

**KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**COLLEGE OF HEALTH SCIENCES**

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**DEPARTMENT OF NURSING**

**DIPLOMA PROGRAMMES**



**ASCERTAINING THE IMPACT OF EFFECTIVE TIME MANAGEMENT ON THE  
ACADEMIC ACHIEVEMENT OF THE FINAL YEAR NURSING AND  
MIDWIFERY STUDENT OF HOLY FAMILY NURSING TRAINING COLLEGE,  
BEREKUM**

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**2022**

### DECLARATION

We hereby declare that except for references of other people's work which have been duly acknowledged, this project work is the result of our own research, and that this research, either in whole or in part has not been presented elsewhere for another diploma.

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## ABSTRACT

**Introduction:** This research examines the extent to which effective time management affect the academic achievement of the final year students of Holy Family Nursing and Midwifery Training College Berekum. The main objective of the study was to find out the impact of effective time management on the academic achievement of the final year students of Holy Family Nursing and Midwifery Training College Berekum.

**Materials and Methods:** A correlational studies was used to elicit responses from the study participants, collecting, analyzing and reporting research.

A convenience sampling was employed in drawing the population of interest. For this purpose, 50 questionnaires were distributed to two students groups (final year nursing and Midwifery students) who had been in the College for three years and had undertaken series of examinations. The results were presented graphically in bar charts using Microsoft Excel.

**Results:** Findings from the studies illustrates that 100% of the respondents agreed that effective time management have a positive effects on student's academic achievement, 92% agreed that poor time management can negatively affect student's academic achievement. 90% of the respondents agreed that academic achievement depends on effective time management.

98% of the respondents agreed poor time management leads to low GPA and 84% of the respondents agreed that effective time management leads to high GPA

92% of the respondents agreed that effective time management makes students responsible towards their academic achievement

100% of the respondents agreed that effective time management lead to effective studies towards student's academic achievement

100% of the respondents agreed that effective time management results in efficiency gains toward student's academic achievement.

94% of the respondents agreed that effective time management aids in money management towards students academic achievement. 88% of the respondents agreed that effective time management prepares students towards the working world.

98% of the respondents believes that effective time management reduces students stress towards their academic achievement.

It was revealed that 94% of the respondents agreed that time can be managed effectively. 96% of the respondents also agreed that having a committed time table can help students manage their time effectively towards their academic achievement. 98% of the respondents agreed that doing things in order of priority can help student manage their time effectively towards their academic achievement and 84% of the respondent agreed that preparing a daily or weekly "list to do" list can help students manage their time effectively towards their academic achievement.

**Conclusion:** Based on the findings, it can be concluded the final year nurses and midwives students of Holy Family Nursing and Midwifery Training College, Berekum practice effective time management towards their academic achievement.

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## **ABBREVIATIONS**

- HFNMTC** - Holy Family Nursing and Midwifery Training College.
- NAC** - Nursing Assistant clinical.
- NAP** - Nursing Assistant preventive.
- GPA** - Grade Point Average.

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## CHAPTER ONE

### INTRODUCTION

#### 1.0 Background of the study

The linear perception of time is predominant in America along with most Northern European countries such as, Germany, Switzerland, and England. People in these cultures tend to place a large value on productive time management, and tend to avoid decisions or actions that would result in wasted time. This linear view of time correlates to these cultures being more “monochronic”, or preferring to do only one thing at a time. Generally speaking, this cultural view leads to a better focus on accomplishing a singular task and hence, more productive time management.

Another cultural time view is multi-active time view. In multi-active cultures, most people feel that the more activities or tasks being done at once the happier they are. Multi-active cultures are “polychronic” or prefer to do multiple tasks at once. This multi-active time view is prominent in most Southern European countries such as Spain, Portugal, and Italy. In these cultures, the people often tend to spend time on things they deem to be more important such as placing a high importance on finishing social conversations. In business environments, they often pay little attention to how long meetings last, rather, the focus is on having high quality meetings. In general, the cultural focus tends to be on synergy and creativity over efficiency.

A final cultural time view is a cyclical time view. In cyclical cultures, time is considered neither linear nor event related. Because days, months, years, seasons, and events happen in regular repetitive occurrences, time is viewed as cyclical. In this view, time is not seen as wasted because it will always come back later, hence, there is an unlimited amount of it. This cyclical time view is prevalent throughout most countries in Asia including Japan, China, and

Tibet. It is more important in cultures with cyclical concepts of time to complete tasks correctly, therefore, most people will spend more time thinking about decisions and the impact they will have before acting on their plans. Most people in cyclical cultures tend to understand that other cultures have different perspectives of time and are cognizant of this when acting on a global stage.

According to the Oxford Advanced Learner's Dictionary, time is defined as a period either long or short, during which you do something or something happens while Management is defined as the act or skill of dealing with people or situations in a successful way.

Time is the indefinite continued process of existence and events that occurs in an apparently irreversible succession from the past, through the present, into the future. Time is a fundamental asset which everybody has similar yet neglects to use at a similar level because of an assortment of reasons. The principle asset that can't be changed or gained or secured is "time" itself. Gerald (2018), defined time management as a set of principles, practices, skills, tools and systems that work together to help you get more value out of your time with the aim of improving the quality of life. Time management is a priority-based structuring of time allocation and distribution among competing demands since time cannot be stored, and its availability cannot be increased beyond nor decreased from the twenty four hours. In the modern world, time is seen as an indefinitely divisible and usable commodity. It helps to infuse the concept of time through the institution. All the material and human resources possessed by organizations can be enhanced in the course of time or be transformed as time goes on; yet the only asset that cannot be changed or purchased or stored is time itself. The secret to achieving success in life is effectively managing this resource that everyone possesses equally and paying sufficient emphasis to planning (Macan, Shahani, Dipboye & Phillips, 2018). Though effective and efficient use of time varies with respect to the tasks

performed, the further increase in the level of knowledge and skills expected from modern employees has further increased the necessity of time planning. The road to success in social life passes through effective and efficient working which is only possible via time management. The competitive environment we live in today encourages people from as early as their elementary education to plan and manage time effectively. The high performance required by competitive conditions forces organizations and directors to use time effectively and stipulates the search to control time (Alay & Koçak, 2018).

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency. Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects, and goals complying with a due date. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well.

Time management plays a vital role in improving student's academic performance and achievements. Each and every student should have time management ability which includes setting goals & priorities, using time management mechanism and being organized in using time. Here time management is only possible through self-motivation; performance, ability and motivation (Brigitte, Claessens, Eerde, & Rutte, 2015). These are the few activities performed by today's college students, which act as a barrier between them and their academic performance. Due to miss management of time they gap behind. This study will help to analyze the positive or negative impact of time management on academic performance of students. It will also help to make some decision about changes we would

like to make to use our time more effectively (Noftle, Robins & Richard, 2017). There is no one right way to manage our time; however; it is important to get to know our self, so we can make good decisions about how to use our time. Likewise, in the process of providing educational services this issue has been a subject of interest discussed and emphasized in several platforms and an attempt has been initiated to assess and analyze time and the time management attitudes and behaviors of students in educational institutes (Denlinger, 2016). In developing countries where students have a lot of issues during academic journey have a new story for the researcher to dig out much more interesting results. Time management practices have an impact on the results of students as empirical studies done by past researchers. In spite of knowing about the impact of time on academic achievement, this relationship is not given importance by the students (Sevari & Kandy, 2019). At higher education level the study schedule must properly planned, implemented and controlled for better results. Emphasizing time also helps to develop cost effective educational policies by the authorities especially at higher education level (Kaushar, 2018). Ongoing problem of scarcity of knowledge in connection with time management and academic outputs is due to lack of easiness and of costly ways of collecting data. Driven by this fact, particular emphasis has been paid in the modern education system to time management issues by evaluating students' attitudes and behaviors related to time and its management (Karim, Sevari, Mitra & Kandy, 2019). Based on the necessity of effective time management required from students during their academic and professional life, correlational research has been conducted in the present paper towards the aim of designating their position with respect to effective time management and determining the effect of their time management skills on their academic achievements.

## **1.2 Problem statement**

“I am sorry, I did not have adequate time to study for the exams, I did not have time to complete the assignment, I did not have time to complete the patient/family care study and I did not have enough time to complete the research work”, is the voice raised by many students. The predicament of not having adequate time in doing necessary tasks for students in academics is the frequently experienced phenomenon. This therefore interest the researcher to find out the impact of effective time management on academic achievement of the final year students of HFNMTTC, Berekum.

Time management has a significant impact on the lives of the students commonly for those who are studying in the higher education institutions where there is no existence of parent and teacher supervision. The main objective of the current research is that to which extent time management practices influences the academic achievement of the final year students of Holy Family Nursing and Midwifery Training College, Berekum.

### **General objective**

To find out the impact of effective time management on the academic achievement of the final year students of Holy Family Nursing and Midwifery Training College, Berekum.

### **Specific objectives**

1. To ascertain the concealed association between academic achievement and the time management practices.
2. To assist student to know the importance of effective time management on their academic achievements.
3. To explore the knowledge of student on effective time management techniques and academic achievements.

### **Operational definition of terms**

1. **IMPACT:** A marked effect or influence.
2. **EFFECTIVE:** Means working well to produce the result that was intended.
3. **TIME:** It is a limited period during which an action, process, or condition exists or take place.
4. **MANAGEMENT:** is the coordination and administration of tasks to achieve a goal.
5. **ACHIEVEMENT:** Something accomplished, especially by superior ability, special effort and great courage.
6. **ACADEMICS:** Refers to a teacher or scholar in a university or other institute of higher education.

## CHAPTER TWO

### LITERATURE REVIEW

#### Time Management

#### **The Concealed Association between Academic Achievement and the Time Management Practices**

There is a titanic difference between secondary and higher education when it comes to managing time and academic responsibilities. In secondary education, there was the kind of learning that includes an explanation of everything. On the other hand, when students enter tertiary, they find out that what they learn is a lecture, that only includes superficial information and the rest is their job to know about and explore further (Britton & Tesser, 2016). Time management is a skill that every student should not only know, but also apply. A lot of university students complain about running out of time when asked to do a certain task, they get frustrated because they are not able to make it before the deadline. Time management is extremely important, especially when it comes to nursing and midwifery students because it will boost their grades and enhance their productivity (Laurie & Hellsten, 2019). However, most of the time students face problems like task aversion and uncertainty, so they start to procrastinate because they lack organizational skills. As a result, students will not be able to organize duties according to their priorities, so they get distracted easily, ending up procrastinating. As we can see, time management is quite essential to any student, and it is one of the keys to higher academic achievements (Kelly, 2014). In the relevant literature there are great number of academic studies focusing on the relation between time management and academic achievements. The related literature showed that the time management attitude and skill levels of university students and the effects of these skills on their academic achievement. The research revealed that a majority student possesses moderate level time management skills and only a significantly small portion has high level

time management skills. The literature revealed that the students' time management skills affect their academic achievement at a significant level and the skills are one of the predictors of academic performance. The relevant literature suggested that students should start to acquire time management senses on their own in their primary school years by reading materials on the issue or via the framework of psychological counseling and guidance studies applied in schools and adopt effective time management attitudes and techniques to determine how and where they spend their time (Lisa & Robert, 2018).

