



TIME MANAGEMENT

A Mini Project Documentation Report

Dashielle John O. Mabao
BS Business Management

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Introduction

Time management is a common real-world problem that affects students, professionals, and organizations across different fields. It refers to the ability to plan, prioritize, and control how time is spent on specific activities to improve efficiency and productivity. In today's fast-paced digital environment, distractions such as social media, poor scheduling habits, and information overload make effective time management increasingly difficult. This issue is especially relevant in academic settings where students must balance coursework, deadlines, extracurricular activities, and personal responsibilities. Poor time management often leads to stress, missed deadlines, and decreased performance. As a result, students, educators, and working individuals are all affected by this challenge.

Problem Description

The problem of poor time management is largely caused by a lack of organization, unclear priorities, and ineffective planning tools. Many individuals struggle to track tasks, estimate how long activities will take, or follow consistent schedules. Observations among students show frequent procrastination, last-minute submissions, and difficulty balancing multiple responsibilities. Digital distractions, such as mobile notifications and social media, further reduce focus and productivity.

Another challenge is that many existing time management methods are either too complex or not personalized, making them difficult to maintain consistently. Some individuals rely on handwritten planners, while others use multiple apps that are not integrated, leading to confusion rather than clarity. Additionally, motivation and discipline play a significant role, as users may stop using time management tools after a short period. These limitations highlight the need for a simple, accessible, and technology-based solution that encourages consistency and effective planning.

Proposed Solution

To address this problem, a tech-enabled time management application is proposed. This solution would be a mobile and web-based platform designed to help users plan tasks, set priorities, and monitor how they spend their time. The system would focus on simplicity, usability, and consistency to support long-term habit formation.

A. Key Features

- Task and deadline tracking
- Daily and weekly scheduling
- Priority-based to-do lists
- Reminder and notification system

- Time tracking for activities
- Progress and productivity reports

B. Target Users

The primary target users are students, especially those in high school and college. Secondary users include working professionals and individuals who want to improve personal productivity and discipline.

C. Expected Impact

The proposed solution is expected to improve organization, reduce procrastination, and increase productivity. By providing a clear structure for planning and prioritizing tasks, users can manage their time more effectively and reduce stress. Over time, consistent use of the application can help users develop better time management habits, leading to improved academic and professional performance.

Conclusion

Time management is a critical skill that significantly impacts productivity, performance, and well-being. Poor time management can lead to stress, missed opportunities, and reduced efficiency, especially among students. This mini project proposes a simple, tech-enabled solution to help users plan, prioritize, and track their tasks more effectively. By leveraging technology, the solution addresses common challenges such as disorganization and lack of consistency. Therefore, the proposed system highlights the value of using IT tools to improve daily routines and promote long-term productivity.

References

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