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*Prioritize Your Work and Be Out of Complacency:
A Student Perspective*

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Abstract: Most of the time students are in stress, in loggerheads and in conflicting times. Being a student is a miserable life for some and few enjoys the studentship. Aside from all the stress that students experience from those loads of projects, assignments, home works, quizzes, recitations, weekly exams (internal exam) presentations and lot more. Students go through hectic times to balance their curriculum and day-to-day chores like getting enough sleep is very crucial as well. In addition, being a student also means hanging out with friends, attending sports events, cookouts, picnics, and having a part time job. With all of these activities, there are plenty of things to do as a student; yet time may still be very short and paucity in all facets. Hence in such a situation 'Prioritizing Work' is the best tool to justify every single item of work. It is noticed that today's students in general are not that much studious like earlier times and on top of it students are more jolly (careless) and give less attention to their studies and its related work. It is very much surprising and astonishing to witness that students are complacent with their daily routine and time pass chore /process and minimal learning time. The modern students need to know, how to prioritize their work with proper time management, time evaluation and effective time application.

Once students learn the techniques of Time Management, that will be big deal of their college times, then s/he will wisely prioritize the work. And the most important is, students will learn (understand) the value of time and do scheduling of his/her work effectively. Being student they will learn and will be in the position to estimate the quantum of time required for a particular activity. Such a habit and practice of effective / proper time management certainly and immensely help students to plan things for their future and prioritize the work on 'to do list' accordingly.

A small achievement and sort of appreciation is much natural in the course of learning, which induct confidence, courage and motivation hence students need not go in the complacent zone and relax. In fact, all motivational tools are to push the students to do well and learn a lot more so that they (students) can be more competent to face the dynamics of the markets and industry.

Keywords: conflicting times, prioritizing, quantum of time, to do list and know your priority.

I. INTRODUCTION: ORIGIN OF LEARNING IN INDIA

In the year 1947 after Independence the literacy rate was just 12 per cent but now (2001) it stands for 82 per cent youth are literate and had desire to learn further. India's higher education system is third largest in the world, after China and United States. The history of education in India is very rich and interesting. One can trace the ancient India education to the 3rd century BC. Research shows that in the ancient days, sages and scholars imparted education orally, but after the development of letters, it took the form of writing. Palm leaves and barks of trees were used for education, and this in turn helped to spread the written literature. Temples and community centers often took the role of schools.

The learning had been inherent and part and parcel of Indian culture. The *Vedas, Puranas, Ayurveda, Yoga*, Kautilya's *Arthashastra* are only some of the milestones that the traditional Indian knowledge system and learning boasts of. There are evidences of imparting formal education in ancient India under the *Gurukul* system. Under the *Gurukul* system, young boys who were passing through the *Bramhacharya* stage of life had to stay with the *Guru* or at the teacher's home and complete their learning process so called education.

The Indian education scenario has many transformational phases right from independence and always all the government has given prime importance to education and a special place in all government schemes. The 86th constitutional amendment has also made elementary education a fundamental right for the children between the age group 6 to 14. The education parameters were made simple and easy. The education system in India was divided into two distinct phases.

- a) **Phase I:** The primary education, by virtue of this education, children are given fundamental education and teaching of doers of daily life, along with academic training.
- b) **Phase II:** The higher secondary education, by virtue of this education, prepares the child for competitiveness and provides a platform to become a better human being as well as a competent person in the society / industry/business.

Indeed; education is one of the important weapon and tool in a human's life, right from inception of human being and now termed as 'Knowledge Society'. Of course, some section of society sarcastically often state that it is not essential and necessary like water, food, shelter and air. But of late, everyone has realized the significance and pivotal role of education in human life. Education is constructive factor and path way to create worthy contribution in our society and lives. Education opens up our mind and expands our horizon, it creates awareness of our rights and services that we can access. The education houses are being affiliated to various universities like,

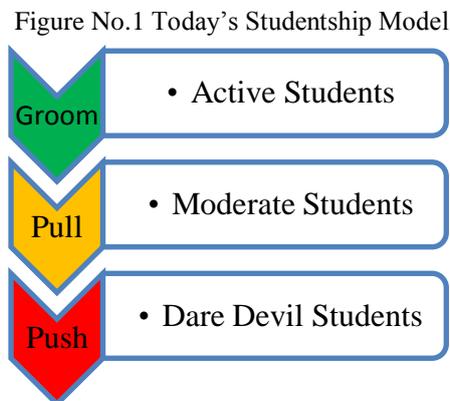
- a) Central Universities.
- b) State Universities.
- c) Deemed universities.
- d) Institution functioning under State Act.
- e) Institute which are of national importance.

