

## Effective Time Management in the Academic Achievement of Students of Payam Noor University

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### Abstract

Effective and efficient use of time is inevitable for success in work and life. Time Management includes a set of skills to control and make better use of time and this study was to investigate the effect of time management in students' progress. More than 1,000 students studying in disciplines (Psychology, Pure Mathematics, Applied Mathematics and Education) populations of 70 individuals were selected randomly from the four fields and time management questionnaires after measures were planned. Once completed questionnaires were collected. The data then numbered using descriptive statistics (mean, median, and mode) of the grade-point average (GPA) semester the student to measure student achievement, and the Pearson correlation coefficient was used for inferential analysis. The results showed that there was a significant relationship between academic achievement and time management, and also there is a correlation between age and time management but did not correlate various terms of students with time management.

Keywords: time management, viewing time, planning, achievement

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### Introduction

Life is like a flowing river of activity that emanates from the source and the path to follow the ups and downs. Each of us every day about how to spend and how to spend the day thinking, planning and decision-making, and we work, and we concentrated our activities in that direction. Different routes and unpredictable flow of life activities and is changed every day. (Ghaffari et al., 2006) Man has no time for all that do not have enough time. We all literally in the thick of things, individual responsibility, the projects that have read a lot of newspapers and magazines, and books are piled up one day as soon as we got the chance to go to them have been drowned, but the fact is you cannot once poetic near pay to compensate back and forth from work fall. You can never get too ahead of things that you can read all the books and journals, and entertainment that you had always dreamed she would pay. In addition, the idea out of your mind that you can raise your productivity to solve problems in the field of time management. Whatever the time, no matter how you master the techniques of individual productivity. However, it is always more things that you can get to all of them. You have only one way you can get control of your life, and it is time to change the way of thinking, working and how to deal with flood endless tasks that every day falls on your head. The tasks and activities under control depended on how much you can do some things to stop and instead spend more time on activities that really make a change in your life. (Tracy, translation Rahmani, 2009) In general, this study seeks to identify and understand the factors that impact on time management and academic achievement, and ultimately answer the question:

Is there a relationship between time management and academic achievement?

### Questions and research hypotheses

#### The main research question

1. Is there a relationship between time management and academic achievement?

#### Secondary research questions

1. Are you between the ages of students on time management, There is a significant difference?
2. Is there a significant relationship between the various terms of students on time management are there?

#### Research hypotheses

##### The main hypothesis of the research

1. There is a positive relationship between time management and academic achievement.

##### Secondary research hypotheses

1. Between the ages of the students in time management and academic achievement is a significant difference.
2. The various terms of students on time management there is a significant difference.

### Theory and literature

#### Literature:

What is time management?

Time management means to take control of their time and work and do not let you steer the affairs of the incident in other words; man is passive in relation to the flow of life he will lose heavily. (khaki, 2008)

Time Management: The act or process design and development of conscious control on the time spent on specific activities, especially to enhance the effectiveness, efficiency or productivity

Throughout history, different dimensions of time and attention of civilizations and today there are more and more attentions. So that new technologies, provide an environment that is almost overwhelming in the short term can access information and get things done much quicker and easier than before. However, the desire speeds in getting more things done. With such a tendency, however, is the sense in which the backward and can effectively benefit from it, and the history has shown that the weaknesses in the management of the time, a is out of date. The problem is not technology; it is not able to solve it. While we have more tools to manage time and administrative procedures, is less subject to unnecessary paper and supplies, management time can be hidden weaknesses, and

effectiveness is needed; For greater success, whether in personal life or professional life requires the application of time management strategies as well. This set of strategies for efficient use of time and the procedures for monitoring and control time is used. With the effective use of time can be specified goals and prioritize tasks, and the activities planned. Planning and allocation of time, people's perception of time available, increased as a result of his time purposefully and organized can be enjoyed. Prioritize tasks and allocate time to each activity, makes a variety of tasks done on time. After using time management, insight on how to use them more time, more accurate estimates of time to do things to gain and the results achieved beginner.

