

Time Management for College Students

Molie Adams
Bradley University

Shondra Johnson
Bradley University

Abstract

Appropriate time management skills can be a key component to a college student's success; however, students transitioning into a college environment often struggle with time management. We implement a time budgeting assignment in an introductory accounting course for students to create a week-long plan for their time, track usage of their actual time, quantify differences between actual and planned time, and ultimately evaluate causes leading to those differences. Students report learning about the reality of opportunity costs, gain a better understanding of their individual productivity, and realize how to handle unexpected events through the completion of the assignment. In addition, student comments indicate that they found the process of planning and tracking their time helped them make better use of their time during the week. We believe that this assignment would be a useful tool for all college students, regardless of their chosen field of study, to help them understand the importance of time management and to learn about how they use their time and how to better manage that time.