

# Time Management and Academic Performance among Higher Secondary Students: The Role of Digital Distractions and Educational Interventions – A Review

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## ABSTRACT

Time management is an essential skill that largely determines performance of students in terms of academic performance, especially at the high secondary level where the level of academic expectations and requirements are high. Proper planning, organizing, and prioritizing academic work make students spend their time in the most efficient way and have regular studying patterns. Nevertheless, the fast development of digital technologies and a more active promotion of smartphones, social media, and online entertainment has introduced new threats that frequently ruin the time management behavior patterns of students and their concentration on the educational process. The purpose of this review paper is to analyze the correlation between time management and academic performance in higher secondary students and specifically the effects of digital distractions and the contribution of educational interventions to enhancing time management abilities.

The paper is a review of available literature concerning the scheduling of studies and prioritization of tasks, time planning, and study habits that aid the success of academics. It also examines the extent to which digital distractions like using social media, playing online games, and the excessive use of smartphone impact students in terms of their study habits and productivity. Besides, the review outlines several educational interventions, such as time management training programs, study skills workshops, academic counseling, and mentorship programs that help students to become effective time managers.

According to the results of the past studies, students with high time management skills are likely to have high academic performance, better study habits and the levels of academic stress are reduced. On the other hand, overconsumption of digital media and lack of time drafting are related to procrastination and the low academic productivity. The research finds that effective time management and responsible digital technology use need to be developed and advocated to enhance the academic performance of students. Schools, the teacher and parents should learn to work together to promote organized studying habits and help students develop the efficiency of time management habits leading to the ultimate achievement in academic performance.

**KEYWORDS:** Time Management; Academic Performance; Higher Secondary Students; Digital Distractions; Study Habits; Educational Interventions

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## I. INTRODUCTION

Education is a key component of the general growth of people and communities. It assists students to gain knowledge, cultivate thinking capabilities, and establish skills that would be required in personal and professional development. Schools and colleges do not only seek to offer the knowledge of the subject, but also other pertinent skills in life like critical thinking, problem solving, time management among others. This is especially needed at the adolescent stage when the students are making preparations to enter higher education and jobs. Good educational practices are hence geared towards the enhancement of academic performance as well as the personal development of students [1].

One of the most significant signs of educational success is said to be academic performance. Generally, it is the degree to which a student has met education objectives in terms of grades, examination results and learning outcomes. Academic performance shows the level of knowledge of students, their skills to use knowledge and their general academic development. There are a number of influences on academic performance such as learning strategies, motivation, study habits, socio-economic background and time management abilities. It has been demonstrated that students who embrace good study practices and knowledge acquisition techniques will have better academic results than those who do not develop any study habits [2].

This has been happening in the past years as students in higher secondary have been under academic pressure because of competitive exams, academic loads, and parent and teacher expectations. Secondary education

to higher education usually demands a student to have to handle a variety of academic activities, tasks and extra-curricular activities at the same time. Students are likely to fail to meet these demands without proper planning and organization, and it might impact their performance at school and their overall psychological health in a negative way. Research has found that lack of time management is a major cause of procrastination, stress, and low academic performance in students [3].

Time management has thus been a key ingredient to academic success. The management of time can be defined as the planning, organizing, and allocating time effectively in matters to achieve certain tasks and objectives. It entails prioritizing, planning, avoiding procrastination, and putting the available time into proper use. With good time managing skills, students have a higher ability to juggle between studies and personal activities hence enhancing their learning efficiency and academic performance. The results of the research have shown that successful time management activities including goal setting, prioritization of tasks, and scheduling of the study are positively related to academic performance [4].

Effective time management is also a source of improved concentration, low stress, and improved academic involvement. Commendably, effective time management of students allows them to finish their tasks punctually, have sufficient time to study for the tests, and have a steady study performance. On the other hand, students who do not control their time effectively usually have problems with their academic results as they study at the very last moment and do not accomplish all the coursework. The empirical literature has found that time management behaviors are significantly related to student performance and thus it is important to have this skill in education [5].

Complemented by academic stress, the fast-evolving digital technology has presented students with new challenges. Smartphones, social networks, online games, and streaming services have become a part of the life of students. Despite the above advantages of technology in education, the overuse of digital technologies may cause great distraction that disrupts studying habits. Learners often waste a lot of time on social networking sites, a factor that could lower their concentration on academic activities and cause poor management of time [6].

Distracters cause great impact on the study habits and concentration of students who are digitally distracted. Overuse of social media and entertainment sites tends to cause procrastination and low academic productivity. Studies have also shown that a significant number of students use digital media several hours a day and this can have destructive effects on the performance of the students unless they are used effectively. The dilemma the teachers and the parents have is to ensure that they balance the good that technology brings and use it responsibly and with discipline [7].