Some of the results of different methods of time management are:

- Preparing for informed planning
- Remind affairs
- Regulating the thoughts and activities
- Tasks on time
- Create an incentive to work
- Focusing attention on priorities
- Prevent unnecessary waste of time and work
- Speed the development and improve personal performance
- Reduce daily stress and the resulting increase in mental health
- Increase the efficiency, organization and productivity

In general, time management, planning and monitoring, more realistic outcomes achieved and everything is done more efficiently.

What's the time?

Time is something that can be your best friend in that it gives you the opportunity to achieve your goals. It can also be your worst enemy because there is never enough time you can do all your work, so time is a scarce resource. The lost time will not open. The time can never be saved. When seconds have passed is always missing. (Di Senzo, translation Arabi, 2000)

It studies University, Stanford:

#### 1. Write down everything

A set of electronic tools that have the ability to plan and prepare and programs and things to do in the pen did not write to try something, for everything and anything, you want to do it and do not plan without a plan, do not move. For this stage, you can also get yourself, a table and the table and write a list of things that they have done things in front of the row with the date and time of completion; it will complete the row or column. At this stage or at all "in every stage of the following steps, try out your own methods and techniques.

Model, but not blindly imitate. Because everyone's schedule exclusively "for the same person and each person works for himself and not for another.

#### 2. Merge lists

Instead of planning your time of six page paper Let's use these pages together and a control on a page is always easier and easier to control 6. So do not waste your time with many pages. As they may be omitted in the application and review pages, and you cannot do it.

#### 3. Reduce time to plan your time

Time does not have much time to plan and manage their time. Half an hour a day is enough for planning. Do not waste your time with unnecessary programs to swallow frogs as the book is mentioned in the book of the renowned author Brian Tracyit said the morning when you wake up early and start early to plan and prioritize work to do not waste your time for all his work, time does your daily schedule this is not the first work after you're done, come back later to do the planning work and spend half an hour after the first, to do the job in just start.

#### 4. You must also plan for when you have free time

In this, section means that when you run, all the other things, I do not need to manage time it's important to remember that the management time, depending on all the time you have and for all their time schedules.

#### 5. Try not to include rest periods between apps

When the next program you want to start a program, all intense and careful when it loses most of the time you want from one program to the next. Try your hand now are also available.

#### 6. Work and lists the numbers

If your work is more. They are listed in order of preference and click. It is not the job of the page and selected a second work from page four. Thus you always give and do not rush.

#### 7. You have to plan your work and know the nature of the work

For example, to know who's going to buy bread, a short-term thing, but education is a long-term activity should be planned so let's buy bread, short-term and long-term education.

#### 8. Put a reward for yourself

Put your plan rewards for yourself as well. Say, if I go to the sauna finish my work today X. Or if 60% of the Y project, we can all go out to a restaurant to eat a new food, and so on.

#### 9. Take time for yourself

Just do not do that, you will probably need to rest; you can work like a machine; you have to go with the flow and keep people or go to the movies and parks. Do not work long-term prisoners never will have detrimental effects.

#### 10. The things you're concerned about the lack of attention

If what you're nervous while doing the program, try to ignore it and remain silent.

(Stanford university case study of Time management, 2007)

Psychology planning

Educational programs and school teachers emphasized the important role of this technology, because the fate of societies depends on the learners that the most important cultural centers of the country that graduate training programs of centers in each country planner and the people form a community grow every community needs people skilled, committed and scholars and the action that they can keep their culture and their religion and scientific and practical rescue the nation from dependence, people capable of education, which is only given to the characteristics and capabilities of individuals, in this case, knowledge of psychology is a very important position. Because it assumed knowledge that explains what can be learned in what circumstances and what is the ease of training and the ability of people to learn what the circumstances of time and place will be increased alternatively, in what circumstances may be easier to learn and study in the science of psychology is how people can achieve higher social adjustment, how morale or sense of consciousness grows and how people can be motivated to work. Because, as stated in the definition of the knowledge of psychology that deals with the scientific study of behavior and mental processes and behavior wide domain in addition to the process involved in many issues of learning and psychological that the educational planners and can its curriculum and provide the basis not only of their country but also to serve humanity. Because knowledge is now seen as a means anti-religious people use it to their belief in their society and religious people compassionate, and planners can also use the results of their knowledge and enrich the cultural centers of formation and spiritual dimension's religious and psychological security of people increase, because if people are highly specialized training but not the expertise, commitment and trustworthiness among the people and experts will establish the link. Humanities are very convenient tools to realize these important goals and the people who possess expertise, commitment to their growth.

