

STUDENTS' TIME MANAGEMENT IN ACADEMIC WRITING CLASSES IN UNIVERSITY**Nabiev Sherzodbek**Teacher, Kimyo International University in Tashkent Namangan Branch
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Abstract: Time management is a critical skill for university students, particularly in academic writing classes. Effectively managing one's time can lead to better academic performance, reduced stress, and improved overall well-being. In the context of academic writing classes, where students have to juggle research, writing, editing, and deadlines, mastering time management is invaluable.

Key words: A critical skill, writing classes, academic assignments, time management.

Introduction: First and foremost, students should prioritize setting clear and realistic goals for their academic writing tasks. This includes breaking down larger assignments into smaller, manageable components, setting deadlines for each phase, and creating a schedule that allows for consistent progress without overwhelming themselves. It ensures that students are well prepared, organized and focused to manage their daily lives and complete academic assignments on time. It can lead to improved success; however, this is a skill that students have to learn and practice. Students must change their habits in order to have good time management skills. Going with the flow and doing things when they are most appealing can be a bad habit to fall into. If you plan to study at 2 pm until 5:30, then study at 2 pm until 5:30. This time constraint will help you focus and make you more productive. Schedule your writing time when it works best for you and when you know that you will be feeling the most productive. Doing so will help you to get the most out of your scheduled writing time and progress further in the writing process than working during off hours. The most common effects of poor time-management skills amongst college students include: lack of sleep, declining academic performance, chronic procrastination, poor diet, and an increased risk of dropping out. Students end up being late to class, rushing through assignments, and producing lower-quality work. By understanding the value of time and using it effectively, we all can achieve a lot more with fewer efforts. A successful student is only different from all others because he or she has time management skills. Time management is an important life skill that every student should learn. Commonly, students in higher education face challenges from poor time management. While it may not be possible to prevent life's problems while you are at university, you can do a great deal to prevent the challenges that they can cause. This can be accomplished through thoughtful prioritization and time management efforts. This chapter provides a close look at the nature of time management and how to identify your time management style. You will learn how to conduct a time audit of your life and create a semester, weekly and daily plan. Following this, an examination of how to break up tasks into manageable time frames and tips from three proven time management strategies will help keep you on track to graduate from university on time.

Additionally, utilizing time management tools and techniques can greatly benefit students. This may involve using digital calendars, task management apps, or traditional planners to organize deadlines, class schedules, and study time. Implementing the Pomodoro Technique, which involves working for focused intervals followed by short breaks, can also enhance productivity and time awareness.

You may find that time management at university is different from anything you have experienced previously. Even in the workplace, activities and time spent on tasks are monitored by the company and its management. At university, time management is left up to you. While it is true that there are assignment due dates and organized classroom activities, learning at the university level requires more than just the simple completion of work [1]. It involves decision-making and the ability to evaluate information. This is best accomplished when you are an active partner in your own learning activities. You can expect to spend much more time on learning activities outside the classroom than you will in the classroom. Most courses have a workload of 165 hours each semester. This is a workload of 10-12 hours each week needed to attend or listen to lectures and tutorials, prepare for assessments, and to read study material. Some weeks may be more intense, depending on the time of the semester and the courses you are taking. Not only will what you do be larger in scale, but the depth of understanding and knowledge you will put into it will be significantly more than you may have encountered previously. This is because there are greater expectations required of university graduates in the workplace. Nearly any profession that requires a university degree has with it a level of responsibility that demands higher-level thinking and therefore higher learning.

Moreover, effective time management requires students to be adept at identifying and eliminating time-wasting activities. This may involve reducing time spent on social media, unnecessary meetings, or unproductive multitasking. By prioritizing essential tasks and avoiding distractions, students can optimize their writing class experience [2]. The simplest way to manage your time is to plan accurately for how much time it will take to do each task, and then set aside that amount of time. How you divide the time is up to you. If it is going to take you five hours to study for a final exam, you can plan to spread it over five days, with an hour each night, or you can plan on two hours one night and three hours the next. This approach however relies on being able to estimate time accurately. Many people are not truly aware of how they actually spend their time. To get organized and plan for the semester ahead, you will need to consider study and non-study commitments. Conduct an audit on how much time you spend on aspects of your daily life. Include studying, working, sleeping, eating, caring for others, socializing, household chores and exercising. This will allow you to see where your time is going and where you could achieve some better balance for your life, work and study [3].

It is also crucial for students to communicate with their instructors about the challenges they face in managing their time. Instructors can provide valuable guidance, support, and resources to help students improve their time management skills, such as recommending efficient research techniques, providing feedback on drafts, and offering time management workshops.



Figure 1. Essay on Time Management

Furthermore, learning to set boundaries and allocate specific time for academic writing tasks is essential. By establishing a dedicated study environment and minimizing interruptions, students can create a conducive space for focused writing and editing sessions. Time Management is a key skill for job opportunities as employers recruit candidates who have this efficient skill. Thus, it is advised to initiate inculcating this vital skill as soon as possible. In the academic setting, time management plays a vital role and helps in the accomplishment of tasks efficiently and effectively. Time management is the process of planning and performing pre-scheduled activities with the aim of increasing productivity, effectiveness and efficiency [4]. Different cultures hold different views on Time Management. However, a multi-active time view and a linear time view are the two predominant views. In a linear time, view, the aim is set to complete one particular task at a time whereas, in a multi-active view, the focus is on completing a greater number of tasks at once. Before each school week begins, prepare a weekly priority list that takes into account both short and long-term assignments. List those things that you need to accomplish during the week. Be prepared, identify what needs to be read, reviewed, or written for each course; list specific chapters and pages. Then review test schedules and long-term assignments, and specify time for preparation.

Emphasis is given on productivity and effectiveness, but students are free to choose their own view of time management.

On the one hand, they study alongside employment and try to get around to their families and kids. On the other, they are ESL students struggling with English grammar and spending hours on tasks their native-speaking peers cope in minutes. But all of them are seeking a magic button to push and defeat that everlasting lack of time and tight deadlines.

Figure 2. Time management skills to develop

Time management is crucial as it is helpful in setting a timeline for achieving a particular goal. Moreover, it also increases the efficiency of the tasks at hand. It becomes necessary for working professionals as they need to balance their personal and professional life. Thus, they do not have

Set of Skills You Need to Master Time Management



time to dwell on each and every detail in every task. In such cases, a multi-active view is one of the helpful methods. Time management works best when a goal or target is set. For instance, a student becomes far more effective at learning when they decide to assign 2 hours for learning a particular concept [5]. This is effectively a method of benchmarking progress. So, every time the activity is performed, one can measure themselves and improve upon various aspects of their tasks. The clear conclusion is that time management is a crucial skill for students and working professionals. Thus, everyone must practice time management to improve productivity and efficiency of tasks. Time is one of our most important resources. Most students find that their greatest challenge in adjusting to college life and succeeding in the classroom is in managing their time effectively. The following are tips to help you develop good time management skills to achieve your goals.

In conclusion, effective time management is essential for students in academic writing classes at university. By setting clear goals, utilizing time management tools, eliminating time-wasting activities, seeking support from instructors, and establishing boundaries, students can enhance their productivity, reduce stress, and achieve better academic outcomes in their writing classes. Mastering time management in academic writing classes not only improves students' writing skills but also prepares them for success in their future careers.

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