To counter these challenges, learning institutions have over the years focused a lot on equipping students with effective time management skills. Different teaching programs like study skills training workshops, time management training programs, academic counseling and mentorship programs have been initiated to enable students to acquire better organizational abilities. These interventions will help students organize their studying tasks better, have more realistic targets, and reduce those distractions that lead to poor academic achievements [5].

It is thus important to have effective time management skills in order to improve academic performance among students in higher seconds. These skills can help students to spend enough time learning as well as being disciplined in their learning programs and have a balance of both academic and personal tasks. Besides, teacher and parent advice is vital in motivating students to engage in healthy study behaviors and prudent use of digital technology.

This review study aims at exploring the connection between time management and academic performance of students in higher secondary schools. It will also compare the effects of digital distractions on the learning behaviors and performance of the students. Moreover, the review examines different learning interventions aimed at the improvement of time management in students. This research paper aims to present a synthesis of the results of earlier studies that will help teachers, parents, and policymakers come up with interventions that can enhance academic performance and assist students in achieving sustainable success in their education.

## **Concept of Time Management in Education**

### **Definition of Time Management**

Time management is a process, which involves planning and organization of time by an individual to spend on certain activities in order to accomplish desirable objectives effectively. It entails managing the time that is to be devoted to specific activities in a conscious way to enhance effectiveness, productivity and efficiency. Time management in the academic environment allows the students to allocate their study time effectively to various other academic tasks like attending lectures, assignments, examinations and extra-curricular activities. Time management will enable students to prevent procrastination as well as make sure that academic tasks are accomplished in the given time range [8].

Time management has been defined by scholars as the habits, approaches that individuals are employing to organize their time with an aim of attaining certain goals. These are the strategies that involve goal setting, task priorities, organization of activities and monitoring. Those students who learn to manage their time properly, can more easily control their learning process and be consistent in their academic work. Therefore, time management is usually regarded as one of the basic determinants of academic performance and individual productivity [9].

### **Components of Time Management**

Time management comprises of various important elements that assist people in the management of their activities. Planning, prioritizing and scheduling of tasks are the most significant elements.

Planning entails deciding what should be done and estimating the time to be taken to do so. Planning can involve the preparation of a study schedule, planning course work and academic aspirations to students. Which is why proper planning allows students to get enough time to study without having to struggle at the last moment and at the same time allows them to do so in a logical way [10].

Another aspect of time management is prioritizing. It is the process of knowing what actions are vital and require to be fulfilled initially. Students are usually burdened with various academic tasks like homework, projects and preparation of examination. Students are able to use their time more efficiently and spend less time on unnecessary pressure by setting their priorities and timeframes depending on the tasks according to their importance and deadlines [11].

Scheduling entails assigning certain times of doing activities. With a planned timetable, the students will be in a position to balance between school work, personal life, and sleep. Discipline is also enhanced through scheduling as well as adequate time is allocated to learning activities. Learners that uphold well-organized schedules are more apt to show a higher degree of academic organization and better study practices [12].

### **Importance of Time Management for Students**

Time management is especially relevant to students as the academic performance usually relies on the effectiveness with which they use the available time. Academic programs of higher secondary students are usually very hectic with hours of classroom training, homework, study to pass exams, and extra-curricular activities. Student failure to accomplish these tasks in a timely manner may occur. Time management will assist the students to be focused on the academic objectives and lower the chances of procrastination. Well-managed time students can finish their assignments on schedule, study properly before exams, and have a good performance in their studies. Moreover, proper time management habits also help to eliminate stresses and other anxieties by enabling the students to study in a systematic and well-planned way [13].

In addition, time management will help students to get in to good study habits and be more efficient in their learning. Students can develop and understand course information better and have better academic results by having adequate time to focus on other topics and academic activities. Studies have also revealed that students who are good time managers are always better in their academics as opposed to those who do not have time management skills [14].

### **Relationship between Time Management and Productivity**

Productivity is the capacity to perform efficiently at a certain duration of time. Productivity in the education sector is indicated by how well students are able to accomplish the academic assignments effectively and attain favorable learning results. Time management is important in increasing productivity since it assists people to manage time well in various activities.

Effective time management by the students will tend to utilize the time spent in the study more effectively and usually avoid distractions that slow down the academic development. Students can streamline their activities and have a well-structured study routine and can be as productive as possible, and will have better academic results. On the other hand, the inability to manage time properly may also result in time wastage, incompleteness, and a decreased efficiency in studying [15].

It has been revealed that those students who embrace the systematic time management strategies are more academically productive and learn better. These students will have more time to be engaged in productive academic activities, and less time wastage. Consequently, time management is generally considered one of the aspects that are necessary in facilitating academic success and learning [16].