What is planning?

Planning the concept of modest means; plotting to achieve the target to achieve demands. One of the most popular programs in the world is planning education programs that are comprised of: (golden dreams, no program, principles and practical) to make itself felt.

The point to note here economically on education whose goal is to train skilled and experienced in the world of work and the economy.

And today we are witnessing a vague plan that is difficult to claim that the program is increasing.

Including cases where it can be proved that the claim can:

- A) The high rate of illiteracy (Primary and Secondary).
- B) The rapid growth of young people to the elderly.
- C) the increasing costs of education.
- D) Lack of acceptance of all ages prepared for school educational environment based on the readiness of a school to higher-education levels. And the high rate of unemployment and the (lack of external efficiency of education).

Curriculum:

Curriculum, derives from Latin and means are and the way that each person must travel to achieve its purpose (Hassan Maleki, 2005, p. 21) and in another sense (or field to run the Arena) (Eisner 1994: 26-25) and the second should be noted in interpreting the meaning of the word (Arena), allegorical and metaphorical aspects and shows the characteristics of the curriculum.

A) Such right is determined before and after the race.

B) With obstacles such as Arena and the go ahead will be difficult obstacles. Among other topics, such as (document written under the domain of knowledge or lack of) is also noted. Many different definitions provided in this regard by the leaders whom we will mention a few of them: Some planners; curriculum to consider a system consisting of (input, workflow) and (output, feedback) is. Ronald Dahl, declares that in defining curriculum (content and processes of a formal and informal school programs consisted of a supervised school students' knowledge, skills, ways of understanding the business, or change their value systems). On the other hand, referring to the official curriculum or in other words, what planners need to think, study and design covers, and non-formal curriculum (hidden), which included (interactions, norms and feelings and attitudes) which in many cases the effect of these hidden programs rather than formal programs. Hilda Taba of the curriculum with the learning content, provide regular training at a certain time, to form a coherent system with multiple departments to provide desirable, realization and Educational Evaluation

It Eisner educational events designed to meet the learning outcomes for one or more of the student anticipated.

### **Curriculum**

There is no single agreed definition of the curriculum and each of the experts according to their perceptions of the nature of the comprehensive curriculum and curriculum that offered a specific definition.

But the most common definitions are:

Curriculum development, teaching and learning activities organized for desirable change in behavior, learning, and finally, the evaluation of the implementation of these changes.

Number of people also sees it as a systematic process of need's assessment is the first step to determine educational goals and continue to lead the organization of educational content.

The concept of the curriculum (the way he should be taken) (Yar Mohamadian - 2006), and the historical functions of schools fit.

Because schools were historically institutions at different levels of education, exams, and were very hard to go to a higher class.

In other words, it can be a combination of theory and practice and only in combination with action that can be successful in the curriculum won (Maleki 86)

The importance of educational planning:

Educational programs and curricula in different aspects of human life and are used in various fields of human life and optimal planning of training, and education is just what the economy for political purposes, and respects the importance of the Islamic countries social and otherwise double is for a country that wants to be preserved religious and Islamic values should be equipped with equipment and tools, on the other hand, to culture, tradition and values maintain their systematic and well-planned, and this is not possible except through planned training and curriculum. Thus, in the past (1950), the developing countries in different directions when they wanted to change and revolutions and to maintain their independence, their first educational programming, and that the newly independent states on this date as a education because of incorrect, incomplete and dependent on economic and economists believed that the direct relationship between education and economic productivity, There is, however, a person's level of education increases, the role of the individual in economic growth greater national and community education in the 1950s and 1960s. Not just a means of human resources was considered, but was considered as a means of social mobility<sup>1</sup>. (R. K. Mohsenpour, B., 2004, *Fundamentals of Educational Planning*, p. 22.) For all these areas today produce just the feeling of pain and its scientific community needs to be resolved, with the right is possible educational.

What is the purpose of academic failure?