The various group of students who exploited time-saving proficiencies notably had rich academic achievement. They accomplished those students who do not use time saving techniques in their educational surrounding having significantly lower academic as compared to results students who employ time- management tactics have considerably higher achievement (Mercanlioglu, 2017). To calculate the cumulative time spent working during a week, these objects were also added. Time management practices have been proven to be some of the top indicators toward achieving a high level of academic success and performance. They not only influences on the achievement but using time management techniques also serve only one reason meaning that there are multipurpose fulfilled by time management (Fazal, 2018). Taking part in proceedings and being engaged in other outside class activities, not inevitably a job, but being energetic in institution also has a strong correlation to reaching high academic achievements. Various studies showed that time management practices serve for many purposes not only for challenging performance of the students. Time management practices show the way not only to a high level of academic performance, but to good physical condition and lower levels of stress. The foremost purpose of the present study was educational competency, using time managing techniques, test pressure, and test proficiency (Faisal, Miqdadi, Abdulla & Mohammad, 2018). Academic

competence scores were established to some extent improved in the current sample indicating that students found course material/content encouraging and enjoying their classes.

### **Importance of effective time management on students' academic achievements.**

#### **Develops responsibility**

It may be clichéd, but it is true that time and tide waits for no man. Each of us has 24 hours in a day, but some of us manage to get more accomplished because we use time more efficiently. This is the difference between successful and responsible adults and others who don't value time. When you get into the habit of procrastinating as a student, you tend to do the same when you are an adult. Habits that are learned when young are hard to change the older you become.

#### **Leads to effective learning**

When you know how to manage time well, you can learn more effectively; you become adept at studying quickly and more efficiently and this allows you more time to do other things. When you become an effective learner, it's easy to maintain good grades throughout college and secure a good job and graduation, one that pays well and allows you to lead a comfortable life.

#### **Results in efficiency gains**

College is not about studies and classes alone; there are other activities and interests that you can pursue and which most students seldom find quality time for. When you know how to manage your time well, you have enough time left for social sporting activities even after devoting an adequate number of hours for your lessons. Some students even manage to find and hold a job and make money while they learn.

### **Aids in money management**

In today's world, time is money, and the more time you waste, the more money you waste. Just as a penny saved is a penny earned. When you use every minute of your time wisely, you know that you make money in various ways.

### **Prepares students for the working world**

When you graduate and start your career, you need to be able to manage your time effectively if you want to be taken seriously and be appreciated by your employers. Even if you are in business for yourself, unless you know how to make the most efficient use of your time management tips, you are going to find the going tough. Time management for students is important and if you are good at time management when in college, this habit helps you when you enter the working world, both in gaining employment and in retaining it.

### **You will have less stress**

Good time management means that horrible paper you have to write gets done in a reasonable amount of time with relatively little stress. It's a much better approach than facing a panic attack the night before a deadline.

## **EFFECTIVE TIME MANAGEMENT TECHNIQUES AND ACADEMIC ACHIEVEMENTS.**

### **Dimensions of Time Management:**

The effectual utilizing of time and managing time requires procedures and good quality planning behaviors. One can make use of time effectively and competently by keeping time logs, setting immediate and long- standing goals, prioritizing responsibilities, constructing to-do lists and arrangement, and organize one's workspace, as studies of earlier period and plentiful how-to books proposed (Sabelis, 2020). Time saving techniques and behaviors can be categorized into numerous groups and be liable to contribute to a number of fundamental

qualities in general. There are three surfaces of time management behaviors: short-range planning, long-range planning and time attitudes (Laurie & Hellsten, 2019). Short-range planning is the capability to set out and systematize responsibilities in the short period of time. Long-range planning competence is to handle everyday jobs over a longer time perspective by keeping follow of significant dates and setting objectives by putting adjournment (Alay & Koçak, 2018).

### **A. Long Range Planning**

Long-range planning means to have long-range objectives and having disciplined routines. Various researchers named it as having perception of a preference for organization and it is comparable to long range planning. To acquire a summary on the everyday jobs that necessitate to be executed, time limits and priorities which increases the perception of having control over time so, in the long run, planning enables one to deal with all activities (Kelly, 2014). It directs to have less perception of control over time because it may be tackling to be familiar with how much effort requires to be completed within hours, days or weeks; it may even be the immediately measurable effect of planning. This gives the impression to indicate that time management practices accomplish to have an influence on educational achievement, but that's not all they affect (Brigitte et al., 2015). It was also found that the students had advanced overall academic achievements who accounted using goal oriented time management practices.

### **B. Short Range Planning**

Short-range planning was defined as time management activities surrounded by daily or weekly time structure and cover the activities such as setting objectives at the commencement of the day, planning and prioritizing daily behaviors and creation work contents (Yilmaz et al., 2016). Numerous studies invented that short-range planning behavior, forecasting of time

in the short run, surrounded by the time envelope of a week or less, established a constructive relationship to grade point average. Short range planning in interface with accomplishment determined was optimistically associated to dealing performance as well (Noffle et al., 2017). Likewise, most of the studies that control for the student time do so by determining total time committed to the course, a variable normally found to be unimportant. Academic achievement means the educational objective that is accomplished by a student, teacher or institution realize over a definite short period (Lisa & Robert, 2018). In a different research finding it has been demonstrated that there exists a positive significant relation between students' grade point averages and the time attitudes and the short-range planning.

### **C. Time Attitude**

Time management demands a key shift in emphasis: concentrate on results, not on being busy. There are a lot of cases with people who waste their lives in discolored doings and attain very small since they are placing their labors into the incorrect responsibilities or weakening to focus their activity successfully, established that two time management workings directly affect the collective academic achievements (Mercanlioglu, 2017). The perception of how their time requires to be used up or planning including utilizing short and long period goals and time attitudes or students accomplished that both planning and encouraging time attitudes initiated that they had much more time to finish their everyday jobs because they experiences more in control of how their time was exhausted therefore knowing when they had to state no to activities (Kaushar, 2018). The literature revealed that time management practices that connected to the individual's awareness and attitudes about time management and is comparable the perception of having control over time. Therefore, time attitudes comprise the perception that the individual is in control of time the perception that the person is efficiently managing his time and the perception that the individual is making constructive utilization of time (Karim et al., 2015)

## **GREG'S TEN TIPS FOR TIME MANAGEMENT.**

**1. Prioritize.** Feeling overwhelmed by all you have to do? Stop and Think—which item must be completed today? This does not include items you'd like to get done today, but only the item(s) that must be completed today.

**2. Be realistic.** One way to set up yourself for a panic situation is to plan an unrealistic amount of work for one day or one week. Use your common sense to recognize when you have over scheduled yourself. Enthusiasm is wonderful, but it doesn't add more hours to the day.

**3. Delegate.** A person who refuses to delegate will very likely be a very busy and frustrated person. For anyone to personally handle every item is unnecessary and unwise.

**4. Work Efficiently.** For example, make sure your electronic calendar does not cost you time. People who love electronics will shake their heads no at this idea. But sometimes it can take longer to enter and maintain information in a gadget than to jot it down with a pencil in an old fashioned paper planner.

**5. Organize Meetings Wisely.** According to a Wall Street Journal survey, meetings account for the greatest amount of unproductive time--topping telephone calls, paperwork and travel. With a little preparation, meetings can be transformed into productive assemblies helping you and your group steam toward, instead of away from, their goals. The key ingredient for a good meeting is preparation. Ask yourself--Is this meeting really necessary? Can the information be presented best another way? If there is still a need for a meeting, plan it well.

**6. Learn to Say No!** Many people have a tough time saying no. They allow themselves to become members of every committee even ones that are outside their particular talent. People, who can't say no, quickly discover their life is out of

balance; it is being pulled in the opposite direction. No matter how important the obligations maybe, do not allow your family priorities to suffer.

**7. Destroy the Paper Monster.** The best guideline for paperwork is to either file it or toss it. We never use 80% of the paperwork we keep. Paper, magazines and other forms create clutter and confusion, which could turn into stress. Another principle for paperwork is handling it now. Spend 20 seconds filing that important paper now rather than 30 minutes searching for it later. Take a moment jot down that phone number on your permanent list instead of spending ten minutes tracking it down again later. A third rule for paperwork is organizing it. Use colored folders to prioritize your work; colors allow you to see at a glance, which jobs need your immediate attention. Sub-divide files for greater efficiency.

**8. Manage Mail.** Answer E-mail immediately. Don't read it and then let it pile up in your in-box; keep your in-box clutter free. Create a "keeper" folder and transfer the mail you want to retain. Create another folder for "actions pending." Respect other people's time and avoid forwarding all those stories people love to send you. Delete junk E-mail without reading it and use your filters to eliminate spam.

**9. Make Lists.** Making a list can be a legitimate time manager. Keep a pad handy to jot down projects as they arise, items that come to mind to do later, and even phone calls you need to make. At the end of the day or week, whichever is best for you, mark off the items handled. Then, make a fresh list and prioritize the remaining items. This shouldn't take but a few minutes each day or a little longer if done once a week. Using this process can help you avoid that familiar sinking feeling when you realize you forgot something important and also help you feel on top of things on a daily basis while freeing your mind to concentrate on the job at hand.

**10. Allow Time for Fun and Surprises.** Don't carry time management to the point

of where everything in your life is plotted, calculated, and placed on a calendar. Allow some spontaneity and fun in your life. Every now and then do something nice for someone totally unexpected. Call someone up and tell him or her how much you appreciate them.

## **ABCD ANALYSIS**

A technique that has been used in business management for a long time is the categorization of large data into groups. These groups are often marked A, B, and C—hence the name. Activities are ranked by these general criteria:

- **A** – Tasks that are perceived as being urgent and important,
- **B** – Tasks that are important but not urgent,
- **C** – Tasks that are unimportant but urgent,
- **D** – Tasks that are unimportant and not urgent.

Each group is then rank-ordered by priority. To further refine the prioritization, some individuals choose to then force-rank all "B" items as either "A" or "C". ABC analysis can incorporate more than three groups.

ABC analysis is frequently combined with Pareto analysis.

## **Pareto Analysis**

Pareto analysis

The Pareto Principle is the idea that 80% of tasks can be completed in 20% of the given time, and the remaining 20% of tasks will take up 80% of the time. This principle is used to sort tasks into two parts. According to this form of Pareto analysis it is recommended that tasks that fall into the first category be assigned a higher priority.

The 80-20-rule can also be applied to increase productivity: it is assumed that 80% of the productivity can be achieved by doing 20% of the tasks. Similarly, 80% of results can be attributed to 20% of activity if productivity is the aim of time management, then these tasks should be prioritized higher.

## **CHAPTER THREE**

### **MATERIALS AND METHODS**

#### **Introduction**

This chapter talks about, the study area and study population, study design, sampling techniques, data collection method and instrument, data analysis techniques, ethical consideration and limitation of the study.

