable me to get information from the interviewee using a structured interview system. Structured interview is a standardized type of interview which aims at get the exact same context of questioning to the interviewee. In this process, the respondents will receive exactly the same interview stimulus as any other. Before making an interview, the interviewer should be fully conversant with the schedule and also try to establish a relationship quickly with the respondent in other to make him or her to participate in the interview (Bells 2011).

## **5.2 Build up For the Interview**

The interview was conducted based on the qualitative research method which the aim was to find out the in depth knowledge, idea, experience and the knowhow of students towards time management. Six interviews were conducted and among the interviewers where international students from different countries and background. They selected based on their study year which is two and half year. The respondents were from the countries as follows:

Pakistan

Latvia

Russia

Hungary

Ukraine

The idea behind choosing respondents from different countries was to get the general views of different students with different background concerning time management. And also their

experience or rather, what they know about time management and if they see it as an important factor as a student.

In order to randomly translate the outcome of the interviews, the respondents has been tabulated in the following order.

Table x name

Respondents	Nationality	Date	Duration
R1	Pakistani	02 October 2015	45min
R2	Latvian	15 September 2015	32min
R3	Russian	21 September 2015	37min
R4	Russian	02 October 2015	40min
R5	Hungarian	08 October 2015	30min
R6	Ukrainian	06 October 2015	35min

Table x. Name

### 5.3

1	Defining Time Management What is time management Usefulness/Importance
2	Ineffective Time Management Factors Affecting Time Management
3	Motivation From Work and At School
4	Suggestions For Implementation and For Improvement

## 5.4 Reliability and Validity

Reliability refers to the consistency of a measure of a concept which includes stability, internal reliability and inter-observer consistency (Bells 2011). Reliability is basically concerned with issues of consistency of measures and comprises in different dimensions. The idea of this approach is that, when the researcher is seeking to develop a measure of a concept, the different aspects or components of that concept should be considered (Lazarsfeld 1958). This approach was also demonstrated by Bryman and Cramer (2004) with the reference of professionalism. Their idea was that people scoring high on other dimension may not necessarily score high on other dimensions, so that for each respondent you end up with a multidimensional profile.

Validity refers to the issue of whether or not an indicator that is devised to gauge a concept really measure that concept. Different ways of implementing validity are carried out by the means of predictive validity, construct validity, concurrent validity, face validity and convergent validity (Bryman 2011). The interview questions covers the main research questions and also the theoretical body. It was created in such a way that each student, will have the same structured question to answer to.

## 6 Findings/Results

The basic information of the students were gathered in order to make sure that the information derived will be of students from different backgrounds and views.

### 6.1 Defining Time Management

The aim behind this questions was to find, what the students know about time management, what they think about it and also how important or useful they find it to be for students. R2 said that time management is how one manages his/her time, which includes the way he/her does it and the tools been used to implement it in other to be good time manager.

She further stated that time management depends on people who have busy schedules and the ones who have less busy schedule which will bring up the question of "who needs time management". But also, everyone needs time management while some people can have it on their mind.

Time management looks good in theory form but when it comes to practically implementing it, only few students can actually manage their time as it should be. And by managing time, one has to make schedules, deadlines, check points and should work on those things no matter how little the input may be. He further stated that it is not everyone that needs time management but he thinks that for a student, that time management is very important (R1).

On the other hand, time management is the ability to organize oneself, make schedules and prioritize tasks which is more important. Giving less attention to unimportant things will help to organize work and all activities (R3).

Three of the respondents had the same view about time management been the ability to manage tasks and make schedules in order to be productive and hat time management creates the opportunity to do things equally in order to have free time for fun.

Before one can implement time management, the person has to realize his habits in order to be able to apply time management tools in his/her activities. Managing time could be done by using calendars online to make schedules and to keep track (R6). R4 concluded that time management has to be understood properly by the person managing that time in order for one to effective divide tasks properly in such a way that one part goes to your personal life and the other to other parts of your life.

## **6.2 Usefulness/Importance**

Regarding the importance of time management, R2 sees it as a tool which allows a student to be fully involved in all activities equally and taking the responsibility in making sure that the tasks are accomplished. Time management has helped the interviewee to complete tasks at a 100% rate even when I try to procrastinate at some point. It always helps to mark important dates for specific event/activity. When there are so many different things to do in a long run, one might not be able to remember them all, so time management helps in this kind of situation to keep things going smoothly. Time management also helps for example, when one has planned for something in a specific date, and then wants to plan another activity on the same date, it makes them realize that they already have plans on that day. With these ways, one can be able to prioritize tasks in the order of which one is more important (R2).

