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Describing the Time Management of Working Students Enrolled in the Business Education Program

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A B S T R A C T

This study explores the time management strategies of working students enrolled in a Business Education Program. This study utilized a qualitative case study. The participants are the five working students from Saint Columban College were selected through purposeful sampling to gather data, a semi-structured written interview guide was utilized and administered face-to-face. Key strategies include prioritizing tasks, creating detailed schedules, and allocating specific time blocks for study and work. Many participants also utilize planners and digital tools to keep track of their assignments and shifts. Despite severe time constraints and chronic fatigue, these students demonstrate remarkable resilience and discipline. However, students also adopt healthier lifestyle, students adopt healthier lifestyles, implement effective learning strategies, and rely on social support systems. They often seek social support from peers, family, and mentors to stay motivated and manage stress. The findings suggest that effective time management is crucial for the academic success of working students. By maintaining a structured routine and leveraging support systems, these students can navigate their busy lives and achieve their educational goals. This study provides valuable insights into the unique challenges and strategies of working students in the business program, offering a foundation for further research and program enhancements.

Keywords: *Time Management, Working Students, Business Program, Fast-Food Chain Employment, Academic Performance, Stress Management Strategies*

1. Introduction

Balancing academic responsibilities with work commitments presents a significant challenge for working students, particularly those enrolled in demanding programs such as business education. Effective time management is crucial for their success, as it enables them to navigate the complexities of juggling studies and employment (Perna & DuBois, 2023). This study aims to explore the time management strategies employed by working students in one of the Private Higher Educational Institutions in the city of Pagadian, focusing on those employed in fastfood chains. By understanding their unique challenges and coping mechanisms, this research seeks to provide valuable insights that can inform future support initiatives and enhance the academic experience for working students.

1.1 Background of the Study

In today's world, time is a finite resource that demands careful management, especially for students balancing work and school who must effectively prioritize tasks to achieve success amidst multiple responsibilities (Bhattacharya et al., 2022). For students, particularly those in developing countries, the academic journey is fraught with challenges, and the research has highlighting time management as a critical factor influencing student success (Hu & Hutchings, 2023). However, despite its recognizing importance, many students overlook the significance of effective time management in achieving academic goals (Xu et al., 2020).

At the higher education level, time management is essential for optimal outcomes (Wolters & Brady, 2020). Well-planned study schedules and efficient time allocation contribute to student success, inform the development of cost-effective educational policies and balancing academic pursuits with employment presents unique challenges for working students (Sainz et al., 2019). Effective time management interventions can significantly benefit working students in optimizing their performance (Trentepohl et al., 2022).

The transition from remote to in-person learning has significantly impact the academic experiences of working students, leading to new difficulties during this transition (Stoain et al., 2022). The demands of attending in-person classes while maintaining employment responsibilities has creating a complex and challenging landscape for this student population (Gallaro et al., 2020). The need for effective time management strategies has become increasingly critical as students navigate this new normal (Afenu et al., 2021).

Effective time management is recognized as a cornerstone of students' success in college, with postsecondary learning centers offering services to enhance students' time management skills (Hensley et al., 2018). As such, postsecondary institutions have implemented various support services to enhance students' time management skills (Smith, 2023). However, the challenges faced by working students extend beyond the acquisition of these skills (Baja, 2024).

Balancing academic pursuits with employment responsibilities places significant strain on students (Tumin et al., 2020). The demands of both domains can be overwhelming, potentially leading to academic and professional difficulties (Dulay et al., 2023). The difficult situations further exacerbated these challenges, as students were required to adapt to rapidly changing circumstances while maintaining their commitments (Payusan et al., 2022).

Mastering time management is crucial for working students to excel in both academic and professional domains (Miranda et al., 2020). Careful consideration of time allocation is essential 3 to avoid neglecting responsibilities and enhance job performance (Bos, 2020). Efficient time management is vital for meeting the demands of the workplace and responding effectively to its challenges (Stoain et al., 2022).

Moreover, college life presents a myriad of challenges for young adults, including academic pressures and financial constraints (Fu et al., 2024). Balancing academic pursuits with part-time employment requires discipline, motivation, and effective time management strategies (Wijesooriya, 2024). While the motivations for combining work and study are diverse, understanding how students reconcile these commitments, build a sense of community, and overcome challenges to attain their degree remains a critical area of inquiry (Smith, 2023).