Apart from this, stated education houses have its own affiliations and sub-sets of colleges and institutions. The growth of women's colleges, technical institutes and distance learning has been very much noticeable. The education system has undergone dynamic changes and today's education system is cascading into many stages namely;

1. **PRE-PRIMARY** - It consists of children of 3-5 years of age studying in nursery, lower kindergarten and upper kindergarten. At this stage student is given knowledge about school life and is taught to read and write some basic words.
2. **PRIMARY** - It includes the age group of children of 6-11 years studying in classes from first to fifth.
3. **MIDDLE** - It consists of children studying in classes from sixth to eighth.
4. **SECONDARY** - It includes students studying in classes ninth and tenth.
5. **HIGHER SECONDARY** - Includes students studying in eleventh and twelfth classes.
6. **UNDERGRADUATE** - Here, a student goes through higher education, which is completed in college. This course may vary according to the subject pursued by the student. For medical student this stage is of four and a half years plus one year of compulsory internship and engineering student is to study for four years, while a simple graduate degree can be attained in three years.

7. **POSTGRADUATE** - After completing graduation a student may opt for post graduation to enhance his qualifications and learning.
8. **DOCTORATE** – After post graduation student may opt for research oriented study on his interested field, to foster the quest of industry and market.

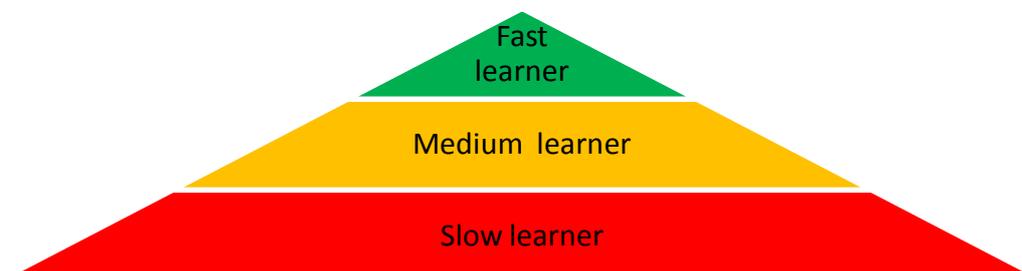
Albeit most of the Institutions and colleges more particularly Management Schools in the rural India are victimized per se of students chaos with their studies and work (Institute related and personal), and had imbalances to justify their responsibility by accommodating and assimilating their core studies, add-on extra-curricular activities, skill development mantras, soft skills, personality development and most important is their domestic work. To make the study more fruitful and to hover on the objectives, the studentship has been broadly classified into three categories;



The studentship of late has become more complicated and complex in general and more particular in rural India. Dare Devil students are in pretext that, what they learn in the class rooms is most of the time not applicable in the practicable life, rather wide gap between class room education and market learning, as well they get through in the annual exam, hence they have always a view to bunk classes and are careless in their college assignments. Such kind of students always need to be pushed for their study and related work. ‘Moderate Students’ in simple term always have 50:50 interest in studentship and are perfunctory towards their Institute and college work. Their vision and goal are not clear and almost bleak but they get through in the exam with better position. Hence such kind of students always needs the strategy of pulling them for their work, of course they do well. The study reveals that, even though the scenario is not so salubrious but few students are ‘Active Students’ who have full attachment to their studies, assignments, projects, Institute events and fully concentrate on their primary and basic responsibility as students. Indeed, they excel in the examination and other competitive exams and do well in the rest of life. Such kind of students further can be groomed for excellence. It is well said that, **“Learn Today: Lead tomorrow”**. It means studentship, grooming and learning (fundamentals of knowledge and skills) is an investment, which gives dividend and fruits for entire life, perhaps till death.

Study has revealed that, the most of the education schools, colleges and institutions have been taking fore front lead to teach students by adapting various modus operandi and making most students friendly. So, they (Institution) have segmented students into three, based on their learning habits.