### **Time Management as a Life Skill**

In addition to academic performance, time management is believed to be a major skill in life, which can be applied in personal as well as professional growth. When people learn to manage their time when they are in school, they will find it easier to be able to cope with their duties in college and in their jobs. Time management ensures that people become disciplined, responsible and self-disciplined. These attributes play a critical role in

attaining long term targets and sustaining productivity in a number of facets in life. Students who learn how to manage their time effectively can better balance their academic schedules, social life and personal life [17].

Educational establishments are becoming more aware of the need to teach time management as part of the growth of students. Workshops, academic counseling programs and training programs are usually put in place to enable the students to be equipped with a better sense of organization and planning skills. When students learn to manage time well at an early stage of their educational life, they will be able to improve their performance in school as well as their future personal development.

### **Time Management and Academic Performance of Higher Secondary Students**

Time management has been largely identified to be a critical determinant of academic performance of students. Time management helps students to plan their study time, to devote reasonable time on various subjects and to balance between academic and non-academic activities. The secondary high education is a very important phase in the academic lives of a student, as it comes with much academic workload and other competitive exams and more expectations by the teachers and parents. In that case, time management skills are one of the most important factors of academic achievement.

### **Study Scheduling and Academic Success**

One of the most significant elements of the effective time management is study scheduling. It is the planned distribution of time between various academic tasks including studying, doing assignments and reviewing exams. Proper study plan enables students to plan their study and make sure that one has enough time to study every subject.

Research studies have revealed that students having regular study schedules are likely to exhibit high academic performances as compared to the irregularly-students. Regular study schedules enhance concentration, ensure consistency in learning and less strain in exam preparations at the end of the day. By setting aside definite time periods to study, the students can cover the academic material in a more comprehensive manner and memorize information better. Consequently, organized time-studying helps a great deal in enhanced performance in school [18].

Moreover, regular study programs enable the students to grow up to be disciplined and responsible in their educational tasks. The students who consistently engage in studying tend to develop effective learning strategies that would eventually improve their entire academic work.

### **Prioritization of Academic Tasks**

The other significant part of time management is prioritization which directly applies to academic performance. Students usually carry various academic duties such as homework tasks, project work, study in exams and classroom learning tasks. Students can find it hard to cope with such tasks without prioritizing them properly.

Prioritization is a process that entails consideration of the most urgent and important activities to be done first. By doing this, prioritizing on the important activities in academic life, the students are capable of making sure that the necessary tasks will be done in time and in a more efficient way. Research has shown that students who are academically responsible show improved academic performance levels compared to students who have no proper prioritization skills [19].

Moreover, prioritization assists the students not to procrastinate and eases academic stress. Students should be able to plan their activities according to the priority and deadline because this way they will be able to control the amount of work and ensure higher academic results. Consequently, learning the skills of prioritization would be a vital aspect of effective time management in students of higher secondary.

### **Impact of Time Planning on Examination Performance**

Time planning is very important in the examination preparation of students. A good plan enables students to have a sufficient time to revise course content, go through problem-solving and reviewing of key concepts prior to examinations. Those students with earlier preparation are prone to higher examination marks because they have well planned revision plans.

Research has shown that students who make optimal use of their study time in terms of scheduling have a reduced anxiety level on examination and better results in academic tests. Time planning will enable the student to subdivide difficult academic tasks into manageable sections so that they can easily accomplish them within the required time. Students who do not plan their time, on the contrary, tend to study at the last minute, which may adversely influence the results of exams and make students more stressed [20].

Also, time planning allows the students to allocate evenly their study time to various subjects. This moderate scheme assists the students to acquire better knowledge of the course content and enhances their recall capabilities during exams.

### **Relationship between Study Habits and Time Management**

Time management and study habits are two factors that have a close connection with academic performance. Study habits are the routines and habits, which students engage in during the study e.g. revising notes, doing assignments on time, and having routine study habits. Time management is one of the effective aspects that facilitate the facilitation of positive study habits because it allows pupils to spend the right amount of time doing academic tasks.

With good time management skills, students are likely to have a good study habit such as periodic revision, taking notes in an orderly manner, and having a systematic approach to examinations. The habits help to achieve better learning efficiency and school success. On the other hand, bad time management is very likely to result in bad study habits e.g. procrastination, interrupted studying, and poor exam preparation [21].

The studies have indicated that students exhibiting both proper time management and discipline in studying have much better performance than students who lack the skills. Thus, time management and study habits can be regarded as complementary variables that both affect academic success of students.

### **Findings from Different Researchers**

A number of authors have studied how time management and academic performance of students are related. Most of these studies have noted that there is positive correlation between good time management practices and academic success.

Indicatively, researchers have established that students planning their studying time, academic goals and structured schedules are more likely to have better grades and are more fruitful academically. The main predictors of academic success have been pointed out to be time management techniques like prioritization, avoiding procrastination, and being consistent in the study routines [22].

