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UNIVERSITI UTARA MALAYSIA

COLLEGE OF BUSINESS

AN EMPIRICAL STUDY ON RELATIONSHIP BETWEEN TIME MANAGEMENT AND ACADEMIC PERFORMANCE: A CASE OF UUM COLLEGE OF BUSINESS

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2017-2018

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Abstract

This study aimed to understand time management factors which related to academic performance which are time planning, time attitudes, and time waster, and also to identify the relationship of Time Management on academic performance among undergraduate students in the UUM College of Business (COB). Additionally, the data was collected by using questionnaires and the findings revealed that time management had a great role in Academic performance. In conclusion, the findings showed that the three factors which is time planning, time attitudes, and time waster have a significant role in enhancing the relationship with academic performance. In essence, the researcher recommend the need to hold training and workshops for students to help them know about how to allocate the right time for studying a subjects in order to obtain a higher levels of academic performance.

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Abstract
Bahasa Melayu

Kajian ini bertujuan untuk memahami faktor-faktor pengurusan masa yang kaitan dengan prestasi akademik iaitu masa merancang, sikap masa, dan pembazir masa; serta mengenal pasti hubung kait pengurusan masa pada prestasi akademik antara pelajar mahasiswa dalam Kolej Perniagaan UUM (COB). Selain itu, data dikutip dengan menggunakan borang kaji selidik dan hasil kajian mendedahkan bahawa pengurusan masa mempunyai peranan yang besar dalam prestasi akademik. Kesimpulannya, hasil kajian menunjukkan bahawa tiga faktor iaitu perancangan masa, sikap masa dan pembazir masa mempunyai peranan penting dalam meningkatkan hubungan dengan prestasi akademik. Secara dasarnya, penyelidik mengesyorkan keperluan untuk mengadakan latihan dan bengkel pada pelajar untuk membantu mereka mengetahui tentang bagaimana untuk memperuntukkan masa dengan sewajarnya untuk mengulangkaji mata pelajaran supaya dapat memperoleh prestasi akademik yang lebih tinggi.

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Finally, it would not be possible for me to complete the study and this project without the help of Allah and then supporting and encourage from my family and friends. First and foremost, my gratitude goes to my elder brother Awab Noori to motivate me and for his endless support for me, may Allah bless him. To my wonder parents, brothers and my sister for supporting me and had a great influence to finish my master study. To my great friends Naba Alkinany, and Sara Hmiday thanks for standing beside me and giving support in all periods of study.

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CHAPTER ONE

INTRODUCTION

1.1 Background of study

Though time is possessed equally by every person, people still fail to utilise it properly. Time cannot be bought, altered or stored. An individual can easily succeed in life if he learns to manage his time effectively and realises the importance of efficient planning. Everyone should learn time management, especially the university or college students, who have packed schedules and need to devote equal time to studies and fun (Al Khatib, 2014).

Time management refers to the process of effectively controlling and managing the amount of time that one spends on certain activities, and is seen to be very helpful in increasing productivity and efficiency. This process can be aided by several processes and techniques which could help in managing time while carrying out projects or for fulfilling certain objectives. Some of these techniques include – effective planning, setting realistic and achievable goals, delegating tasks, analysing the amount of time spent on each task, organising, scheduling, monitoring, and prioritising (Qteat & Sayej, 2014)

Time management comprises of several tools and techniques which help the individuals manage and organise their time effectively. This concept must be attempted, learned and mastered by everyone in their career. It is through time management that one can improve their personal and group productivity and progress in their career, which leads to a better professional and personal life

The contents of the thesis is for internal user only

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APPENDIX 1

An Empirical Study on Relationship between Time Management and Academic Performance: A Case of UUM College of Business

Dear respondents,

You are invited to participate in a survey that constitutes part of my master thesis at university Utara Malaysia (UUM).This survey is to investigate the relationship between time management and academic performance in UUM College of business. This questionnaire will take approximately 10-15 minutes to complete, information provided will be kept confidential and will be used purely for academic purpose. I do hope that you will complete all the questions I would therefore value your kind assistance and valuable time in completing the attached questionnaire and please return the questionnaire back to me. Your participation in making this research a success is greatly appreciated.