Researchers has to investigate the factors contributing to student success in higher education, including their sense of community and the challenges they face (Thomas & Maree, 2021). To better understand how students manage their time, especially in relation to their academic goals, more research is needed on time management as a key strategy for selfregulation (Wolters & Brady, 2020). Financial difficulties often drive students to work while studying, as highlighted by Laura Perna (2010). Previous studies by Callender (2008) and Hall (2010) support this, indicating a rise in student employment due to the need to cover living expenses and reduce financial strain on families.

Norazlan et al., (2020) emphasized that many students work to finance their college education. Previous research has indicated a substantial increase in the number of college students working while attending college (Sebullen & Kitani, 2023). Reasons for student employment include covering basic expenses and relieving the financial burden on parents (Usman & Banu, 2019).

Furthermore, the cultivation of effective time management strategies, encompassing goal setting, prioritization, and organizational proficiencies, is paramount in optimizing academic performance (Calonia et al., 2023). The time management plays a vital role in improving students' academic performance while working, necessitating the development of time management abilities encompassing goal setting, prioritization, and organizational skills (Ghafar, 2023). Moneva et al., (2020) highlighted the financial motivations behind student employment, emphasizing the need to cover basic expenses and alleviate the financial burdens on parents which is the reasons for students working while attending college vary, including earning.

Moreover, understanding the complexities of balancing work and study for business education students is crucial for developing effective support systems and academic interventions. The potential impact of effective time management on student success in this context is undeniable. By delving into the time management strategies employed by these students, this research sought to contribute to the growing body of knowledge on student success and well-being.

The increasing prevalence of working students in higher education, particularly in demanding fields like business, underscores the critical need to understand the strategies they employ to balance academic and professional commitments. This is particularly relevant for business students who face rigorous academic demands alongside professional responsibilities. By investigating the time management practices of working business students, this research aimed to uncover effective strategies for balancing these competing commitments and to identify potential support mechanisms that can enhance academic performance and overall well-being.

1.2 Theoretical Framework

This study was anchored on the Time Management Theory by Kirillov et al., (2015), which served as the foundation for this study. It centers on efficiently allocating time to different tasks in order to improve output and effectiveness. This theoretical foundation was crucial for comprehending how working students navigate their academic responsibilities alongside their employment obligations.

In this study, the concept of role conflict often plagues working students. Trying to balance school and work can be stressful and lead to poor grades. However, these challenges can be reduced through effective time management that arms the learners with ways of setting their goals, prioritizing tasks as well coming up with effective strategies of time management. Van Beek 18 (2015) highlights the significance of establishing priorities, developing structured schedules, and minimizing activities that waste time to enhance time management practices. Mesfin & Gebremeskel (2023) suggests that effective time management encompasses setting goals, prioritizing tasks, and removing distractions to attain desired results. By leveraging the tenets of Time Management theory, researchers can investigate the methodologies employed by working students to manage their time proficiently and achieve academic excellence.

Through the perspective of Time Management theory, this study sought to examine the influence of proficient time management on the academic achievements and overall well-being of working students enrolled in business education programs. This is consistent with the conclusions of Kirillov et al., (2015), who stressed the significance of analysing the practices of time allocation, scheduling methods, and productivity techniques utilized by these students, researchers can pinpoint elements that facilitate effective time management. The outcomes of this research will yield significant insights into

the obstacles encountered by working students and provide recommendations for enhancing their time management capabilities to improve academic performance.

1.3 Statement of the Problem

This study aimed to investigate the time management practices, challenges, and strategies employed by working students enrolled in business education programs. It focused from the one of the Private Higher Educational Institutions (PHEIs) within Pagadian City, Zamboanga del Sur during the first semester, academic year 2024-2025.

Specifically, the study answers the central question, "How do working students enrolled in business education programs describe their time management?" It aimed to answer the following queries:

1. How do working students allocate their time between work, classes, and other responsibilities?

2. What strategies do they use to balance work and study commitments?

3. What challenges do working students face in balancing their work and study commitments?

4. How do working students overcome these challenges?

5. How does time management impact academic performance and overall well-being?

1.4 Significance of the Study

This study aimed to contribute significantly to the body of knowledge in the field of time management practices of working students enrolled in the business programs. The results of this study would be specifically beneficial to the following:

Educational Institutions and Administrators. The study might offer a valuable information about the time management challenges faced by working students in business education programs. Administrators might use this information to design targeted support programs and policies that enhance student success.