Other studies have also focused on the need to impart time management skills to students as part of the educational development programs. The training of students in time management strategies has been reported to positively influence students to organize their academic tasks, reduce the levels of stress, and improve their academic performances [23].

### **Digital Distractions and Their Influence on Students' Study Habits**

Digital technology has become a new part of the lives of students in the contemporary education setting. There is access to infinite information and communication opportunities with the help of smartphones, social media platforms, online gaming, and streaming services. Digital technology is said to have a great number of educational positive sides, but it also provides great distractions which can affect the study habits and academic achievement of the students negatively. In the case of higher secondary students, it is more difficult to handle digital distraction than ever before owing to the massive accessibility and the unlimited access to digital devices [24].

### **Use of Smartphones among Students**

Students use smartphones as some of the most popular digital devices. These gadgets can allow one to access the internet, social media applications, entertainment applications, and communication devices in real time. Despite the fact that smartphones can be used to aid learning processes online, access learning content and communicate with teachers and fellow students, the smart phone overuse may disrupt educational processes.

Studies have shown that students tend to use smart phones when they are studying and this interferes with their concentration thus lowering the learning process. Alerts, sms, and social media posts tend to distract students when doing their study. This unending disruption can result in divided study time and less understanding of educational content [25].

Moreover, the heavy use of smartphones has been linked to low academic achievements. Those students who spend more hours on their mobile phones have less time to do their studies like reading textbooks, doing their assignments as well as preparing to take exams. Consequently, excessive use of smartphones may adversely influence the academic life and discipline in students.

### **Social Media and Student Behavior**

Facebook, Instagram, and other networking sites are the social media that has gained immense popularity among teenagers and young adults. These sites enable students to interact, exchange information and have access to online communities. Nonetheless, diminished focus in academics might also be as a result of the frequent usage of the social media.

Students use a lot of time going through the social media sites as most of them spend many hours daily browsing them and in the process they lose time that they could have been doing their studies. Social media usage could also cause distraction at the psychological level because students might be tempted to constantly check information, reply to incoming messages, or take part in the conversation on the web. These engagements have the potential of interrupting study patterns and lowering the general academic output [26].



It has been reported that heavy use of the social media has been linked to poor performance in school especially where students tend to focus on socializing within the social media at the expense of attending to their school duties. Students that spend too much time on social networking sites might have problems keeping a steady studying practice and effectively balancing their academic tasks.

### **Online Gaming and Digital Entertainment**

Another significant cause of digital distraction among the students is online gaming and digital entertainment systems. Video games and streaming services offer some of the most entertaining and engaging activities that can be time consuming. Although moderate consumption of digital entertainment could aid students in calming down and alleviating stress, high consumption causes much disruption to academic activities.

Most students who waste too much time on web based games are likely to miss out on crucial academic activities like studying, doing assignments as well as preparing to take an examination. Sleep patterns may also be disrupted due to gaming addiction and long hours of consuming entertainment causing fatigue and lack of concentration when undertaking academic work [27].

Additionally, overindulgence in digital entertainment may hamper the ability of the students to have self-control and time management skills. Students may suffer a decline in academic performance when they give more importance to gaming or entertainment at the expense of academic duties.

### **Influence of Digital Technology on Study Habits**

Digital disturbances may have a significant impact on studying habits and learning behavior of students. Procrastination is one of the most widespread ones, with students postponing academic activities but indulging themselves in digital activity. The consequences of procrastination include studying at the last minute and half-done assignments, which cause a negative impact on academic performance.

The other effect of the digital technology is the emergence of multitasking behavior whereby students strive to study and at the same time use digital devices. Even though it might seem that multitasking is an efficient approach, studies have revealed that in most cases, it impairs concentration and worsens the quality of learning. Students who check on both academic information and digital media are likely to fail to grasp academic information and memorise it [28]. Moreover, being constantly exposed to digital media can diminish the capability of the students to learning intensive and in-depth learning. Constant interruptions and internet communication provide constant distraction and students are unable to work continuously on academic work.