Yours sincerely,

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Dr. ABDUL MANAF BIN BOHARI

Supervisor

School of Business management

College of business

University Utara Malaysia

General information

Questionnaire number ……

Name of the school ……

Country ……

Section A: general information

Please indicate your answer by putting a tick in the appropriate box provided for each question:

1. Gender:

Male	
Female	

2. Age

18-20	
20-25	
25-30	

3. Number of semester

2	
3	
4	
5	
6	

4. Program of study

Human rescores	
Accounting	
Marketing	
Management	

5. How long have you study in this college?

1 year	
2-3 year	
4 year and above	

6. which is the most perfect time to attend the class?

8.00am - 10.00am	
10.00am - 12.00pm	
12.00pm - 2.00pm	
After 2.00pm	

7. What is the most perfect time to leave the class?

Before 12.00pm	
12.00pm-1.00pm	
1.00pm – 2.00pm	
After 2.00pm	

8. Do you clock in and out of the class?

Every time	
Once in a while when asked by the supervisor	
When taking a corrective action	
Not at all	

9. Indicate the extent to which students take seriously the clocking in and out system?

To a very large extent	
Large extent	
Some extent	
Small extent	
Not at all	

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10. Indicate the style of time management practiced by the college?

Laissez faire (free rein)	
Delegative	
Authoritative	
Consultative	
Others. Please specify …….	

11. What is the highest target based achievement that you have achieved this far?

Excellent performance	
Very good performance	
Good performance	
Good	
Not very good	

Section B: time management

code	**Item**	**Rank (**choose one option and tick**)**
12	Exploitation of leisure time helps to heighten the academic performance	1. Strongly disagree 2. Disagree 3. Undecided 4. Agree 5. Strongly agree
13	I manage my time efficiently and effectively to reach the rating excellent	Yes ( ) or No ( )
14	I use a notebook to set plans and jottings	Yes ( ) or No ( )
15	I appreciate the expected time for each college duty to help me organize my time and raise my ability to heighten my rating	1. Strongly disagree 2. Disagree 3. Undecided 4. Agree 5. Strongly agree
16	reduction of Homework help ease the availability of adequate time to review the course material and to increase the academic rating	1. Strongly disagree 2. Disagree 3. Undecided 4. Agree 5. Strongly agree
17	Identifying of my strengths and weaknesses of the course material helps to raise my academic rating	1. Strongly disagree 2. Disagree 3. Undecided 4. Agree 5. Strongly agree

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18	I try to devote Class time to organize and store special knowledge about its topic.	Yes ( ) or No ( ) (please tick one)
19	I'm trying to customize a sufficient time during the weekend to study and review materials	Yes ( ) or No ( ) (please tick one)
20	I'm trying to organize studying hours of the day and week in order to achieve academic goals.	Yes ( ) or No ( ) (please tick one)
21	Indicate a measure of relationship between time management and academic performance	1. Strongly disagree 2. Disagree 3. Undecided 4. Agree 5. Strongly agree
22	I'm planning and organizing my time in accordance with the duties and activities to be performed	Yes ( ) or No ( ) (please tick one)

Section C: Time Management Questionnaire Factor Structure

Factor Name	**Code**	**Factor Item**	**Factor rank** (choose one option)
Time planning	23	Do you make a list of the things you Have to do each day?	Yes ( ) or No ( ) (please tick one)
	24	Do you plan your day before you start it?	Yes ( ) or No ( ) (please tick one)
	25	Do you make a Schedule of the activities you have to do on school/work Day?	Yes ( ) or No ( ) (please tick one)
	26	I am always did my assignment and homework among to study time	Yes ( ) or No ( ) (please tick one)
	27	Do you write a set of goals for Yourself for each day?	Yes ( ) or No ( ) (please tick one)
	28	Do you spend time each day Planning?	Yes ( ) or No ( ) (please tick one)
	29	Do you have an idea of what you want to accomplish during the next week?	Yes ( ) or No ( ) (please tick one)
	30	Do you set and honor priorities?	Yes ( ) or No ( ) (please tick one)
Time attitudes	31	Do you feel you are in charge of your Own time, by and large?	Yes ( ) or No ( ) (please tick one)
	32	Do you make constructive use of Your time?	Yes ( ) or No ( ) (please tick one)
	33	Do you continue unprofitable Routines or activities?	Yes ( ) or No ( ) (please tick one)