Literally a drop in the deficit, low, nasty and reduce the deficit. Therefore, academic failure means deficiency in the education process. Alternatively, in the literal sense of the measure of Statistic's renewal and failing students. Reduce school drop from satisfactory to poor student performance if the gap between potential and actual student created, academic failure known as the best indicator in this area compared to previous and current performance. Academic failure is sometimes beyond the numbers cited, eventually with the passes and moves to higher ground but education does not have the necessary quality and student level of knowledge is low, and in this regard, we can mention the hidden losses. Academic failure and school activities of a student's commensurate decline in relative terms compared with the three months relative to those who had scores of 15 but in the last two weeks about 12 gained scores on all or some of the courses, we are now compared to three months ago, is an academic failure. The purpose of this is a relative word that academic failure is not only poor students, who a few months earlier even if scores had about 18 already earns about 16 scores; two scores are dropped compared to the previous period. One problem is that academic failure if not pay attention to it, sometimes disillusioned and student dropout and failure in education, human capital and economic loss associated with it, so should be careful scrutiny of academic failure and basic strategies to avoid them. When dealing with academic failure, students should not point the finger at him, and of him as lazy and undisciplined student learning, because sometimes turbulent and chaotic situation families to be involved in it. Students should communicate more connected to school and in their children's education and the training they receive. One of the oldest and most well-known academic failures and rejection of education issues in many countries and research showed that no country could a hundred percent solution to avoid this problem, but all countries in accordance with their status studies carried out and have offered solutions. So it is better that based on the available facts and understanding of the causes of academic failure is achieved, even in different districts, different version's complex and not limited to stereotypical procedures.

Damages due to academic failure:

1. The costs incurred by the government or academic failure in the education system impose what can be described as follows:

(A) Current waste management cost by government and educational institutions.

(B) Loss of fixed capital investments for the construction and equipping of educational spaces.

2. The costs incurred by the family, including:

(A) Household wasted direct costs such as registration fees, the cost of stationery.

(B) Waste transportation costs, communication to students commuted to school.

3. The damage to the failed students included:

(A) Lost opportunity cost due later find a way into the labor market.

(B) A person who enters another loss like real cost, frustration, humiliation and incompetence and negative self-concept.

It seems that social-psychological damage to children and families, the psychological impact is much more serious than the material compensation, and unfortunately imposes on families and the difficulty wounds academic failure slow be.

Factors affecting academic failure:

These factors can be said to summarize it in four parts: student, family, school and the community are:

1. Factors related to student

- Physiological and physical factors such as poor vision and hearing, etc.
- Mental and psychological factors such as levels of intelligence and memory power and mental health
- lack of real purpose and objective on education
- No internal motivation for studying
- Lack of confidence
- weakness of will in decision making and implementation of decisions studying
- Lack of careful planning in terms of time and amount of daily study
- The lack of appropriate reading for various courses
- poor study skills.

## 2.Factors related to family

- Family conflict and troubled family, parental divorce, physical or psychological, are non-native or non-paternity, etc.
- Difference between children with parents and families, such as the stubbornness of protest against the family atmosphere
- Dependent parents of the children to school and homework of primary school
- Humiliate, blame the wrong comparison successful children with peers and thus lowering their self-esteem and self-image
- Negative changes in the family such as political and economic bankruptcy and addiction, etc.
- Change in order to promote the rapid and unexpected social or economic level of their families and children and a variety of property and surprising diversions

## 3.Factors related to school

- peers such as bullying and inappropriate humor in the classroom
- Inappropriate behavior, school executives such as vice-principal, deputies, secretaries and advisers

## 4.Factors related to community

- Bad friends
- Improper use of sports clubs, fitness, billiards, etc. Short and long-term programs to prevent loss of reducing wastage
- Dropout unsettled issue, but solving it is impossible sudden and immediate ways. To counteract this phenomenon, the long-term planning and infrastructure are needed. The tools are based on social realities and enforcement as an integral part of educational planning have.