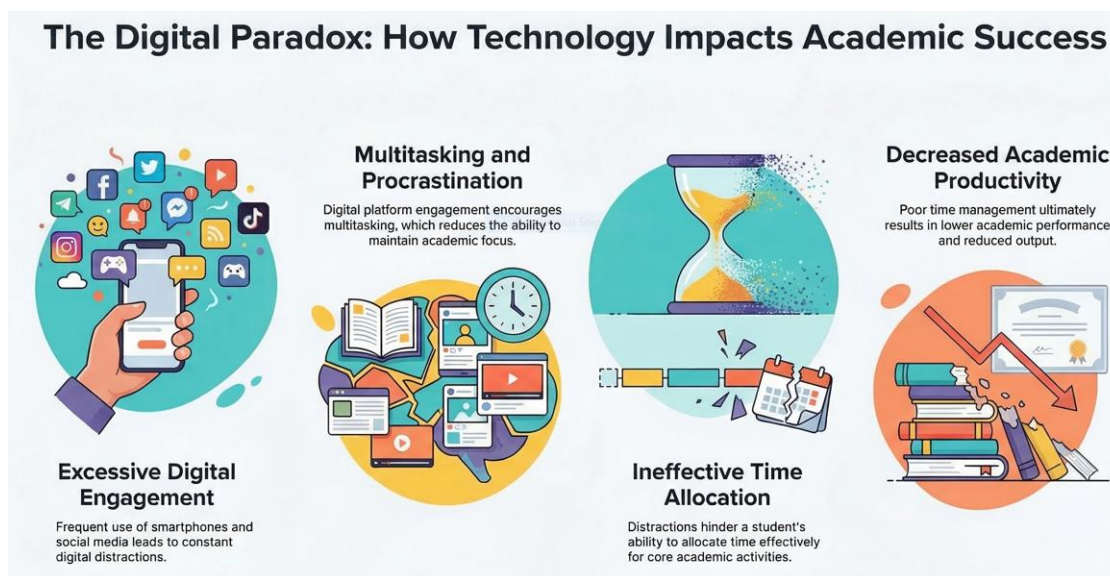
### **Managing Digital Distractions**

With the increasing role of digital technology, it is important that students should devise techniques to deal with the digital distractions. The role of educational institutions, teachers, and parents to guide students towards responsible use of technologies can be very important.

Certain strategies such as placing restrictions on the number of hours that the phone is used to study, establishing distraction-free learning opportunities, as well as making the students adhere to organized learning plans are some of the effective methods. The students should also be educated on the negative consequences of maximum use of the digital media on their performance in performance. Research indicates that in the event that students can master self-regulation and learn to moderate their digital activities, they are in a better position to remain focused on their academic work as well as enhance their overall learning results [29].

### **Impact of Digital Technology on Time Management**

The high rate of digital technology has altered the manner in which students gain information, communicate, and conduct their day to day activities. Laptops, tablets, smartphones, and other digital platforms with access to the internet facilitate access to educational resources and learning tools in a convenient manner to students. Nevertheless, overindulgence of digital technology might also pose a problem with effective time management, especially among those in higher secondary because they are yet to master the skill of self-regulation. The growing use of the digital media in the lives of students has brought about concerns on the effects of digital media on time management habits and academic productivity [30]. Figure 1 shows the paradox of digital technology.



**Figure 1. Impact of Digital technology**

### **Reduction in Effective Study Time**

Among the most evident ways digital technology may impact students in their time management are the decrease in time actually spent studying. A good number of students use a significant percentage of their time with digital gadgets, not engaging in academic tasks, but socializing, watching videos, and playing games. These activities can greatly cut down time that can be spent in studying and doing academic work.

It has been found out that students with heavy use of digital media consumption are usually incapable of spending adequate time in academic pursuits. With the introduction of digital mediums to offer instant enjoyment and interaction with peers, students might be hard pressed to resist temptations of using these channels in the middle of the studying period. This means that the time taken to learn is usually substituted with the leisurely digital activities resulting in ineffective time management and low academic output [31].

### **Multitasking and Reduced Concentration**

The other significant effect of digital technology on time management is the propensity of students to multitask. Multitasking is a phenomenon where the users strive to do two or more things at the same time including studying and watching social media or text messages. Despite the common belief of students in the beneficial impact of multitasking on efficiency, the studies have revealed that it has a negative impact on concentration and learning performance.

The cognitive resources of the students are fragmented when their attention is divided on academic and digital activities. This disintegration makes them less able to concentrate on academic content and makes their learning less efficient in general. This means that students might take a longer time doing academic duties that would have taken them a shorter time at full concentration [32].

It is also associated with multitasking, which makes one prone to errors and minimizes information storage. Students that have a loose habit of switching between academic and digital actions might have difficulties in continuous attention, which can adversely impact their academic results, as well as time management performance.

### **Digital Technology and Procrastination**

Digital technology has also been linked with high levels of procrastination in students. Procrastination can be described as the propensity of putting off vital activities when you are fully aware of the fact that the procrastination can cause adverse effects. There are a lot of distractions offered by digital platforms that persuade students to delay academic obligations in favor of activities that are more enjoyable.

More to the point, students can postpone studying exams or doing tasks and engage in social media browsing, watching videos, or having fun online. With time, such a behavior of making academic work late may result in poor time management and academic stress. Research has revealed that students with high amounts of digital media usage have a greater probability of developing the tendency of procrastination which harms their academic productivity [33].

There is also the consequence of procrastination leading to last-minute studying which can lead to poor comprehensibility of complex academic information by the students. Therefore, inappropriate time management due to procrastination may result in poor performance at school and pressure at the time of exams.