#### **Study area**

The study was conducted at the Holy Family Nursing and Midwifery Training College, a tertiary institution located in Biadan, a suburb of Berekum. The college consists of students of both genders coming from the sixteen regions of the country. The college runs three programs that is Registered General Nursing, Registered Midwifery and Post NAC/ NAP Midwifery for serving officers. With the exceptions of the Post NAC/ NAP Midwifery program that is offered in two years the rest are three (3) year programs. The School was established in 1957 at Berekum in the Bono Region with the population of 684 students. Its landmark is situated adjacent to the Holy Family Hospital-Berekum.

According to Rafeedalie (2019), population can be explained as a comprehensive group of individuals, institutions, objects and so forth which have a common characteristics that are the interest of a researcher.

The target population of the study are the final year Registered General Nursing and Registered Midwifery students. The accessible population of the study are 50 students

#### **Study design**

According to Okezie (2020), research design is defined as a “scientific plan, drawing or scheme indicating the picture and functioning or workings of the research process before it is engaged in” . While Asika (2016) sees it as “the structuring of

investigation aimed at identifying variables and their relationships to one another”.

According to A. Kumar (2017), research design is a plan of action and it entails the process of collection and analyzing of useful and concrete data in a well-structured and effective way.

A correlational studies was used to elicit responses from the study participants, collecting, analyzing and reporting research. This is a types of non-experimental research design that examines the relationship between two or more variables. This type of study aims at establishing whether relations exists and if it exists whether it is significant and whether it is positive or negative. The design was adopted because participants or subjects are observed in their natural environment and no external variables are introduced. The data collection allows for gathering in-depth information.

### **Sampling techniques and size**

Sampling is the process of drawing portion of the population of interest with which the researcher will conduct a study.

A convenience sampling was employed in drawing the population of interest. With this method the researcher uses the subjects that are convenient or readily available. This method was used because it is the cheapest and simplest, it is also extremely fast, easy and readily available.

### **Data collection methods and instruments**

Questionnaires where the data collection method used to gather data from respondents via google form (Online). Both opened and closed ended questions where used. The respondents were asked to fill the questionnaires within 7 days.

This method of data collection was used because, at the same time, a large amount of information can be collected from a large number of people in a short period of time and is relatively cost effective.

### **Data analysis techniques**

Data analysis refers to the process of evaluating data using analytical and logical reasoning to examine each component of the data provided. All returned questionnaires will be scrutinized to remove any errors, incompleteness or inconsistency in the data. As well as assigning numerals to answers so that response can be put into a limited number of categories or classes. Data will be entered and analyzed using inferential statistics. It provides enormous benefits because typically you can't measure an entire population.

### **Ethical consideration**

The research team believed that maintaining the confidentiality and anonymity of the participants is crucial to this study. Permission to conduct the study will be given by the principal of Holy Family Nursing and Midwifery Training College, Berekum.

Informed consent will be obtained after comprehensive explanation of the purpose and procedure of the study to the participants. Participants will be informed about their right to withdraw or refuse to be part of the study at any point in the course of the study and that would not affect them negatively and will be assured of confidentiality of all information that will be obtained. Furthermore, the identities of the participants will not be disclosed, and only aggregate data will be reported.

### **Limitations of the Study.**

Limitations are influences that the researcher cannot control. The study will be limited by the convenience sampling method that will be used to select participants. Secondly, because of time limit, the study will be conducted with a small sample size of 50.

## CHAPTER FOUR

### DATA ANALYSIS AND RESULTS

#### Introduction

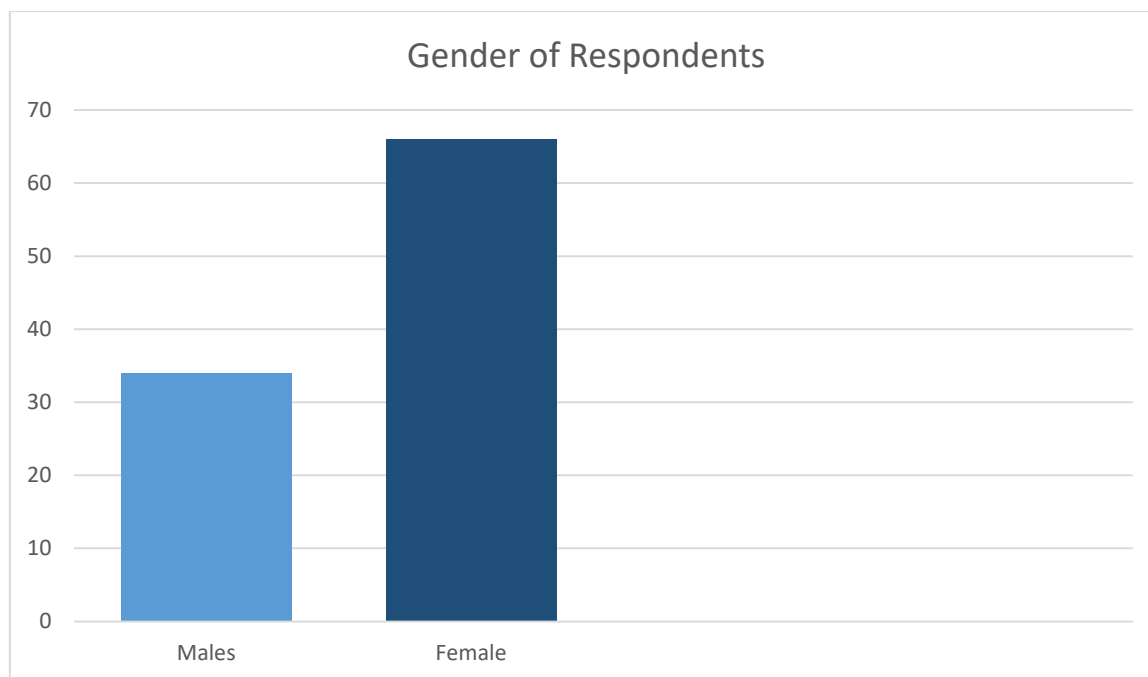
This chapter deals with analysis of data collected from the field of study. The data was analyzed to determine its significance. This was done with aid of statistics such as percentages and presented in the form of tables and figures.

#### Background Information

**Table 1: Gender of Respondents**

<b>Gender</b>	<b>Frequency</b>	<b>Percentage</b>
Male	17	34%
Female	33	66%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table: 1 above, 17 of the respondents indicating 34% were males, and 33 respondents indicating 66% were females. This indicates that, most of the respondents were females as compared to males

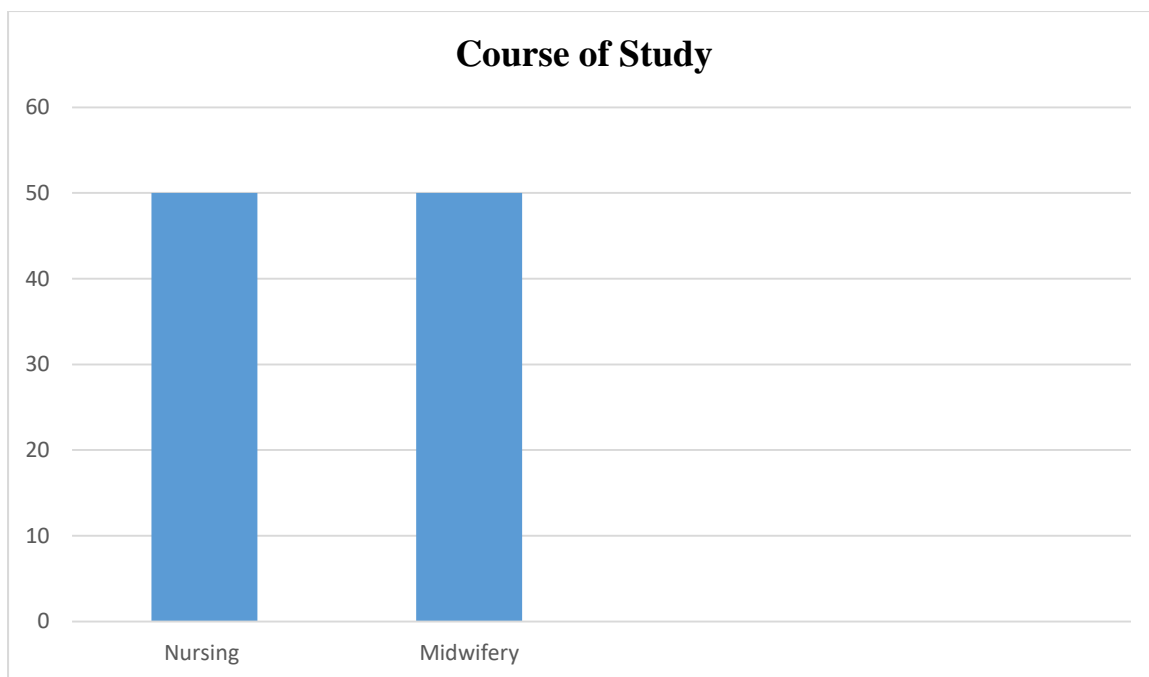


***Figure 1: Respondents Gender.***

**Table 2: Respondents Course of Study**

<b>Course of study</b>	<b>Frequency</b>	<b>Percentage</b>
Nursing	25	50%
Midwifery	25	50%
<b>Total</b>	<b>50</b>	<b>100</b>

From table 2 above, 25 respondents from the nursing class indicates 50% and 25 respondents in the Midwifery class indicates 50%. This indicates that, both classes have the same population in the study.