A) Long-term or fundamental programs: These programs infra structural measures that require a general policy in the educational system. Some of the details of these methods are:

- Revision of the evaluation system.
  - Reduce the number of students in each class.
  - Assessment of students' intelligence and understanding of their capabilities before the start of the new academic school.
  - The integration of education possibilities and optimum use of facilities.
- B) Short-term programs: details of the program are as follows:
- The provision of timely provision of textbooks and teaching aids.
  - The close cooperation between school and parents.
  - Evaluate the performance of teachers and encourage effective teachers.
  - Strengthening the students' intrinsic motivation.

The change in the attitudes of teachers, school management styles change, innovation in teaching methods; teaching-learning process due to the reform of public participation can reduce dropout education issues, particularly fruitful.

The reasons for academic failure of psychologists and scholars

Academic failure of the educational system and culture, community, family and individual characteristics or the characteristics of the students are very close in here is a leading cause of school failure mentioned should be noted that these factors independently of each other, resulting in the creation of academic failure among students but also their relationship, creates a complex network that the status of students had a devastating effect.

### **Personal reasons**

#### 1.intelligence

Everyone has a certain mental strength is called intelligence because intelligence output per person is greatly influenced by the genetic background, and it cannot be changed.

#### 2.Desire and motivation

If there is a child in a primary school successfully but that's up to older fall behind in school and another academic competition does not show interest in learning more. The student a very important role in the genesis of his academic motivation.

#### 3.Emotional disturbances

Students at different levels of psychological stress, can cause preoccupation, damage to the forces of intelligence and mental energy, lack of concentration and eventually will fall behind in school.

#### 4.Maturity

Maturity of the most important sections of a wide-scale change in the fields of mental and physical well. Ability to adapt to this sudden and sweeping change requires knowledge, training and support are not certain that if possible imbalance in the person's life, there may cause psychological trauma, social and sometimes fleshy.

#### 5.Family issues

Numerous factors associated with academic failure, their families, students could be the most important of them are as follows:

##### 1.Relationships and family values:

Perhaps the most important factors in shaping student attitudes towards schooling family.

## 2.The employment of children

One of the students' academic failure, is handling the duties of parents and children so that children in the age of paid employment, usually at the time, they are expected to map expected to pay, including education.

## 3.Illiterate parents

The main source of training outside of school, parents is illiterate and poorly educated parents, and these parents not only damage bilateral education and training can be a help to their children, but a poor imitation model for their children.

## Environmental and social problems

### 1.Lack of adequate educational space:

If the student is relatively good mental ability as the higher classes to learn, lessons need to be more complicated if the surroundings are relatively quiet and solitude for their study would be an academic failure, he.

### 2.Poverty and economic deprivation

### 3.Migrations

The student movements from a familiar surroundings are unfamiliar environment often disrupts her emotional balance. Transfer requires that the student leave school or even your previous class and coordinate with the new location and this shift is sudden and severe psychological pressure to bear; it may be very difficult for him.

## Coping with academic failure

Academic failure unsettled issue, but solving it is impossible sudden and long-term planning and infrastructure needs. Ben programs are based on social reality.

### 1.In-service training of teachers and learning problems, psychological, ...

### 2.Intelligence Assessment Students

### 3.Strengthen students' intrinsic motivation

### 4.In close cooperation with parent school

One of the most effective mechanisms to deal with academic failure is the close relationship between the school and the family and students. Family and school teachers could exchange information and more recognition of the problems in the education of students and conjectural obstacles that caused a drop in the result.

Therefore, parents are expected to provide information about the children in their school and become aware of the problems of children and child.

## Background Research

- Research that we Mac an & et.al (1990) did show that students who have a sense of control over the physical stresses experienced little job. The results showed that score of time management is associated with age and sex. So that seniors are more likely to show your time management activities and high scores for women than men earn in this questionnaire.

- Trainman and Hartley (1996), the effect of consuming achievement, three groups of young adults and adults, and between time management scores, academic performance, class work and achievement of these three groups are significantly correlated. Time management is a significant difference between the scores of the three groups, there is also the case that adult student's time management methods used compared to the other groups.

- According to research Hall and Hitsch (1982) and King Wined and Lovett (1986), Maher (1986) and Orper (1993) did it concluded that the time-management course's management behaviors when participants have a positive impact.