Working Students in Business Education Programs. This research might identify effective time management strategies for working students balancing school and work. It aimed to help these students improve their schedules, prioritize tasks, and maintain a healthy work-life balance.

Faculty and Instructors. By understanding the time constraints of working students, teachers might adjust their teaching methods, assignments, and deadlines to better accommodate their students' needs.

Employers and Workplace Supervisors. This study highlighted the time management challenges of working students. Employers might use this information to create more flexible work arrangements and support their employees' academic goals.

Future Researchers. The findings of this study might serve as a foundation for future research on time management among working students. It contributed to a broader understanding of student well-being, productivity, and academic achievement.

2. Research Method

The study's research methodologies are presented in this chapter. It covers the research setting, research subjects, sampling strategies, instrumentation, and data collection strategies. It also discusses the study's design and methodology.

2.1 Research Design

The researchers utilized the case study approach for this qualitative study to explore and understand experiences as a working student. Qualitative research involved trying to understand different phenomena in their contexts and providing a thorough understanding of the basis for their operations. Qualitative research involves exerting an effort to comprehend various phenomena in their unique contexts and interactions in order to understand the nature of that situation or setting including "what it means for participants to be in that setting, what their lives are like, what's going on for them, what their meanings are, [and] what the world looks like in that particular setting" as well as conveying that experience faithfully to others who are interested in that situation (Patton, 1985, as cited in Merriam, 2016).

This study specifically utilized a qualitative case to describing the time management of working student enrolled in Business education. Merriam (2016) interprets a qualitative case study as an in-depth, comprehensive description of a particular happening, such as unique challenges in balancing their academic responsibilities with their work commitments, or social component. The precise definition of the crucial aspect of case study research, as highlighted by Merriam. The advantage of a qualitative case study design is its ability to gather details, precise, and context-specific data, thereby facilitating a thorough understanding of the describing the time management of working student enrolled in Business education.

The case of this qualitative research were students' experiences of work while studying and who faced comprehensive challenges, strategies, and outcomes related to time management in academic and work settings. Through comprehensive examination of the challenges and strategies employed by working students who concurrently engage in academic pursuits and work in the fast-food chains. This study focused on working students who balance school and fast-food jobs. It used qualitative research to understand their challenges, strategies, and results in managing time. This approach provided a deeper understanding of the complexities of balancing work, school, and personal life.

2.2 Research Environment

The study was conducted in one of the Private Higher Educational Institutions in the city of Pagadian, specifically targeting students enrolled in the business education program, who concurrently engage working as a part-time to sustain their academic pursuit and financial obligations. The aforementioned location was chosen as the target research environment because this is where the research participants of the study. Narrowing the location of the study to an educational institution will allow respondents to reduce the burden of finding and reaching study respondents. By implementing these measures, it allowed researchers to had more opportunities to understand the experiences of working students from the aforementioned institution including how they survive and overcome obstacles in their studies.

2.3 Research Participants

This research participants were (5) five working students of college business education in Pagadian City. The college student currently working in a fast-food chain took responsibility in the interview. The researcher identified individual insights on how they balance the time management practices of studies and work.

The following were the criteria for choosing the participants in purposive sampling. This focusing on working students in the business education program can provide insight into their time management strategies and challenges as college students. To adhere to ethical research standards, the researchers implemented coded identities, specifically P1, P2, P3, P4, P5, to safeguard participant to maintain the integrity and confidentially of the collecting data.

The first participant is coded as P1, a 22-year-old male residing in Barangay Zone 3, Tiguma, Pagadian City, a 4th year college Bachelor of Science in Business Administration, Major in Financial Management student. He currently working 3 years and 7 months of part-time experience in Jollibee.

The second participant 2 coded as P2, a 22-year-old male from Barangay San Francisco, Pagadian City, is a 4th year Bachelor of Science in Hospitality Management student. He currently working 3 years and 5 months of part-time experience at McDonald's.

The third coded as P3 is a 22-year-old male from Santo Niño, Pagadian City, a 4th-year. Bachelor of Science in Management Accounting student. He currently working 3 years of parttime experience at McDonald's.

The four coded as P4, a 22-year-old female barangay San Francisco, Pagadian, a 4thyear Bachelor of Science in Accountancy. She currently working 1 year and 5 months of part-time experience in Chowking.

The last participant with the code P5 is a 20-year-old female from Barangay San Francisco, Pagadian. 2nd year Bachelor of Science in Accountancy. She currently working 1 year of part-time experience in Chowking.