### **Influence on Self-Regulation and Time Discipline**

Self-regulation is the capacity of a person to restrain the behaviors, manage emotions and be in discipline in able to accomplish goals. A good time manager needs to be highly self-regulated since students need to avoid distractions and get down to business.

Digital technology has the tendency of undermining self-regulation capacities of students by giving them unlimited distraction opportunities. Constant distractions, internet communications and entertainment facilities can disrupt the study processes of the students and put them at a burden of disregarding their study activities. Lack of skills in self-regulation means that students might not be able to regulate their online behavior and devote enough time to studying [34].

Nevertheless, time management can also be supported by the digital technology when it is used correctly. One may refer to online learning platforms, task management applications, and digital calendars as an example of a tool that allows students to plan their schedules and monitor their academic advancement. Thus, the influence of digital technology on time management is highly reliant on the use of such tools by students.

### **Balancing Technology Use and Academic Responsibilities**

Due to the growing use of technology in the learning process, students should be taught how to strike the right balance between the use of digital devices and school work. The big five of time management strategies need to involve the responsible use of technology and understanding of possible distractions.

By fostering digital literacy and time management, the educational institutions will be able to promote healthy digital practices in students. Educators can also incorporate technology in a manner that will aid learning and not distract their learning. To illustrate, applying online education platforms, online learning tools, and systematic learning applications can be used to ensure that students make better use of technology.

Parents would also be instrumental in steering the students towards responsible use of technology. Parents can make sure that students have more time management habits by enabling fair screen time and promoting more organized study habits. As soon as students are taught how to regulate their digital activities and concentrate on academic activities, they will get higher chances of attaining improved academic results and living balanced lifestyles.

Although digital technology has numerous learning and communication opportunities, it may greatly affect the time management practices of the students in case of excessive or unregulated use of the technology. Consequently, it is necessary to create awareness and programs to effectively handle digital technology to enhance academic productivity and contribute to the long-term educational achievement of students

### **Educational Interventions for Developing Time Management Skills**

Schools are in a significant position in ensuring that learners acquire proper time management skills. Given that time management is highly associated with academic success, schools and colleges have become more aware of the need to integrate educational interventions that help students to manage their time effectively. These interventions involve organized training programs, study skills training, academic counseling, and incorporating time management skills into the educational practice. Educational institutions may facilitate students to acquire the organizational skills that would allow them to strike the right balance between studying and personal activities by guiding and supporting them to maintain that balance [35].

### **Time Management Training Programs**

The time management training programs are also one of the most effective educational interventions that are used to enhance the quality of time management and use of time by the students. These programs are usually aimed at strategies that are practical like setting of goals, prioritization of tasks and scheduling and procrastination avoidance, by the students.

The same research has indicated that the students who undergo time management training programs show a strong change in terms of academic organization and productivity. The training would assist the students to know how to divide time to various studies and how to have systematic study habits. Moreover, time management training may also improve student's self-discipline and motivation or help them to continue their efforts in the academic year with a high level of discipline [36]. Such programs may also involve interactive work, group work, and practical activities where students are able to put the time management tips to practice in real life setting. Consequently, students become more conscious of their time management and acquire time management strategies

### **Study Skills Workshops**

Another intervention technique that educational institutions have employed to support the student in achieving better academic performance and time management skills is study skills workshops. The workshops usually aim



at enhancing the learning skills of the students that is, the methods of taking notes, reading, how to prepare for examinations and how to study.

Students are taught via study skills workshops to plan their academic activities and devote enough time to studies. These workshops also stress on the need to have a regular study pattern and not have to study at the last moment before an exam. Through improved study habits, students are able to enhance their time management attitudes and their under-achievements [37].

Also, workshop study skills are associated with the tools offered to students, including studying planners, academic calendar, productivity techniques, which allow students to organize their time studying better. The latter can help students to monitor their academic progress and spend their time in a more structured way.

**Table 1. Educational Interventions for Improving Students' Time Management**

| <b>Intervention Type</b>          | <b>Description</b>                                                 | <b>Expected Outcome</b>        |
|-----------------------------------|--------------------------------------------------------------------|--------------------------------|
| Time Management Training Programs | Workshops teaching planning, scheduling, and goal setting          | Improved academic organization |
| Study Skills Workshops            | Training in note-taking, revision techniques, and exam preparation | Better learning efficiency     |
| Academic Counseling               | Personalized guidance to improve study habits                      | Reduced academic stress        |
| Mentorship Programs               | Senior students or teachers guiding learners                       | Improved academic motivation   |
| Digital Awareness Programs        | Education about responsible technology use                         | Reduced digital distractions   |

### **Academic Counseling and Mentorship**

Another useful educational intervention that would help students to manage their time better is academic counseling. The academic counselors collaborate with the students to determine the barriers associated with time management, study habits, and academic stress. Counselors work with students individually to find ways of preventing these difficulties and enhance their academic achievements. Mentorship programs also contribute significantly to the process of mentoring the students in good time management practices. In these programs, older teachers or students give instructions and help to the younger students. Mentors assist the students in establishing achievable academic objectives, organizing academic study programs, and being motivated during their academic life [38].