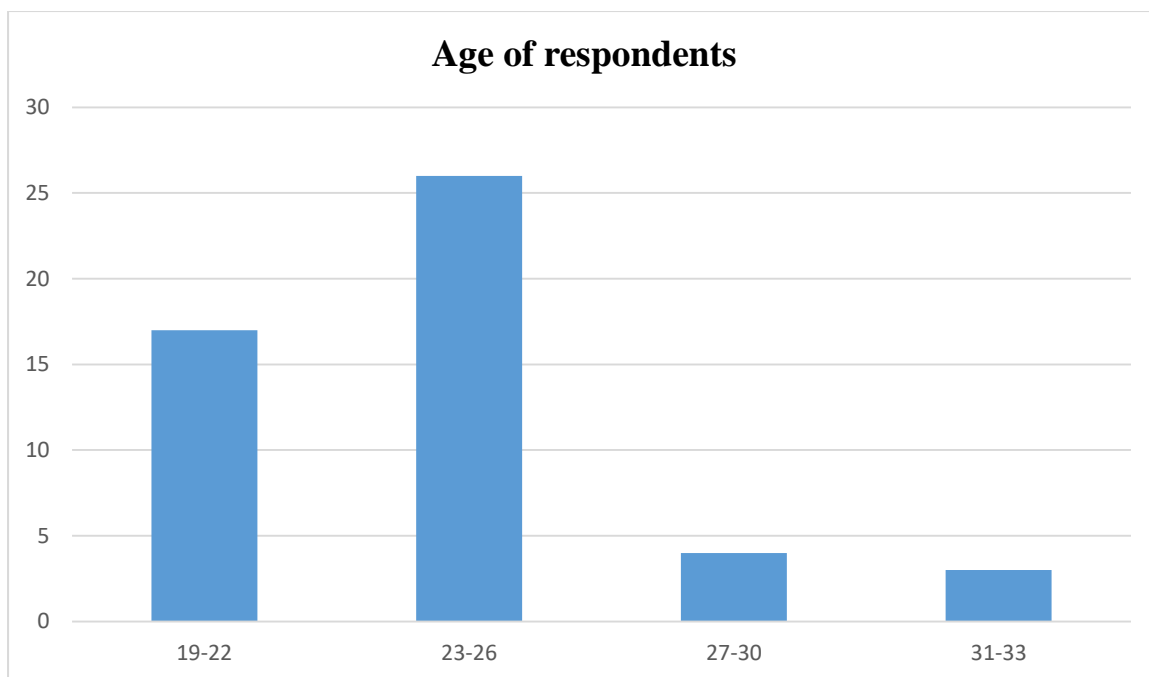


*Figure: 2 Course of Study*

**Table 3: Respondents age ranges**

Age	Frequency	Percentage
19-22	17	34%
23-26	26	52%
27-30	4	8%
31-33	3	6%
Total	50	100%

From table 3 above, 17 respondents indicates 34% ‘between’ 19-22, 26 indicates 52% ‘between’ 23-26, 4 indicates 8% between 27-30, and 3 respondents indicates 6% between 31-33. This implies that, the highest age range in the study was 23-26

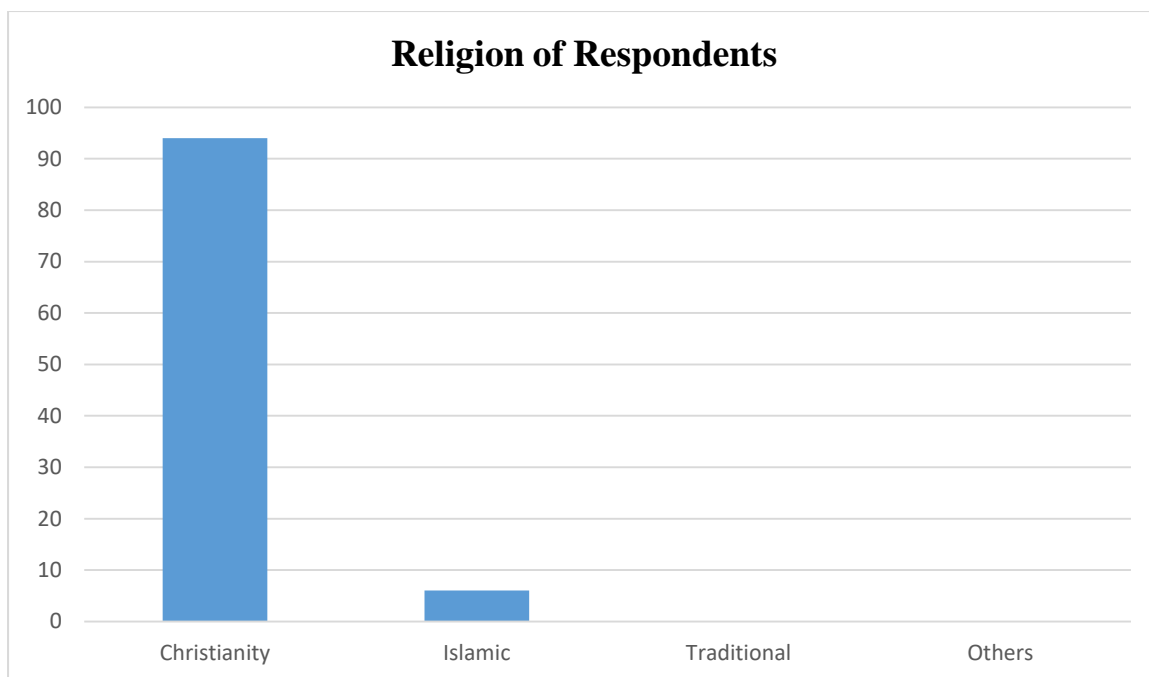


*Figure 3: Age ranges of respondents*

**Table 4: Religion of Respondents**

Religion	Frequency	Percentage
Christianity	47	94%
Islamic	3	6%
Traditional	0	0%
Others	0	0%
<b>Total</b>	<b>50</b>	<b>100%</b>

Table 4 demonstrates that, 47 of the respondents' represents 94% indicating Christianity Religion, 3 demonstrates 6% representing Islamic Region and both Traditional religion and Others represents 0%. Therefore, it can be deduced that, most of the respondents were Christians.



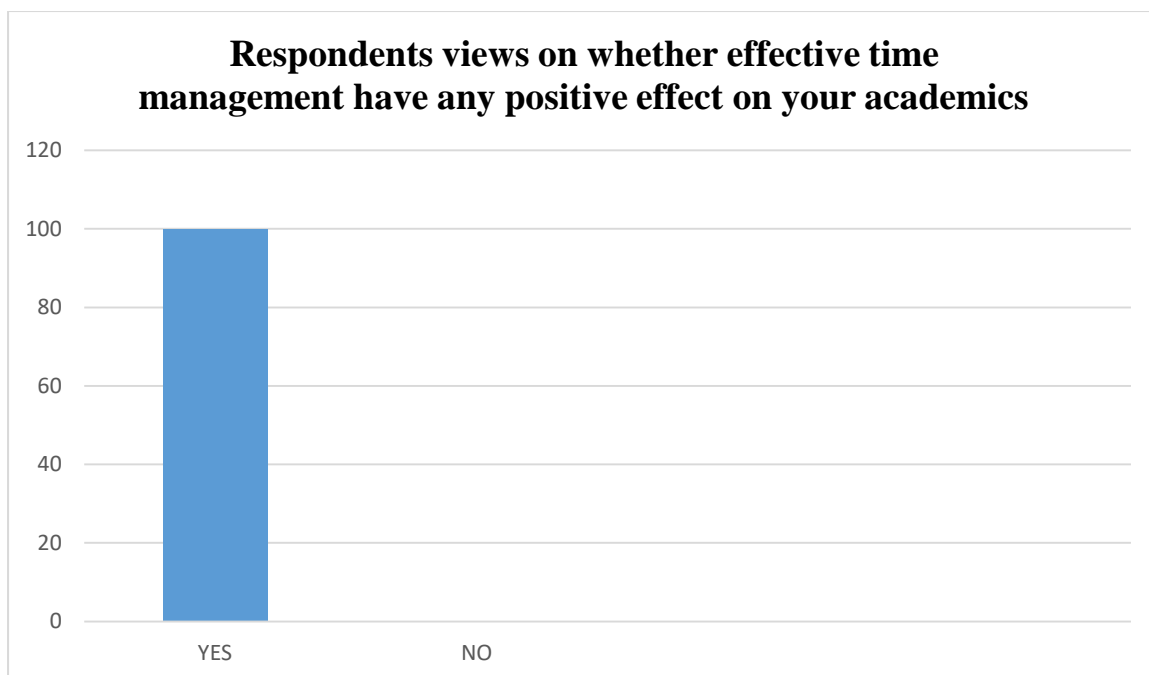
*Figure 4: Religion of Respondents*

**TO ASCERTAIN THE CONCEALED ASSOCIATION BETWEEN ACADEMIC ACHIEVEMENT AND THE TIME MANAGEMENT PRACTICES.**

**Table 5: Respondents views on whether effective time management have any positive effect on their academics.**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	50	100%
NO	0	0%
Total	50	100%

From table 5 above, 50 respondents represents 100% indicating ‘YES’ effective time management have any positive effect on their academics and none of the respondents chose ‘NO’ representing 0%. This demonstrates that, all the respondents agreed that effective time management have any positive effect on their academic.

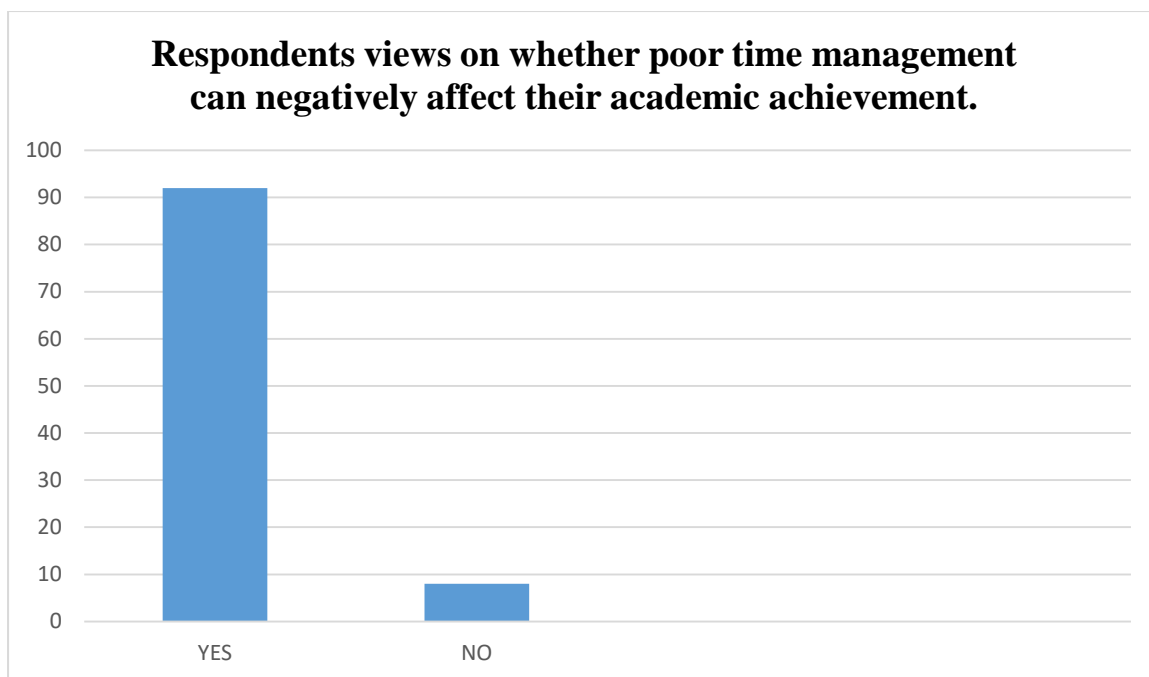


*Figure 5: Respondents views on whether effective time management have any positive effect on their academics.*

**Table 6: Respondents views on whether poor time management can negatively affect their academic achievement**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	46	92%
NO	4	8%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 6 above, 46 respondents represents 92% indicating ‘YES’ poor time management can negatively affect their academic achievement and 4 respondents represents 8% indicating ‘NO’ poor time management cannot negatively affect their academic achievement. This demonstrates that, most of the respondents agreed that poor time management can negatively affect their academic achievement.