Time management is very important because it makes you act tactically in difficult schedules. It is sometimes impossible for a student to remember all the weekly schedules, but by writing them down, they can easily avoid missing any (R6). Time management makes you act tactically but depends on the personality and who is able to actually implement it. It is really good for a

student but in reality, it can be really challenging and the only way to progress with time management is by regularly checking on schedules and always following them up (R1).

“I have been in several situations whereby in the beginning of a semester, I make schedules for two to three weeks and sometimes up to one month. But due to the fact that I never follow up with that, I see my self-disorganized and end up not reaching my desired goal.” (R2)

Time management is absolutely important because, this is how a student can get well organized in every area of his/her life, it doesn't just help for the study time only but for a long run. Time management increases the quality of work output and it is necessary to keep that in mind and it also gets them ready for the work life ahead (R5).

Time management can be seen as been self-disciplined and that without it, students will not be able to accomplish tasks. Students can do a lot of work but without doing them at the right time and in the right moment, the quality of output will depreciate (R1). There are students who want to become entrepreneurs, and it takes self-discipline to become one because wishing for something is not actually enough but getting those things done at all scheduled times. It will also help to prioritise more important and less important tasks (R4).

### **6.3 Causes of Ineffective Time Management**

“Procrastination has been a major challenge for me when it comes to completing Most of the time, I tend to do several things at the same time and might end up not completing them.” (R1)

So in his own opinion, it was better for him to choose one tasks at a time rather than doing many within the same time. Another way to avoid practising towards effective time



management is to develop an interest on a particular task. When someone is interested in something, they stick to the plan and make sure that they get things done but when they are not interested, they keep on skipping the task and that understanding makes it easier to complete tasks when they are clear and one can easily understand.

Lack of interest in a particular tasks makes way for students to skip the task and then keep procrastinating towards it. There are other positive interests that might prevent a student from managing their time and keeping to the schedule.

“For example, I make beats and I practice to become a music Dj. When I do my Dj practices, I am so much dedicated to it to the extent that I wouldn’t mind if I have missed an important task or not because I am dedicated to my Dj music practice. He added that laziness is prevents him from doing tasks especially after coming from work.” (R4)

Ineffective time management depends on the personality and the situation of the person and also the desire for the person to follow his/her plan. Procrastination is a big problem for many people due to the fact that they make schedules and they end up not keep to them., when you make a plan for an activity or a tasks and along the line, something comes up, it is advisable to reschedule rather than ignore the original plan which will cause people to have a lot of things undone (R2). Two interviewees claimed that procrastination has been the major problem behind their ineffective time management.

## 6.4 Motivation

Motivational factors comes from doing things that interest people and because of the fact that they find them useful and worth doing, for example: playing basketball (R5). He further added that his main motivational factor towards studies is the ambition regarding the career part., the career parts are very important for me because they keep me moving forward, even at hard situation because of the fact that he has to reach the desired goal. He also mentioned that he finds interests in learning new words to work with which develops his academic English and grammar. He also added that little motivation comes from his coaching job because he does it just for the fun and it comes along very easy.

Interests such as school activities and certain courses serves as a motivational factor, this is because it makes people want to strive for more progress. Success is another major motivational factor, because when one is successful with his/her studies, it makes them happy and stable. The main motivation that comes from work is the salary, because it settles financial needs (R6). In most cases, personal goals motivates and setting certain priorities makes things to move faster.

I did a physical work and the motivation behind that was the salary I get because I use it to take care of my basic needs, travel and I also do not take any work home because everything ends at the work place. (R2)

She further added that she also worked mentally when she was working for a firm, and she didn't do that because of money but for the fact that it interests her and that she likes doing it. She also said that some certain courses gets her motivated depending on how the teacher presents it in class. Two other respondents agreed that motivation from study depends on

how interesting a teacher presents the course that he/she is responsible for. And that salary, recommendation and substitute worker brings motivation from work.