## Development of hypotheses and model:

**Time Management:** The act or process design and development of conscious control on the time spent on specific activities, especially in order to increase the effectiveness, efficiency or productivity.

In this study, the independent variable is time management that has been manipulated by researchers to determine its impact on the dependent variable.

**Academic achievement:** the ability to learn in children can be called progress. In fact, having the ability to learn and remember what is included in the curriculum; it will be a success and conjectural achievement. Achievement of qualitative and quantitative changes in students' knowledge and skills through the enjoyment of formal education refers to the average annual tuition measured.

In this study, the dependent variable of students' progress is not certain that the researcher cannot directly manipulate it.

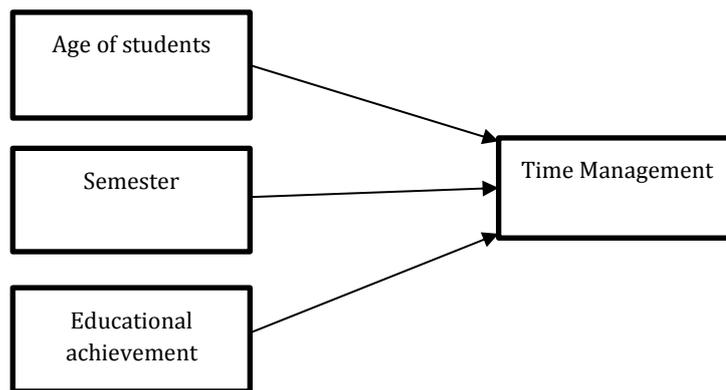


Figure (1): conceptual model

**Methodology**

This study was conducted to investigate the effect of time management in students' progress than 1,000 students studying in disciplines (Psychology, Pure Mathematics, Applied Mathematics and Education) were established in the academic year 2015\_2014. The populations of 70 patients were selected randomly from the four fields to the questionnaire that the planned measures were time management. Once completed questionnaires were collected. The data then numbered using descriptive statistics (average, median, mode) of the GPA<sup>2</sup> semester the student to measure student achievement, and the Pearson correlation coefficient was used for inferential analysis.

**Data analysis**

In the present, study offered the first description data and then analyzed the data provided.

Calculation of Educational achievement:

Semester grade-point average of students' progress is indicated under (mean, median and mode) and grade-point average measured time management.

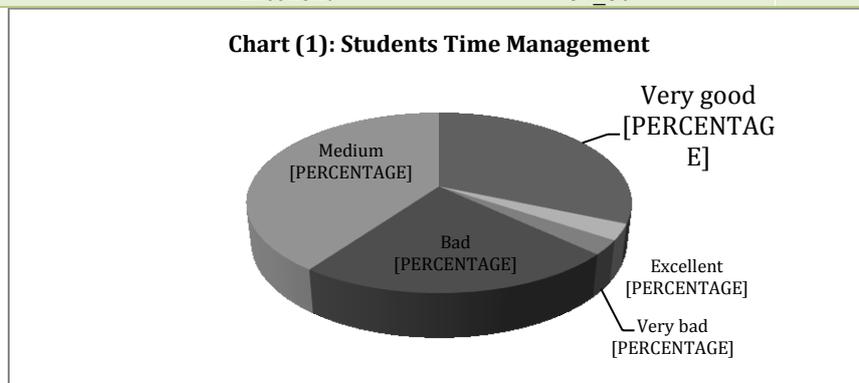
Table1 :( average, median and mode) and grade point average measured time management

Time Management	grade point average (GPA)	Row
49/29	14/71	<b>Average</b>
47	15	<b>Mode</b>
49/29	14/71	<b>Median</b>
	50=70-20	<b>Variation range</b>
3450	1030	<b>Total</b>

Table 2: Calculate the concession Intervals

Percent	Interpretation	Concession intervals	Row
2/86	Very bad	16_28	<b>1</b>
22/86	Bad	29_45	<b>2</b>
40/00	Medium	46_52	<b>3</b>
31/43	Very good	53_66	<b>4</b>
2/86	Excellent	67_80	<b>5</b>