Students that have problems with academic organization or have problems with managing their workload are especially responsive to academic counseling and mentorship programs. With the use of a personal approach, students will have an opportunity to work on their time management skills, as well as attain higher academic outcomes.

### **Awareness Programs on Digital Distractions**

Digital interferences are also among the challenges to educational interventions in the modern digital era. To ensure that students can develop healthier habits of using technologies, awareness campaigns aimed at teaching them how overuse of digital media can be related to health issues can be used.

Such programs usually contain the discourses about responsible smartphone behavior usage, the effects of social media on academic achievement, and how to avoid distracting with digital activities during studying hours. Through more sensitization of the possible adverse consequences of overindulging in technology, schools can urge the students to embrace a more serious and efficient study process [39]. Educational institutions can also support the idea of digital well-being that motivates the students to spend less time staring into the screen during their studies and establish distraction-free learning conditions. These programs assist students to be better focused and time management will be enhanced.

### **Integrating Time Management Skills into Curriculum**

Incorporating the skills in the academic curriculum is another best method of developing time management skills in students. Educators can also implement the idea of time management in classroom life and help students learn how to plan and organize in their studying.

As an example, educators can set projects, where students are to create study schedules, deadlines on completing various phases of work, and control their progress throughout the course. These activities provide students with the opportunity to gain practical experience to organize their time and academic activities. Besides, classroom teaching focusing on goal setting, prioritization of tasks, and thinking about time management may enable students to have life-long time management skills. These abilities do not only enhance school performance, but also equip students with future work and personal duties.

### **Strategies for Effective Time Management among Students**

Good time management will be required to enhance academic performance of students and have a balanced lifestyle. The higher secondary students are usually burdened with various academic obligations such as coursework, homework, tests, and extra-curriculum. Absence of proper time management strategies would make the students find it hard to meet administrative deadlines and study on a regular basis. Consequently, it is important to come up with viable time management strategies that can ensure academic success.

### **Setting Clear Academic Goals**

Clearly academic goals are one of the most significant strategies to be used in time management. Goals are also goals that guide and motivate learners by ensuring that they concentrate in particular learning objectives. By clarifying the short-term and long-term academic objectives, students can plan their studying process better and spend time wisely. According to research, goal-setting enhances self-regulation of the students and helps them to remain dedicated to their academic tasks. Students with clear academic objectives have been shown to be more planning skills and persistence to get through academic activities [40].

### **Developing Structured Study Schedules**

Another useful technique in managing time is the ability to create systematic studying plans. The study schedule is used to assist students in setting time aside to various academic tasks such as reading, note revision, doing assignment and exam preparation. Having a well-planned schedule, students will be able to provide each subject with a sufficient amount of attention. Learning schedules are also structured scheduling which enhances consistency in learning. Students who allocate a specific time to study are more apt to adhere to discipline and procrastination is not likely to occur. Research has indicated that, students with scheduled study practices have a better academic productivity and learning performance [41].

### **Prioritizing Academic Tasks**

Academic tasks are critical in the process of handling numerous responsibilities. It is the situation where students have to do multiple assignments in a short amount of time. Under these circumstances, it is possible to point out the most significant and pressing tasks that will enable students to devote their time more effectively. Prioritization enables the students to concentrate on the activities that can add the most to their academic objectives. Students are able to minimize stress and avoid the pressure of doing things at the last minute by finishing their high-priority tasks as soon as possible. Proper prioritization also makes students to have better control over academic workloads [42].

### **Minimizing Digital Distractions**

As mentioned in the sections above, digital distractions may seriously disrupt time management among the students. Hence, one of the strategies of enhancing efficiency in study is reduction of digital interruptions. To minimize the distractions, students can switch off all the unnecessary notifications, minimize their visits to social media when studying, and prepare distraction-free study conditions. Learning self-discipline in the use of digital devices enables students to be focused on studying. Students who manage their digital consumption wisely, will devote adequate time to studying and other scholarly tasks [43].

### **Developing Self-Discipline and Self-Regulation**

Personal qualities that ensure proper time management are self-discipline and self-regulation. Self-regulated learners closely observe their study behavior, provide goals and tactics to enhance learning performance. When students have the ability to regulate themselves, they are in better position to balance their time, stay focused and accomplish academic assignments effectively. According to the educational research, there is a strong connection between self-regulated learning strategies and better academic performance and increased time management practices. Through self-discipline and accountability, students will be able to establish healthy study habits which will eventually lead to a successful academic performance in the long term [44].