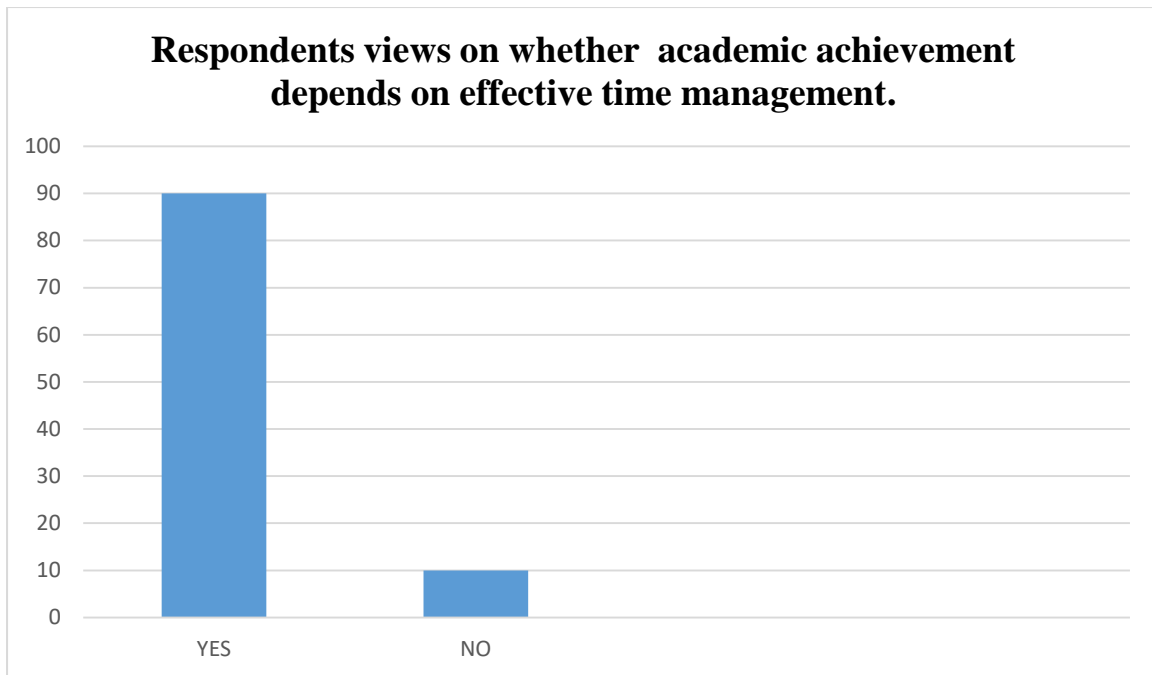


*Figure 6: Respondents views on whether poor time management can negatively affect your academic achievement.*

**Table 7: Respondents views on whether academic achievement depends on effective time management**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	45	90%
NO	5	10%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 07 above, 45 respondents represents 90% indicating ‘YES’ academic achievement depends on effective time management and 5 respondents represents 10% indicating ‘NO’ academic achievement does not depend on effective time management. This demonstrates that, most of the respondents agreed that academic achievement depends on effective time management.

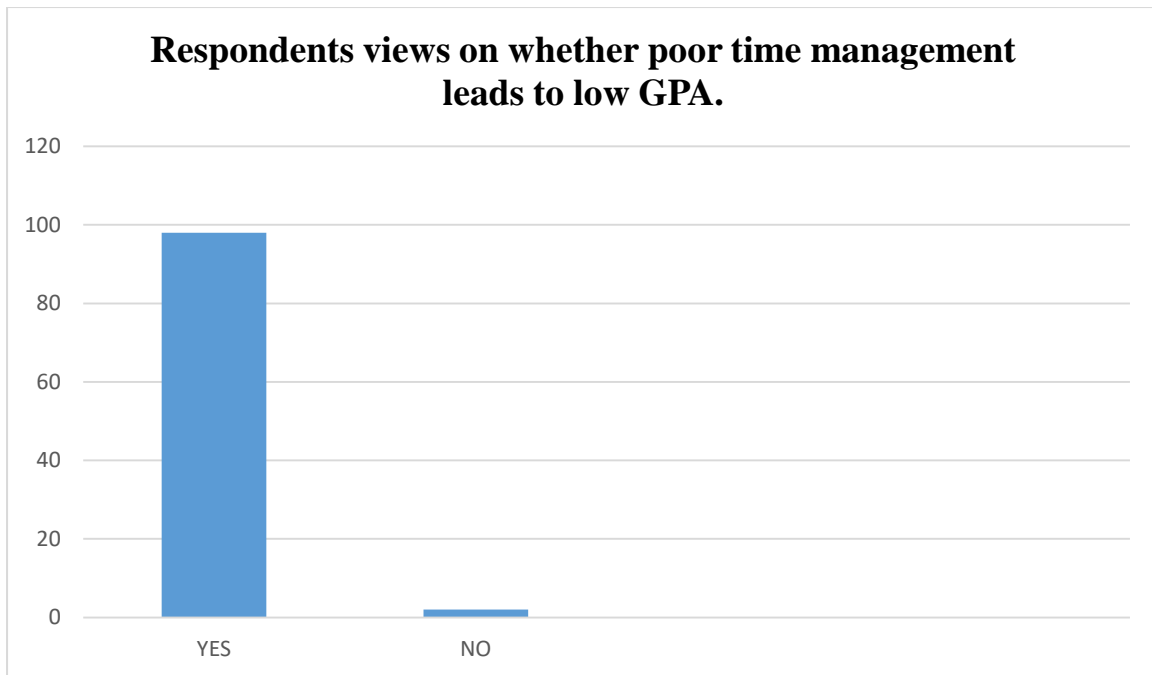


*Figure 7: Respondents views on whether academic achievement depends on effective time management*

**Table 8: Respondents views on whether poor time management leads to low GPA**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	49	98%
NO	1	2%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 08 above, 49 respondents represents 98% indicating ‘YES’ poor time management leads to low GPA and 1 respondent represents 2% indicating ‘NO’ poor time management does not leads to low GPA. This demonstrates that, most of the respondents agreed that poor time management leads to low GPA.

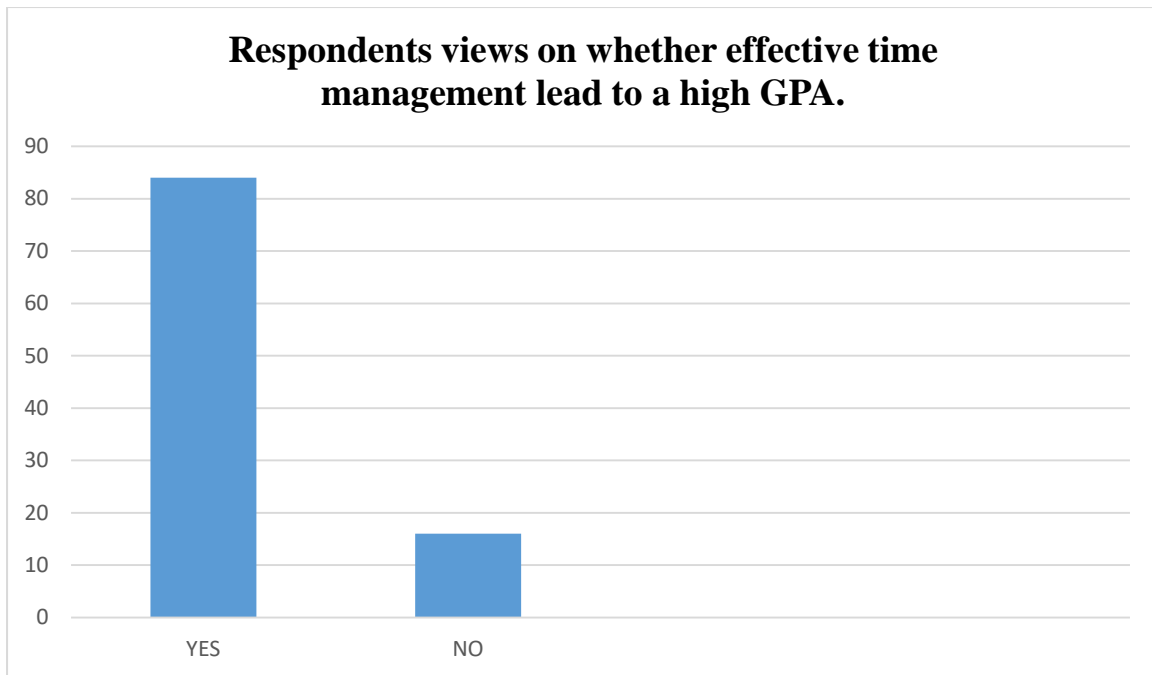


*Figure 8: Respondents views on whether poor time management leads to low GPA.*

**Table 9: Respondents views on whether effective time management leads to a high GPA**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	42	84%
NO	8	16%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 09 above, 42 respondents represents 84% indicating ‘YES’ effective time management lead to a high GPA and 8 respondents represents 16% indicating ‘NO’ effective time management does not lead to a high GPA. This demonstrates that, most of the respondents agreed that effective time management lead to a high GPA



*Figure 9: Respondents views on whether effective time management leads to a high GPA*

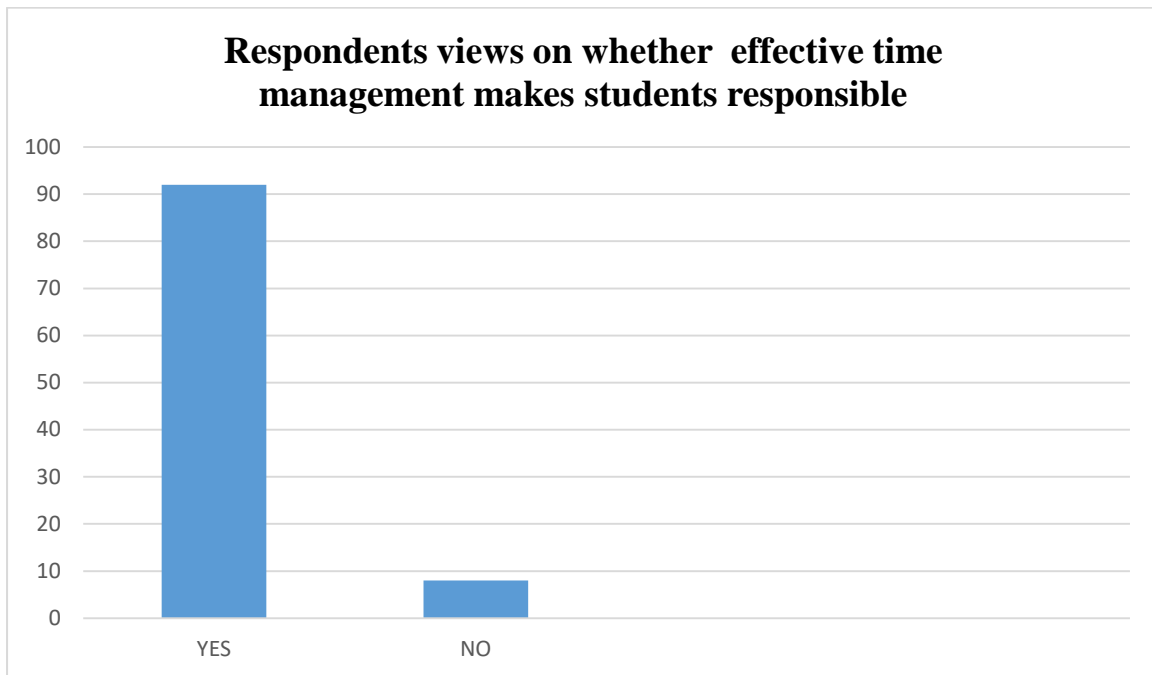
**THE IMPORTANCE OF EFFECTIVE TIME MANAGEMENT ON STUDENT'S ACADEMIC ACHIEVEMENTS.**

**Table 10: Respondents views on whether effective time management makes you responsible.**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	46	92%
NO	4	8%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 10 above, 46 respondents represents 92% indicating 'YES' effective time management makes students responsible and 4 respondents represents 8% indicating 'NO'

effective time management does not makes students responsible. This demonstrates that, most of the respondents agreed that effective time management makes students responsible.