Chart (1): Students Time Management



<sup>2</sup> Grade Point Average

Table 3: Analysis of Variance

$(fx)^2$	fx	X	f	Categories
1936	44	22	2	<b>16_28</b>
331776	576	36	16	<b>29_45</b>
2160900	1470	4949	30	<b>46_52</b>
1684804	1298	59	22	<b>53_66</b>
21316	146	73	2	<b>67_80</b>
4200732	3534	5139	72	<b>Total</b>
<b>244=Square root of(ANOVA)</b>				

Interquartile deviation:

$$Q = Q_3 - Q_1 / 2$$

$$Q = 45 - 55 / 2 = 2.5$$

Table 4: Central indices

Cumulative frequency	Absolute frequency	Concession intervals	Row
70	2	67_80	<b>5</b>
68	22	53_66	<b>4</b>
46	28	46_52	<b>3</b>
18	16	29_45	<b>2</b>
2	2	16_28	<b>1</b>
	47		<b>Mode</b>
	49/29		<b>Median</b>
	49/29		<b>Average</b>

Chi-square:

$$\chi^2 = 923.15$$

After statistical analysis, the following results were obtained:

The main hypothesis of the research:

"There is a positive relationship between time management and Educational achievement."

Table 5: Calculation main first hypothesis

Grade point average	Correlation
0/287	<b>Significance level</b>
0/148	<b>Number</b>
70	

According to Table, 5 significance level ( $p = 0/148$ ) to test the hypothesis was thus larger than  $05/0$ , and there is a positive relationship between time management and Educational achievement and practical correlation coefficient with respect to this effect rate this impact will be positive.

Secondary research hypotheses:

"Between the ages of the students in time management and Educational Achievement There is a significant difference."

Table 6: Calculation first hypothesis

Degrees of freedom	Total squares Points	Total squares age	Individuals
68	8/51	2/27	<b>Total</b>
		10/85	<b>Number</b>
		70	

According to the table (6) and ANOVA significance level ( $p = 0 / 128$ ) is obtained. Because the test is a significant level of less than  $01/0$  so different between Educational achievement students on time management and there is an important difference.

"Between the various terms of students on time management, there is a significant difference."

Table 7: Calculation second hypothesis

TotalsquaresPoints	Total squares semester	Individuals
8/51	2/35	<b>Number</b>
	70	

According to the table (7) and ANOVA, significance level ( $p = 0/287$ ) is obtained. Because of the correlation between the various terms of students on time management agents is low so there is no significant difference.

## Conclusion

In summary, the results of research hypotheses were as follows:

### The main hypothesis of the research

"There is a positive relationship between time management and academic achievement."

This hypothesis was tested using Pearson's correlation coefficient, and a significant positive correlation between time management and academic achievement showed. In support of these findings and Trainman and Hartley (1993), the effect of the increase in self-efficacy beliefs and notional achievement had investigated and concluded that the management has a great impact on students' progress.

### Secondary research hypotheses

"Between the ages of the students in time management and academic achievement there is a significant difference.

"Test this hypothesis through variance analysis concluded that there are significant differences between time management in students of different ages there. Research Britton and Tesser (1991) corroborate this hypothesis. They came to the conclusion that final-year students of the first year of management time have higher scores. The result is to facilitate the management of the students, especially student in the lower years of knowledge in the management of time is very important. So they can better take advantage of the ability to achieve a shorter time.

"There is a significant difference between the terms of mixed students in time management."

This hypothesis was tested by ANOVA and significant difference was found between the various terms of time management students. The conclusion to be drawn from this analysis is that the number of credits (semesters) does not affect the amount of time management.

## Offers

- The necessary and basic condition is that your time management goals of your personal and family life, and the best way are to write your goalandin this plan, the accuracy and to spend a lot of effort so you cannot achieve their goals because if one of the above factors is in a confused way.
- Achieve any goal, even very little time is needed to be done gradually. If you do try it, but the results did not want to upset and do not worry and keep trying.
- Achieve any goal requires several slighter activities. You should take a couple of smaller steps to reach higher goals.
- Without a clear and achievable goal, you can decide on your time management. After your goals in mind that you can reach them. The important thing here is prominent that an effort would be aimed at not least, not more, because if more effort because they did not wish to be disillusioned and depressed you.

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