Figure No.2 Students Learning Classification



Fast learner; is a student who grasp the things immediately with better visualization and interpretation. General in a class of 60 students at least 10 to 15 students will have such acumen. The Medium learner student is a basically multi talented one, who gives less attention on study but good in extracurricular activities. Slow learner student needs to be more focused and specially monitoring and mentoring so that s/he can be trained well as per the requirement. In today's scenario, most of the educational teaching houses have been classifying the students in the above category, and based on that, they draw the teaching, learning and evaluation modules, so that students can learn more with ease.

Figure No.3 Teaching and Evaluation Model



It is experienced that in teaching sector/industry there are two types of teaching/lesson plan, which can be drawn namely;

1. **Knowledge lesson plan.** (more based on experience, common sense, drive knowledge for the need of a sector, problem solving skills and forecasting events etc., to avoid and control natural calamities)
2. **Skill lesson plan.** (more based on facilitating acquisition of skills involves lot of research and development)

However based on the learning habit of the students, the evaluation model can be customized as shown in the above model as to reach out to more number of students and their understanding level.

II. NEED AND SIGNIFICANT OF THE STUDY

Invariably every single citizen of India wants their children and ward to be educated and that too quality education to fetch better livings in days to come. But alas!!! The poor performance and low quality remain as bog in the education system. The shirking responsibility among the learner is the main cause for the dwindle quality of education. Hence such situation has paved way for this study '*Prioritize Your Work and Be Out of Complacency – A Student Perspective...*' which is totally based on the higher education students.

III. RESEARCH METHODOLOGY

This is indeed a descriptive conceptual paper, a blend of thought, experience and practice in the education houses and students' perspectives. Author of this paper has undergone an extensive study of literature and has used enlightened hand-on-approach. The secondary data and basic primary empirical information have been gathered from proper sources and judicially applied to arrive at a meaningful findings and fruitful conclusion.

Objectives of the Study:

The core objectives of the study are mentioned herein,

- 1) To study the crux dilemma of management students.
- 2) To analyze the impact of teaching, learning and evaluation system.

- 3) To study role of teacher and learner.
- 4) To examine the behavior of management students.
- 5) To find out the influence of time management and calendaring the activity.

IV. INCISIVE DISCUSSION

This incisive discussion is straight with the modern students of management Institutions and professional Institutes in name of more learning and acquiring skill set for better job and business for better edge. Students have been dumped with lot of study material followed by presentation and evaluation of the same. And some time students have been classified into category as to focus them on the study and learning environment. Study has indicated that students are sandwiched and buckled with the hardship of time management and short of time to do the entire work on time. And some time complacent with their routine chores, which in general does not give any better productivity.

The entire study and envisage thought has indicated that, students without fail has to, prioritize their work and most important is be out of complacent zone. To inculcate such practices following are the basic functionalities of effective time management and accurate evaluation of Time;

- a) Know your priorities
- b) Know how you spend your time
- c) Time allocation – To Do list
- d) Prioritize rank- To Do-Items
- e) Right work at Right time
- f) Basic and primary work always first
- g) No compromise on natural chores – sleep, rest, food on time etc.,

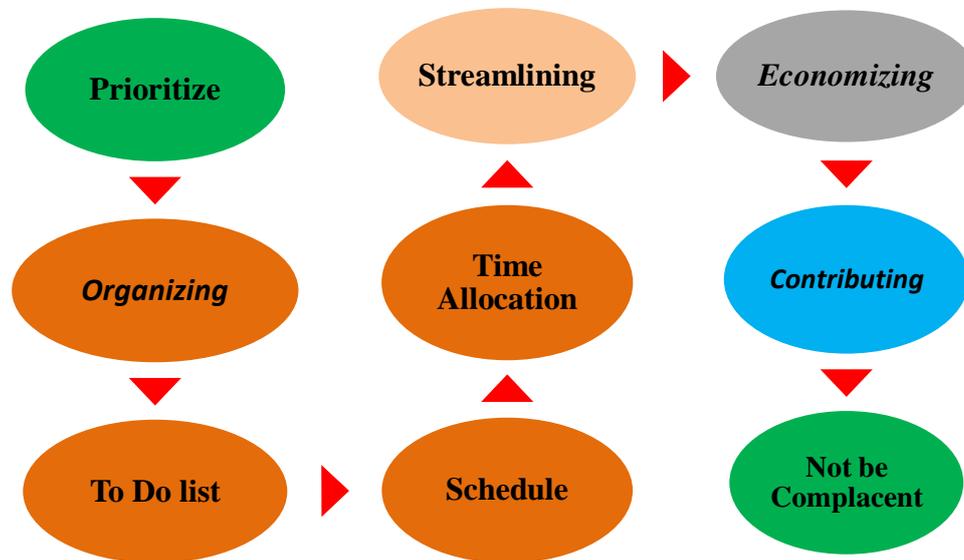
The very fundamental principle of ‘effective time management’ is getting more outcomes in time allotted or at the time of execution. Hence knowing priorities means the 80-20 rule, wherein 80 percent of performance/outcome comes from 20 percent of efforts, hence focusing on 20 percent is important to get 80 percent of results. Likewise one must know the time log, how the time is spent and an unproductive time if any, need to be used properly for constructive purpose. The preparation of ‘To Do list’ and prioritizing the work is also the main functionality in the time management. Be remember, there should not be compromise on basic and primary needs and duty. Do always right at first, it saves lot of time and energy since it does not need follow up and remedial steps. In busy life and time constraints situation one has to know the ‘*Time Saving / Gaining Practices*’. Few practices are discussed herein;