*Figure 10: Respondents views on whether effective time management makes students responsible.*

**Table 11: Respondents views on whether effective time management leads to effective learning**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	50	100%
NO	0	0%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 11, 50 respondents represents 100% which indicates ‘YES’ effective time management leads to effective learning and none of the respondents chose NO indicating 0%

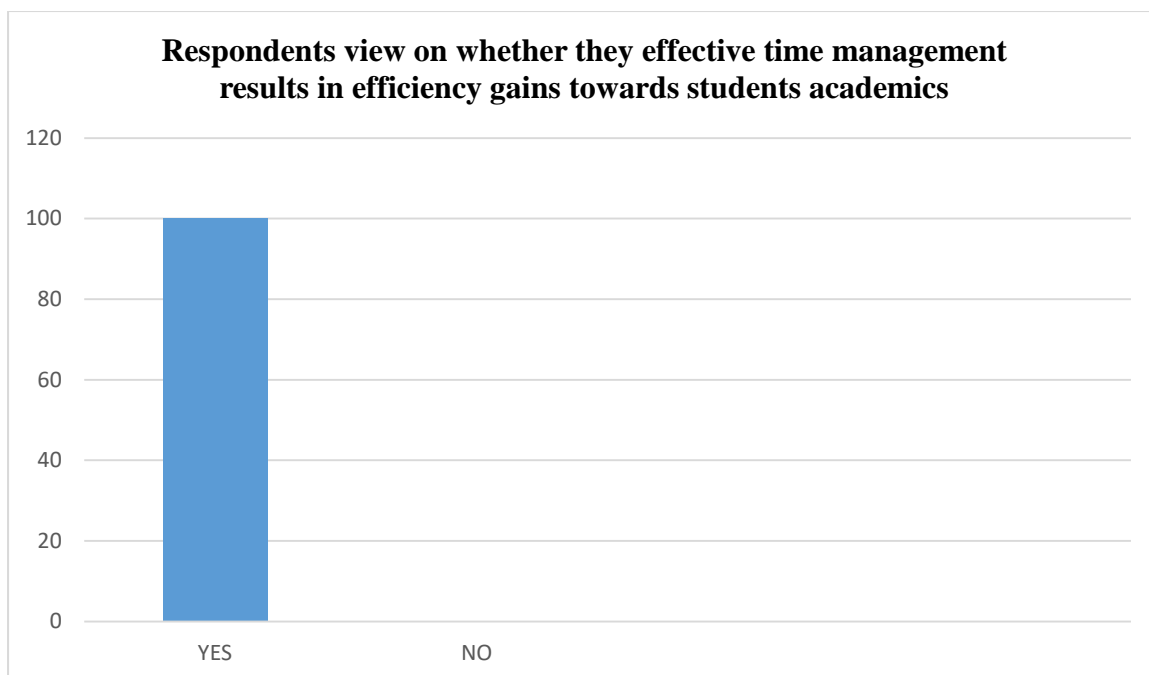


*Figure 11: Respondents views on wheather effective time management leads to effective learning.*

**Table 12: Respondents views on whether effective time management results in efficiency gains towards your academics.**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	50	100%
NO	0	0%
<b>Total</b>	<b>50</b>	<b>100%</b>

From the table 12 above, 50 respondents represents 100% indicating ‘YES’ effective time management results in efficiency gains towards students academics and none of the respondents said no. Therefore, all the respondents agree that effective time management results in efficiency gains towards student’s academics



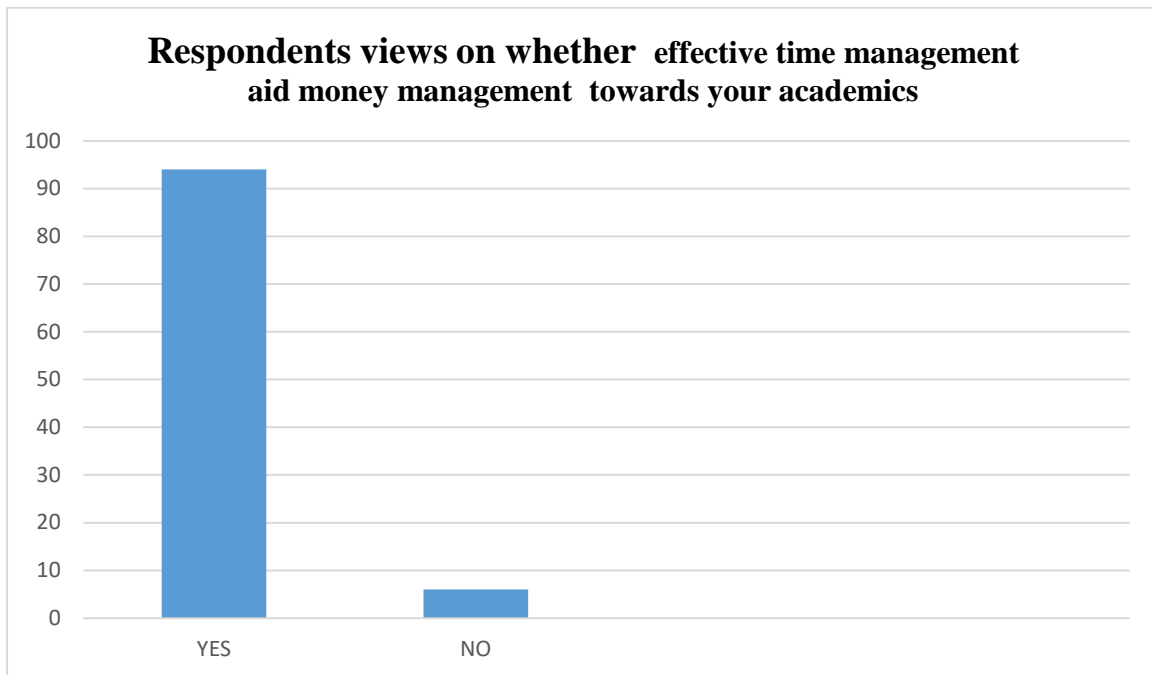
*Figure 12: Respondents views on whether effective time management results in efficiency gains towards students academics.*

**Table 13: Respondents views on whether effective time management aid money management towards students academics.**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	47	94%
NO	3	6%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 13 above, 47 respondents represents 94% indicating ‘YES’ effective time management aid money management towards your academics and 3 respondents represents 6% indicating ‘NO’ effective time management does not aid money management towards students academics

This demonstrates that, most of the respondents agree that effective time management aid money management towards student’s academics.



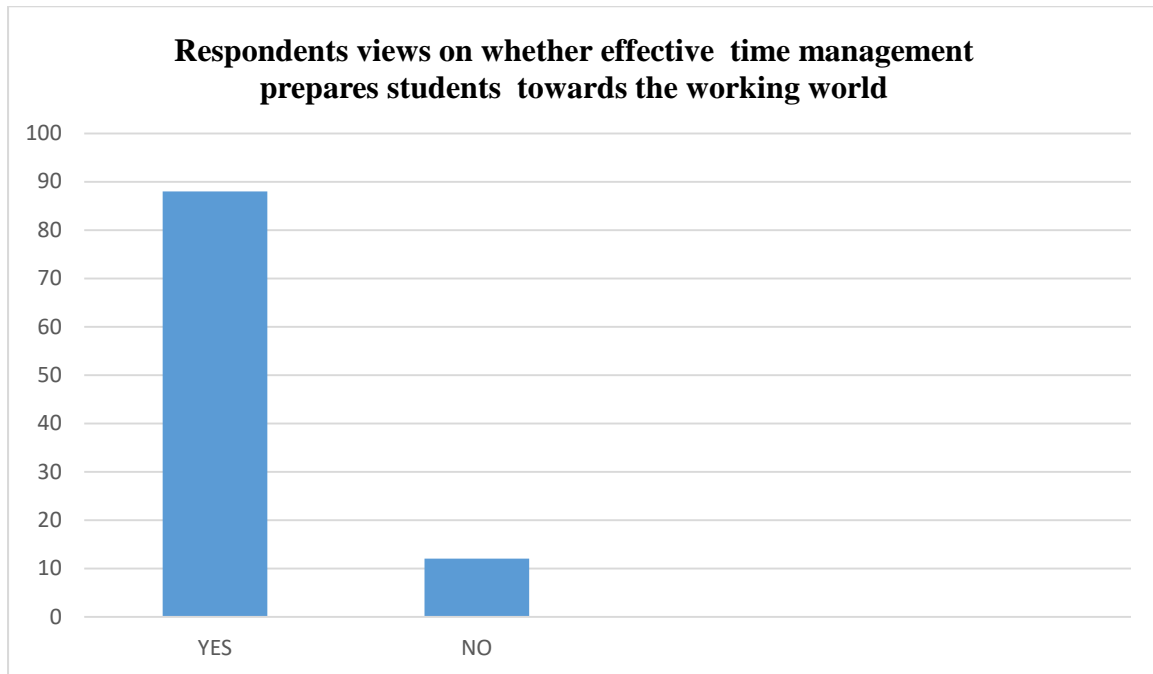
*Figure 13: Respondents views on whether effective time management aid money management towards student’s academics.*

**Table 14: Respondents views on whether effective time management prepares students towards the working world.**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	44	88%
NO	6	12%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 14 above, 44 respondents represents 88% indicating ‘YES’ effective time management prepares students towards the working world and 6 respondents represents

12% indicating 'NO' effective time management does not prepares students towards the working world. This demonstrates that, most of the respondents agreed that effective time management prepares students towards the working world.