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	34	Do you know how to control your time	Yes ( ) or No ( ) (please tick one)
Time wasters	35	Do you spend all your study time doing the required accomplishments?	Yes ( ) or No ( ) (please tick one)
	36	Do you have a set of the goals for the Study time?	Yes ( ) or No ( ) (please tick one)
	37	When you have several things to do, do you think it is best to do a little bit of work on each one?	Yes ( ) or No ( ) (please tick one)
	38	Do you spend some of your study time checking the social media?	Yes ( ) or No ( ) (please tick one)

Section D: Academic performance

Code	**Item**	**Rank** (choose one option)
39	I'm trying to perform my duties without delay.	1. Strongly disagree 2. Disagree 3. Undecided 4. Agree 5. Strongly agree
40	I'm trying to offer more time to study at the expense of leisure time.	1. Strongly disagree 2. Disagree 3. Undecided 4. Agree 5. Strongly agree
41	What extent do you agree with the clocking in and out time management system?	1. Strongly disagree 2. Disagree 3. Undecided 4. Agree 5. Strongly agree

End of questions. Thank you for your cooperation

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APPENDIX 2

Reliability

Scale: ALL VARIABLES

Case Processing Summary

		N	%
Cases	Valid	380	100.0
	Excluded[a]	0	.0
	Total	380	100.0

a. Listwise deletion based on all variables in the procedure.

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Reliability Statistics

Cronbach's Alpha	N of Items
.899	30

Item Statistics

	Mean	Std. Deviation	N
TM1	4.01	.699	380
TM2	4.80	.502	380
TM3	4.69	.538	380
TM4	3.94	.625	380
TM5	3.96	.785	380
TM6	4.19	.700	380
TM7	4.80	.495	380
TM8	4.82	.485	380
TM9	4.83	.478	380
TM10	3.98	.691	380
TM11	4.87	.438	380
TP1	4.50	.610	380
TP2	4.69	.576	380
TP3	4.54	.604	380
TP4	4.72	.564	380
TP5	4.37	.577	380
TP6	4.53	.578	380
TP7	4.60	.570	380
TP8	4.69	.562	380
TA1	4.61	.549	380
Ta2	4.58	.555	380
TA3	4.42	.550	380
TA4	4.64	.536	380
TW1	4.51	.635	380
TW2	4.61	.621	380
TW3	4.65	.608	380
TW4	4.70	.599	380
AP1	4.13	.608	380
AP2	3.95	.717	380
AP3	3.89	.683	380

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Item-Total Statistics

	Scale Mean if Item Deleted	Scale Variance if Item Deleted	Corrected Item-Total Correlation	Cronbach's Alpha if Item Deleted
TM1	130.21	76.807	.360	.898
TM2	129.42	76.354	.582	.894
TM3	129.53	77.474	.417	.897
TM4	130.27	76.429	.448	.896
TM5	130.26	76.887	.306	.900
TM6	130.02	75.934	.433	.897
TM7	129.41	76.713	.548	.895
TM8	129.40	77.190	.503	.896
TM9	129.39	77.293	.498	.896
TM10	130.23	77.561	.302	.900
TM11	129.34	76.838	.610	.895
TP1	129.71	75.610	.540	.895
TP2	129.53	76.118	.523	.895
TP3	129.67	75.566	.550	.895
TP4	129.49	76.351	.512	.895
TP5	129.85	76.087	.525	.895
TP6	129.68	76.507	.481	.896
TP7	129.61	76.930	.446	.897
TP8	129.53	75.933	.557	.895
TA1	129.60	78.594	.289	.899
Ta2	129.64	78.411	.304	.899
TA3	129.79	79.478	.197	.901
TA4	129.57	78.341	.324	.899
TW1	129.71	75.289	.546	.895
TW2	129.60	75.607	.529	.895
TW3	129.56	75.967	.507	.895
TW4	129.52	76.277	.484	.896
AP1	130.08	75.999	.504	.895
AP2	130.27	74.386	.550	.894
AP3	130.32	75.585	.477	.896

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Scale Statistics

Mean	Variance	Std. Deviation	N of Items
134.21	81.709	9.039	30

Regression

Variables Entered/Removed

Model	Variables Entered	Variables Removed	Method
1	TW, TA, TM, TP[b]		Enter

a. Dependent Variable: AP
b. All requested variables entered.