- a) Make a ‘To Do List’ every day.
- b) Communicate your Schedule to concerns.
- c) Be flexible and have contingency plan
- d) Keep a detailed calendar
- e) Schedule time for task
- f) Differentiate between urgent and important
- g) Review your dos every day.
- h) Don't Waste Time Agonizing.

When we practice the above, certainly one can gain time easily. Make a list of 'Dos' allocate time, inform to the concerned persons so that they should not disturb you. Be flexible and fix up your 'Dos' with calendar and make a review of the day 'To Do list' and at any given point don't regret and agonize; instead analyze the differentiation between urgent and important tasks. You must know that important task is not urgent but they (important) are instrumental to the urgent work.

A POSEC method has been synchronized in tune with Maslow's hierarchy theory, which is read as **Prioritize by Organizing, Streamlining, Economizing and Contributing**. It is one's individual fiducially feeling that, on attending to his own personal responsibilities first, an individual is better positioned to shoulder collective responsibilities.

Figure No. 4 View of POSEC Method



In the above POSEC process, organizing indeed plays a significant role, because it has other integral part like To Do list, scheduling, time allocation etc., then the other processes will roll on. Let us discuss the same;

- **Prioritize:** It is very much imperative to chalk out our work on 'First to do' and accordingly one should prioritize the work.
- **Organize:** Yes, once we prioritize the 'to do list' then it needs to be followed with action (implementation). It has integral part like 'to do list', time allocation, scheduling and redesigning the plan, if required.
- **Streamline:** In this process some of things you may not like to do it, but you have to do those, for instance socializing, networking, time-pass etc., that keeps mileage in the main course of work.
- **Economize:** In this process some of things you want to do, even like to do it but not urgent say gossip, criss-cross communication, hang out with friends etc.
- **Contribute:** On completion of one's needs and all requirements, one can think of contributing the left out time for social cause and social obligations, like spirituality etc.

The above model is the crystal clear method of 'Return on Time' hence one can plan his process of prioritizing the work based on the above method.

V. FINDINGS

- a) It is generally happening that management students indeed need really a focused approach to learn more about market and industry happenings. But their basic dilemma and crux is not rising up to the expectation, meaning thereby poor quality of the learning habits among students.

- b) Institute perhaps makes categories of fast and slow learners as shown in the above figure No.2 and based on that the teaching methodology may be drawn. This may help at large to the students, who really have mind to learn and manage their time effectively, during their study time.
- c) Based on the quality of students, a learning teacher model may be drawn as shown in the figure No.3 evaluation model, which gives more impact of learning and effective time management.
- d) The general behavior among the management students is lackadaisical since they get passed in their University exam and more important is that, they want management degree rather than quality and its applicability.
- e) Once a student learns and practices calendaring the activity, then s/he will have more time to do more business and use the time for better results.
- f) It is revealed that, the POSEC method certainly gives better outcome; hence practicing the same is more fruitful.

VI. RECOMMENDATIONS

Life is full of competition and racing for better earning of name and fame to be in business, social community, and in the cluster of own friends, relatives etc., hence effective time management will be a certainly the best tool to squeeze the best from the time allocation and prioritizing the 'To Do List'. The significant point is, the time gainers are more effective and efficient rather than time wasters, who in general linger on the same work very often. A learned person never wastes time but he gains out of that, and utilizes time for better productivity. Hence, both the parameters mentioned above need to be practiced viz functionalities and time gaining practices, siphoning into POSEC method.

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