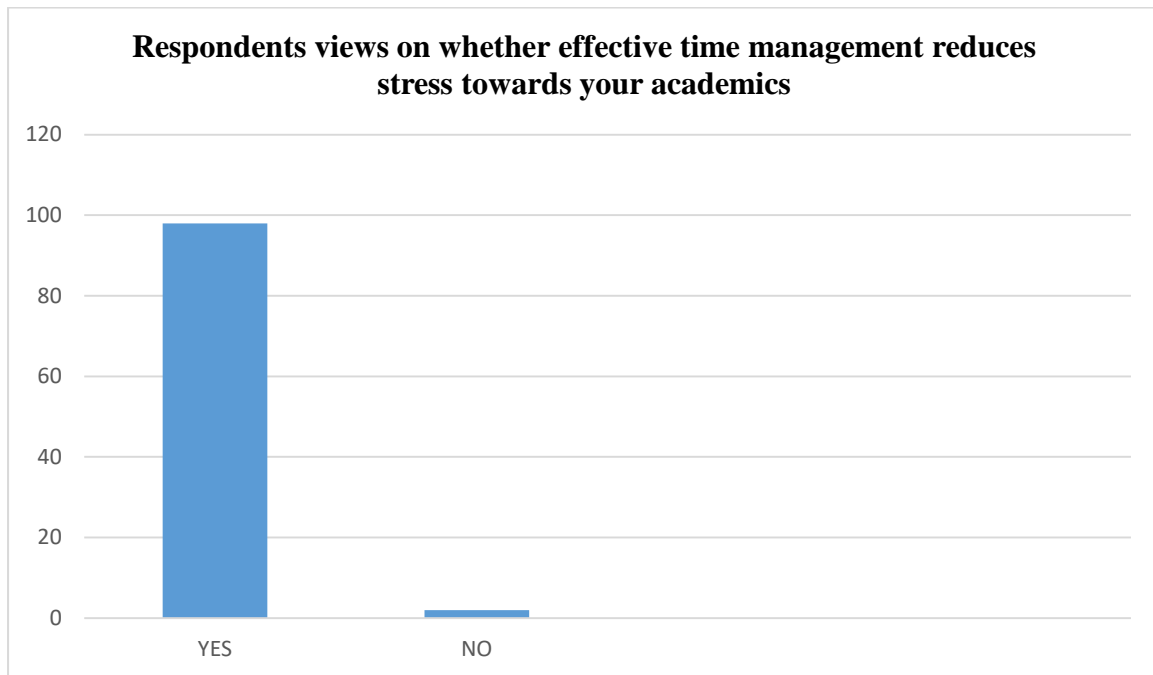


*Figure 14: Respondents views on whether effective time management prepares students towards the working world.*

**Table 15: Respondents views on whether effective time management reduces stress towards students academics**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	49	98%
NO	1	2%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 15 above, 49 respondents represents 98% indicating 'YES' effective time management reduces stress towards your academics and 1 respondents represents 2% indicating 'NO' effective time management does not reduces stress towards your academics. This demonstrates that, most of the respondents believes effective time management reduces stress towards student's academics.



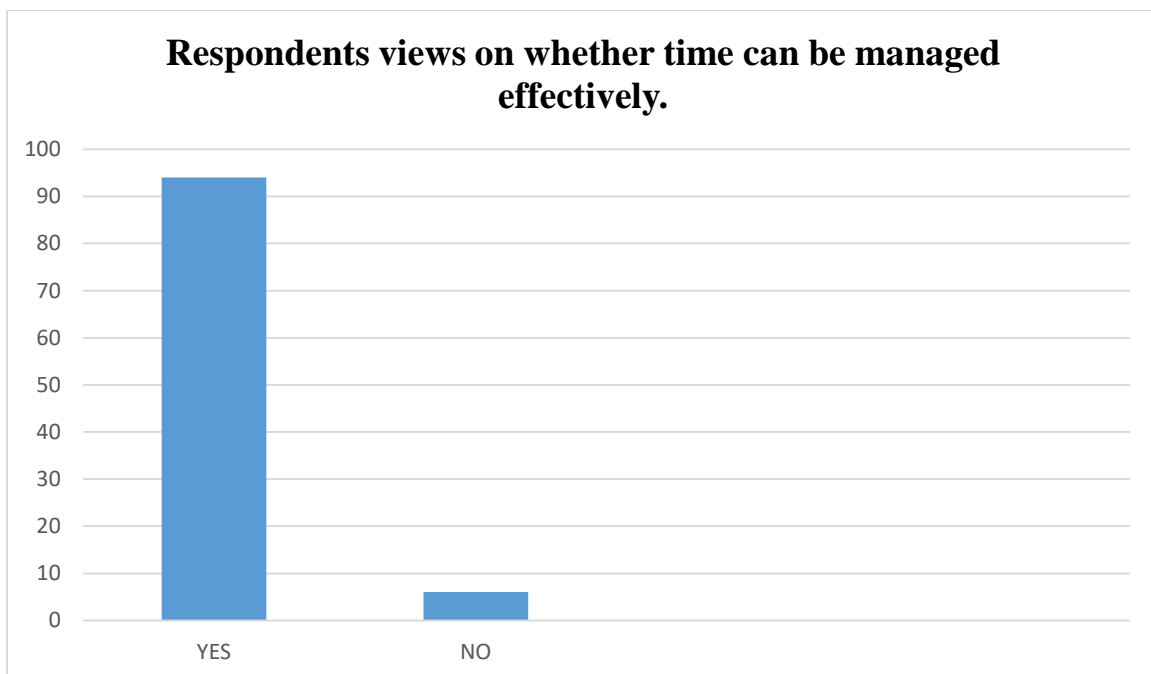
***Figures 15: Respondents views on whether effective time management reduces stress towards your academics***

## EFFECTIVE TIME MANAGEMENT TECHNIQUES

**Table 16: Respondents views on whether time can be managed effectively.**

Views	Frequency	Percentage
YES	47	94%
NO	3	6%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 16 above, 47 respondents represents 94% indicating 'YES' time can be managed effectively and 3 respondents represents 6% indicating 'NO' time cannot be managed effectively. This demonstrates that, most of the respondents agreed that time can be managed effectively.

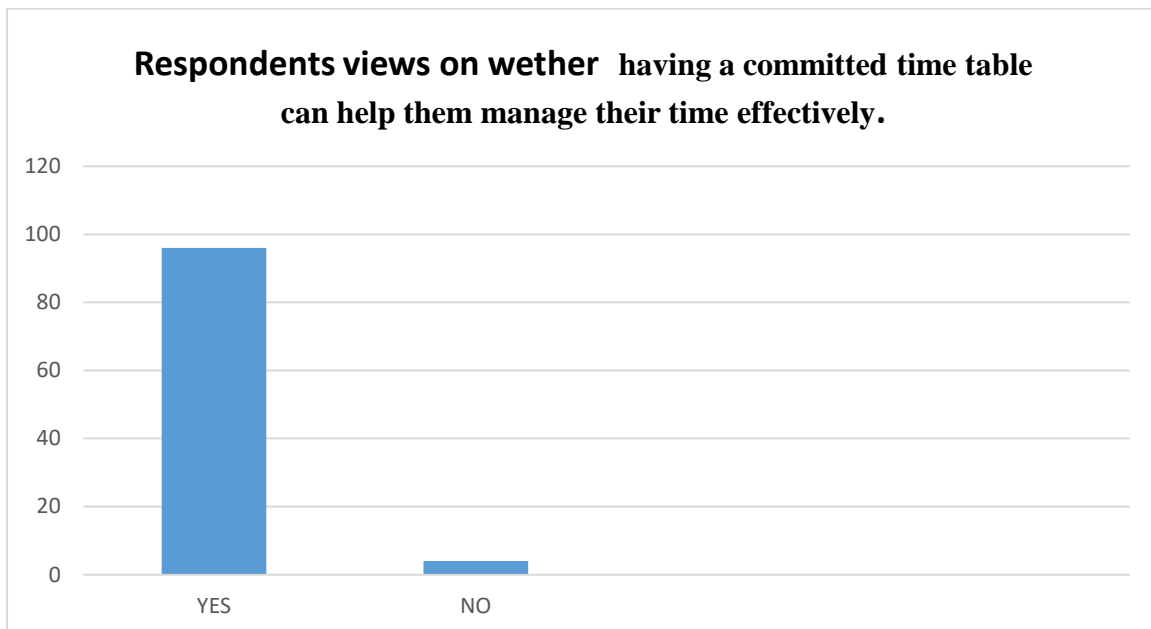


**Figure 16: Respondents views on whether time can be managed effectively.**

**Table 17: Respondents views on whether having a committed time table can help them manage their time effectively.**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	48	96%
NO	2	4%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 17 above, 48 respondents represents 96% indicating ‘YES’ having a committed time table can help you manage your time effectively think having a committed time table can help them manage their time effectively and 2 respondents represents 4% indicating ‘NO’ having a committed time table cannot help them manage their time effectively. This demonstrates that, most of the respondents agreed that having a committed time table can help students manage their time effectively.

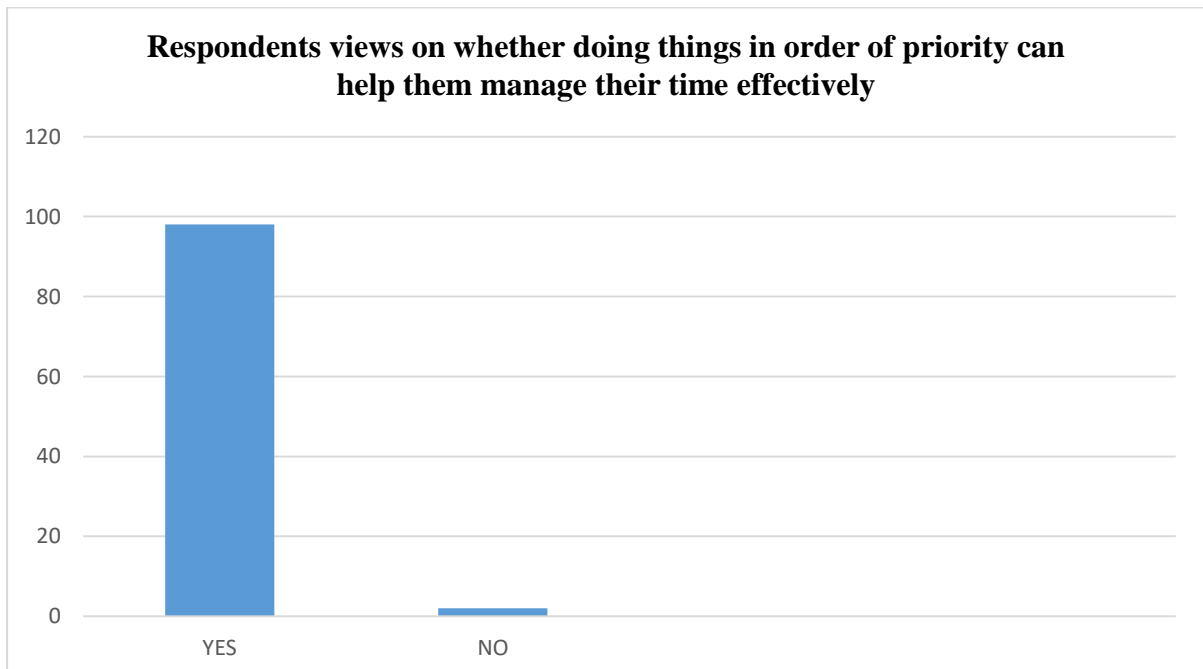


**Figure 17: Respondents views on whether having a committed time table can help you manage your time effectively.**

**Table 18: Respondents views on whether doing things in order of priority can help them manage their time effectively.**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	49	98%
NO	1	2%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 18 above, 49 respondents represents 98% indicating ‘YES’ doing things in order of priority can help them manage their time effectively and 1 respondent represents 2% indicating ‘NO’ doing things in order of priority cannot help manage time effectively. This demonstrates that, most of the respondents agreed that doing things in order of priority can help students manage their time effectively.