Model Summary

Model	R	R Square	Adjusted R Square	Std. Error of the Estimate
1	.616[a]	0.379	0.373	0.41706

a. Predictors: (Constant), TW, TA, TM, TP

ANOVA[a]

Model	Sum of Squares	df	Mean Square	F	Sig.
1 Regression	**39.854**	**4**	**9.964**	**57.281**	**.000[b]**
Residual	**65.228**	**375**	**0.174**		
Total	**105.082**	**379**			

a. Dependent Variable: AP
b. Predictors: (Constant), TW, TA, TM, TP

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Coefficients[a]

Model		Unstandardized Coefficients		Standardized Coefficients		
		B	**Std. Error**	**Beta**	**t**	**Sig.**
1	**TM**	**0.444**	**0.067**	**0.308**	**6.657**	**0.000**
	TP	**0.300**	**0.058**	**0.242**	**5.181**	**0.000**
	TA	**0.171**	**0.053**	**0.138**	**3.233**	**0.001**
	TW	**0.184**	**0.047**	**0.181**	**3.881**	**0.000**

Dependent Variable: AP

Statistics

	N		Mean	Median	Std. Deviation	Minimum	Maximum
	Valid	Missing					
Gender	380	0	1.7289	2	0.45098	1	3
Age	380	0	1.8316	2	0.46859	1	3
NoSem	380	0	3.0447	3	1.27306	1	5
Program	380	0	3.5184	4	0.91148	1	4
Duration	380	0	1.8447	2	0.68501	1	3
AttendTime	380	0	1.8237	2	0.64809	1	4
LeaveTime	380	0	3.1132	3	0.93895	1	4
Clock	380	0	2.3763	2	1.20157	1	5
Extant	380	0	2.9289	3	1.00274	1	5
TimeMgmt	380	0	2.4368	3	1.1685	1	5
HighestTrgt	380	0	3.3105	3	0.83675	1	5

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APPENDIX 3

Distribute the questionnaire as shown in Table

Date	Number of Questionnaires distributed
18-9-2017	40
19-9-2017	30
22-9-2017	20
28-9-2017	40
2-10-2017	20
4-10-2017	50
6-10-2017	40
8-10-2017	50
10-10-2017	40
15-10-2017	30
20-10-2017	40
Total	**400**

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APPENDIX 4

Descriptive Statistics

	Mean	Std. Deviation	N
TM1	4.01	.699	379
TM2	4.80	.502	379
TM3	4.69	.538	379
TM4	3.94	.625	379
TM5	3.96	.785	379
TM6	4.19	.700	379
TM7	4.80	.495	379
TM8	4.82	.485	379
TM9	4.83	.478	379
TM10	3.98	.691	379
TM11	4.87	.438	379

Descriptive Statistics

	Mean	Std. Deviation	N
TP1	4.50	.610	379
TP2	4.69	.576	379
TP3	4.54	.604	379
TP4	4.72	.564	379
TP5	4.37	.577	379
TP6	4.53	.578	379
TP7	4.60	.570	379
TP8	4.69	.562	379

Descriptive Statistics

	Mean	Std. Deviation	N
TA1	4.61	.549	379
Ta2	4.58	.555	379
TA3	4.42	.550	379
TA4	4.64	.536	379

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Descriptive Statistics

	Mean	Std. Deviation	N
TW1	4.51	.635	379
TW2	4.61	.621	379
TW3	4.65	.608	379
TW4	4.70	.599	379

Descriptive Statistics

	Mean	Std. Deviation	N
AP1	4.13	.608	379
AP2	3.95	.717	379
AP3	3.89	.683	379

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