### **Future Research Directions**

Despite the fact that the past studies could offer some critical information on the connection between time management and academic performance, there are still a number of gaps that need more research to deepen the perspective and facilitate better educational practices. The future studies may be aimed at creating more holistic approaches which will allow students to organize their time better and respond to the emerging challenges related to digital distractions and the mounting academic demands.

### **Time Management Training Programs for Students**

The research needs to be furthered by looking at whether time management training programs developed by specifically targeting higher secondary students are effective. Scholars will be able to examine the effectiveness of various training methods, including workshops, mentoring, and online learning courses, on the students studying behavior, academic achievements, and stress response. Longitudinal research can also be done to determine whether such programs lead to long term positive results in the organization skills and academic achievements of the students.

### **Impact of Digital Technology on Academic Productivity**

Due to the increased use of smartphones, social media platforms, and online learning tools, it can be essential to investigate the impact of digital technology on the academic productivity of students and the time management practices. The future studies can be on determining the advantages and disadvantages of technology on learning. As an example, research can look into the educational application, digital planners and online learning platforms help manage time, but also look into how overuse of social media or digital entertainment can lead to procrastination and lack of academic attention.

### **Role of Schools in Developing Study Skills**

In this regard, educational institutions are significant in molding study behaviors and learning skills of students. Research should be carried out in future on how schools can successfully integrate time management and skills development of the study in their academic curriculum. Research can be carried out on how teacher guidance, mentorship programmes and classroom interventions can promote systematic learning habits. Also, the study can explore the role of cooperative work of teachers, parents and school administrators in enhancing time management skills of students.

**Table 2. Major Factors Affecting Time Management among Higher Secondary Students**

| Factor               | Description                                                  | Impact on Academic Performance                                |
|----------------------|--------------------------------------------------------------|---------------------------------------------------------------|
| Academic Workload    | Large number of assignments, tests, and examinations         | Poor time allocation may lead to stress and lower performance |
| Digital Distractions | Excessive use of smartphones, social media, and online games | Reduces study time and concentration                          |
| Procrastination      | Delaying academic tasks until the last moment                | Leads to poor preparation for examinations                    |
| Lack of Planning     | Absence of study schedules or daily academic planning        | Results in inefficient use of time                            |
| Poor Study Habits    | Ineffective reading, note-taking, and revision practices     | Decreases learning efficiency                                 |
| Parental Guidance    | Level of parental supervision and encouragement              | Positive support improves time discipline                     |
| Teacher Support      | Guidance from teachers regarding study strategies            | Helps students manage academic workload effectively           |
| Motivation Level     | Students' interest and willingness to study                  | Higher motivation improves time utilization                   |

### **Comparative Studies in Different Cities or Regions**

Future studies may also include comparative studies in other cities, regions, or systems of education. Such research would facilitate the establishment of differences in time management among students, academic difficulties and patterns of use of digital technology. A comparison between urban and rural students, students with diverse educational backgrounds might be able to shed more light on the issues that contribute to academic performance. These comparative studies may help the policymakers and the educators in developing the context-specific interventions to meet the different needs of students in different regions.

## **II. CONCLUSION**

The time management is an important factor in defining the performance of higher secondary students. The current review identified the literature on time management practices, digital distractions, and education interventions that can have an impact on academic achievement of students. According to the reviewed literature, it is evident that students who are able to manage their time properly, by scheduling their study activities, prioritizing their academic activities and having structured study routines are likely to record better academic outcomes. Time management enables students to manage their available time effectively, ensure consistency in the studies as well as minimize academic stress.

The review also points out that students in higher secondary are usually under more and more academic pressure because of examinations, assignments, and teacher and parent expectations. In this case, time management becomes critical in order to pursue college-related tasks and personal activities. Procrastination, poor study habits, and low academic productivity often affect the performance of students who do not have good time management skills and this can have adverse impact on their performance in school.

The other significant issue that was found in this review is the increased role of digital technology in determining the learning behavior and time management among students. Although computer devices present

many good learning opportunities, overutilizing social media, online gaming, and entertainment services may cause a tremendous distraction. Such distractions can deter concentration of the students and time spent in doing their academic assignments. Students have therefore to acquire responsible digital behavior to help them stay focused on their studies.

Moreover, the review gives prominence to the use of the educational interventions like time management training programs, study skills workshops, academic counseling and mentorship programs. The interventions assist the students in attaining effective planning, prioritization, and self-regulation abilities that will enhance academic achievement. Schools, the Muslim teachers, and parents are very important in helping students to acquire these fundamental skills.

Academic productivity and long-term educational performance among high school students would require the development of effective time management practices. Appropriate study practices, ensuring that students are responsible with regard to online technology as well as having supportive educational methods can go a long way in enhancing the student academic performance as well as equipping them with future academic and professional challenges.

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