Motivation from study comes from knowing the fact that after studies, one can use the knowledge that has been derived from study experience to develop his/her country and add value to the people back home. He also added that when he is at work, he develops new thoughts and ideas which motivates him a lot. He had this idea of creating a business virtual tool, where he plans to create a 3D environment which will enable people to see different countries in a 3D format without traveling there. (R1)

### **6.5 Suggestion for Implementation and Improvement**

Regarding suggestion that could improve time management, one of the respondents suggested that when selecting partners to work with on an assignment or a project that students should try as much as possible to select committed partners who are willing to contribute equally to the tasks and can be able to work till the very end. He further added to his suggestion that working with committed people saves time and makes the work much easier for everyone involved. He also suggested that regular classes is a way of saving time because it is easier to study after learning from the teacher than to study alone.

It is important to communicate in tight and hard situations, so students should try as much as possible to talk to someone who they can confide in about their problems. And by communicating, they will feel less stressed and will be able to do their tasks regularly. It was also suggested that communication is very important, that it helps to ease the mind from stress and helps someone to produce better output. There is a saying that problem shared is a problem halved, therefore students should ask for help when they are in difficult times.

Further suggestions came up, that students should get used to notification systems such as calendars, alarms and phone reminders which will help them to keep track of deadlines of activities. With this notification systems, students will be able to take part in so many activities responsibly and will also enable them to deliver 100% of work. One interviewee concluded that these notification systems will help to ease work load and create much room for free time.

In conclusion to the suggestion, students should try to develop their memory, example: taking about ten to fifteen minutes to think about their schedules and tasks on how they can be completed regularly. And also, the more you work towards your tasks, the more you save time and also become willing to do the next one but the less you work, the less impact will be achieved. Based on the information's and ideas gotten from the interviews, the following are ways in which a student can improve his/her time management skills.

Awareness on self-abilities

Self-planning (Scheduling tasks using a weekly planner)

Setting priorities

Using reminders for tasks and activities

Making out time for socialization

Seeking guidance from a teacher when in need or in a problem

Regular class attendance

Follow up on class activities

Making out time for self-relaxation

Taking pride in previous achievements for self-motivation

Choosing committed pertness for assignments, projects and tasks

Setting deadlines.

These ideas tends to make life easier for students if they implement it in their study life.

## 7 Conclusion

The purpose of this thesis writing was to research about international students in HH UAS Porvoo campus, how they use effective time management. Time management is very important for students if they can actually practice it and keep up with it. Many students do not use time management but they rather have it in mind, about the activities they have in the future. But this kind of system can often turn out to be a failure because one can always forget something in his/her mind but will always remember if it's been written down somewhere.

According to the research about time management and the whole interview process, it was really interesting to find out that different students had several experience regarding time management. They generally agreed that it is very important for a student but actualizing it indeed, is a very difficult process to keep up with.

Time management serves as a tool for self-organization for a student because it smoothens the study process for a student, making him/her to have sufficient time for different activities. It also serves as a preparation for a student's career part because it guides you on how to be more efficient and task oriented in order to produce quality output.

There were different situations that affects student effective time management that was discussed in this thesis process. Situations such as the impact of physical and mental work was narrated by one the interviewee saying that, mental work is more stressful in the sense after working for the day, the whole work load that is still left will remain in your mind and memory which causes stress. But on the other hand, physical work is more likely to end immediately the work is done for the day and tends to have less distraction.

It was also interesting to find out the different ways in which students where been motivated to be able to carry on with their studies. Motivation is a major key to success, it keeps you going in times of difficulties. It refreshes the mind, gives moral and hope that the student is moving forward. It is also important for the teachers to always carry out a follow up on the students, so as to found out how the course they taking from the is progressing because some of the students get bored at some point and this situations is more likely to reduce motivation

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## Appendixes

### Interview questions.

Gender

Male

Female?

Academic Year

2ndYear

Do you live in the student apartment or private apartment?

Student Apartment

Private Apartment

Tell me about your basic weekly schedule?

Do you procrastinate in anyway regarding to your studies?

What do you handle stress that comes from studying/working? (Examples)

What motivates you towards your work & study?

What is your knowledge about time management?

Have you ever applied time management? If yes, in what ways have you been able to apply it in your daily schedule?

Do you consider time management as an important factor for as a student?

What challenges may prevent you from managing your time?

In what ways have you managed to overcome this Challenges?

What positive factors, affects your time management?

What impact do you think that time management can have in your present situation?

What more could you do in order to practice effective time management?

What ideas/suggestion could you give towards effective time management?