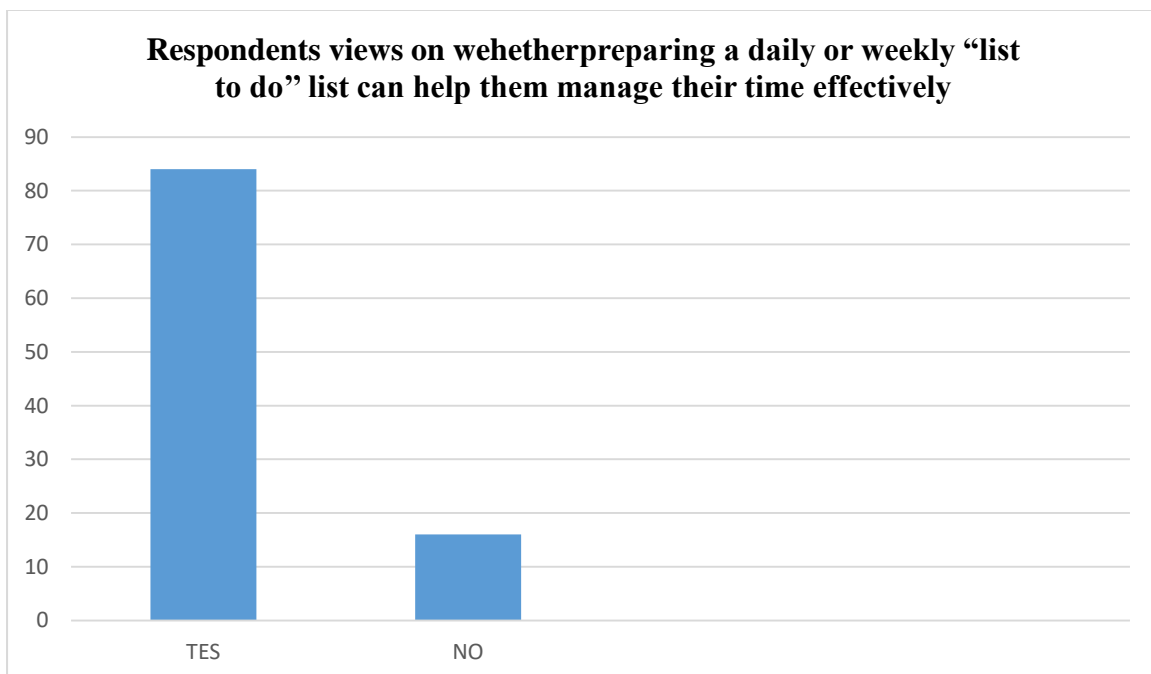


**Figure 18: Respondents views on whether doing things in order of priority can help them manage their time effectively.**

**Table 19: Respondents views on whether preparing a daily or weekly “list to do” list can help them manage their time effectively**

<b>Views</b>	<b>Frequency</b>	<b>Percentage</b>
YES	42	84%
NO	8	16%
<b>Total</b>	<b>50</b>	<b>100%</b>

From table 19 above, 42 respondents represents 84% indicating ‘YES’ preparing a daily or weekly “list to do” list can help them manage their time effectively and 8 respondents represents 16% indicating ‘NO’ preparing a daily or weekly “list to do” list cannot help them manage their time effectively. This demonstrates that, most of the respondents agreed that preparing a daily or weekly “list to do” list can help students manage their time effectively.



**Figure 19: Respondents views on whether preparing a daily or weekly “list to do” list can help them manage their time effectively.**

## CHAPTER FIVE

### DISCUSSION OF FINDINGS, CONCLUSION AND RECOMMENDATIONS

#### Introduction

This chapter provides an in-depth look at the major findings that emerged out of the research study, comparison of the analyzed data with findings from other literatures, conclusion and recommendations.

#### Discussions

##### **The concealed association between academic achievement and time management practice.**

Findings from the studies illustrates that 100% of the respondents agreed that effective time management have a positive effects on students' academic achievement, 92% agreed that poor time management can negatively affect students' academic achievement. 90% of the respondents agreed that academic achievement depends on effective time management.

98% of the respondents agreed poor time management leads to low GPA and 84% of the respondents agreed that effective time management leads to high GPA

These findings from our research work are similar to the to the following research work; Lay and Schouwenburg (2016) during a study concluded that effective time management strategies on academic performance is impressive. Zimmerman, Greenberg & Weinstein (2019) in their review showed that time management training and planning helps students adjust their study time better and increase their academic performance too. Zulaf and Gurtner (2019) in their research showed that skills of time management and study time on average are associated with academic performance (JehanSeyr, 2018). Misra & McKean (2015) in a study showed that there is a relation between time management, stress reduction and increased academic success. King et al (2016) during a study concluded that there is a correlation

between time management skills and academic performance (cited from JehanSeyr, 2018, Sansgiry, Kawatkar, Dutta & Bhosle (2017) during a study as predictors of academic performance on 244 students, concluded that academic competence, time management and study techniques effect academic achievement, and there was a significant difference among students in terms of these variables and Academic performance scores.

### **Importance of effective time management**

92% of the respondents agreed that effective time management makes students responsible towards their academic achievement

100% of the respondents agreed that effective time management lead to effective studies towards students' academic achievement

100% of the respondents agreed that effective time management results in efficiency gains toward students' academic achievement.

94% of the respondents agreed that effective time management aids in money management towards students' academic achievement. 88% of the respondents agreed that effective time management prepares students towards the working world.

98% of the respondents believes that effective time management reduces students stress towards their academic achievement.

### **Effective time management techniques**

It was revealed that 94% of the respondents agreed that time can be managed effectively. 96% of the respondents also agreed that having a committed time table can help students manage their time effectively towards their academic achievement. 98% of the respondents agreed that doing things in order of priority can help student manage their time effectively towards their academic achievement and 84% of the respondent agreed that preparing a daily

or weekly “list to do” list can help students manage their time effectively towards their academic achievement.

### **Conclusion**

Based on the findings, it can be concluded the final year nurses and midwives students of Holy Family Nursing and Midwifery Training College, Berekum practice effective time management towards their academic achievement.

Numerous of research have been conducted on the impact of effective time management towards the academic achievement of students. We hope that, based on the analysis made in this study, this research work will be of great help to students of all levels to attain and achieved an excellent performance in their academic life.

### **Recommendation**

In view of the analysis presented in this study, the recommendations below would help students manage their time effectively towards their academic achievement;

1. Prioritization of daily activities in order of urgent.
2. Drawing of committed time tables
3. Preparing of daily or weekly “list to do” list.
4. Learning to say no.
5. Manage mails and social media

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## APPENDIX

### QUESTIONNAIRE

#### QUESTIONNAIRES FOR THIRD YEARS NURSING AND MIDWIFERY STUDENTS AT HOLY-FAMILY NURSING AND MIDWIFERY TRAINING COLLEGE, BEREKUM

We are students from Holy Family Nursing and Midwifery Training College, Berekum. We are conducting a research on **“impact of time management on the academic achievement of students”** as part of our academic work. Could you please spare us some few minutes of your time to answer the following questions. Your privacy is strictly protected, no information that will identify you is required.

Instructions: Mark yes or no ( ) or state where needed the box corresponding to your choice concerning each statement below;

#### Section A: Background Information

1. Gender: Male ( ) Female ( )
2. Course of study: Nursing ( ) Midwifery ( )
3. Age: 19-22 ( ) 23-26 ( ) 27-30 ( ) 31-33 ( )
4. Religion: Christianity ( ) Islamic ( ) Traditionalist ( ) Others ( )

#### Section B: To ascertain the concealed association between academic achievement and the time management practices.

5. Do you think effective time management have any positive effect on your academics?  
Yes ( ) No ( )
6. Do you think poor time management can negatively affect your academic achievement?  
Yes ( ) No ( )
7. Does academic achievement depends on effective time management?

Yes ( ) No ( )

8. Can poor time management leads to low GPA? Yes ( ) No ( )

9. Can effective time management lead to a high GPA? Yes ( ) No ( )

**Section: C The importance of effective time management on student's academic achievements.**

10. Do you think effective time management makes you responsible? Yes ( ) No ( )

11. Do you think effective time management leads to effective learning? Yes ( ) No ( )

12. Do you think effective time management results in efficiency gains towards your academics? Yes ( ) No ( )

13. Do you think effective time management aid money management towards your academics? Yes ( ) No ( )

14. Do you think effective time management prepares students towards the working world? Yes ( ) No ( )

15. Do you think effective time management reduces stress towards your academics?

Yes ( ) No ( )

**Section D: Effective time management techniques**

16. Do you think time can be managed effectively? Yes ( ) No ( )

17. Do you think having a committed time table can help you manage your time effectively? Yes ( ) No ( )

18. Do you think doing things in order of priority can help you manage your time effectively? Yes ( ) No ( )

19. Do you think preparing a daily or weekly "list to do" list can help you manage your time effectively? Yes ( ) No ( )

# HOLY FAMILY NURSING AND MIDWIFERY TRAINING COLLEGE BEREKUM



IN GOD IS OUR HELP  
AND HEALTH

**BANKERS:**

Ghana Commercial Bank, Berekum  
Agric Development Bank, Berekum  
Fidelity Bank, Berekum  
HFNMTC/GC/011/020823



P. O. Box 21,  
Berekum, B/A  
Ghana, W/Africa  
Tel. 0352222124  
Fax: 0352222474

Our Ref. ....

Your Ref. ....

February 14, 2023

Date .....

Emmanuel Ali  
Holy Family NMTC  
Post Office Box 21  
Berekum

Dear Mr. Ali

### PERMISSION TO CONDUCT RESEARCH

With reference to your Memorandum dated February 13, 2023, I write to notify you that the students listed below have been granted permission to conduct their research in the College on the topic 'Ascertaining the impact of effective time Management on the Academic Achievement of the Final Year Nursing and Midwifery Training College, Berekum.'

1. Amankwaah Justice
2. Amoah Princess Jill

Thank you.

Yours sincerely

ACADEMIC CO-ORDINATOR - NURSING  
HOLY FAMILY NURSING & MIDWIFERY  
TRAINING COLLEGE, BERKUM

Rev. Sr. Margaret Afrifa  
Academic Coordinator for Nursing  
For: Principal