This research used purposive sampling utilize this sampling method to include individuals with the desired knowledge, experience, or expertise relevant to the research topic. It allows for intentionally selecting participants who can provide rich and valuable insights into the phenomenon being studied (Creswell et al., 2013). Purposive sampling, the researcher intentionally selected participants with the relevant knowledge and experience to contribute meaningfully to the study. The respondents were selected according to the following criteria where respondents must be a college of business education student, must be a 2nd year college, at least 6 months and above working experience, and working in any fast-food chain.

2.4 Research Instrument

The primary instruments in this qualitative study were the researchers, who conduct interviews with research participants through the use of an interview guide. The researcher utilized a semi-structured interview guide and other relevant documents to further support the data collected from the respondents. The guide contained structured questions, but researchers 7 might ask open-ended questions as needed. Interviews were conducted either face-to-face in Cebuano, Tagalog, or English based on participant preference.

3. Results

HOW WORKING STUDENTS ALLOCATE THEIR TIME BETWEEN WORK, CLASSES, AND OTHER RESPONSIBILITIES

This category explores how working students allocate their time between job responsibilities, classes, and personal commitments. It examines their daily routines and the methods they use to manage their time effectively.

The subcategories that emerged from this category are: *Prioritizing Study*, *Creating a Schedule*, *Setting Goals*, and *Avoiding Distractions*.

Prioritizing Study. Working students identify and focus on the most important academic tasks first. This involves assessing deadlines, assignments, and the impact on overall academic performance to ensure that critical study activities are completed efficiently and effectively. The following responses provide insights into how working students prioritize their studies:

[As someone slow in getting works done, I usually do not wait for peak periods to come. I learn to work with my things knowing that peak periods will come. But one thing I cannot compromise that I must prioritize, is my study especially during exams. Well, this scenario works on me, but I don't think so if this will work on the other work field. In peak periods, I prioritize to which I committed first, but again, study will always be the top of it for now.] – P1

[For everything in classes and at work but during the peak season, I will always prioritize class.] – P2

[I do manage my time efficiently and I always consider my priorities, First, academics, second is my part-time job and then lastly time for myself and my family. I discipline myself to finish one task before to proceed on the next.] – P4

The participants' responses highlight the importance of prioritizing academic tasks for working students. P1 emphasizes the necessity of prioritizing studies, especially during exams, despite the challenges of peak periods. P2 and P4 both stress the importance of academics over other responsibilities, with P2 specifically mentioning prioritizing classes during peak seasons and P4 detailing a structured approach to managing time efficiently by setting clear priorities: academics first, followed by part-time work, and then personal time.

Creating a Schedule. Students actively create detailed schedules that allocate specific times for work, classes, studying, and other commitments. They adhere to these schedules to maintain a structured routine and avoid conflicts. The following responses provide insights into how students create and follow schedules:

[I have a schedule for my job with specific times to in and out. My classes also have a set schedule, so it's manageable. I study at night because it's quiet and you can focus.]. – P2

[I manage my time by having a set schedule for my school classes and my job.] – P3

The participants' responses indicate a strong reliance on structured schedules to manage their various commitments. P2 mentions having specific times for job responsibilities and classes, which makes it manageable, and prefers studying at night when it is quiet. P3 also emphasizes the importance of having a set schedule for both school and work, which helps in managing time effectively.

Setting Goals. Working students break down larger tasks into smaller, manageable ones. Set achievable goals to main motivation and track progress. The following responses provide insights into how working students set their goals:

[As a working student, I set specific goals for each study session, like completing a one topic or finishing an assignment. This helps me stay focused and measure my progress.] – P2

[I break down my large and small tasks, manageable tasks and set deadlines for each. This way, I can track my progress and avoid feeling overwhelmed.] – P3

The participants' responses indicate a strategic approach to managing their academic workload by setting specific, achievable goals. P2 mentions setting objectives for each study session, such as completing a topic or finishing an assignment, which helps maintain focus and track progress. P3 emphasizes breaking down larger tasks into smaller, manageable ones and setting deadlines for each, which aids in tracking progress and avoiding feelings of being overwhelmed.

Avoiding Distractions. Students minimize interruptions by creating a dedicated study space and using tools to block distracting websites or apps. The following response provides insight into how students avoid distractions:

[As a working student, I avoid distractions by setting up a dedicated study space free from noise and interruptions. I blocked social media during study hours, which helps me stay focused and make the most of my limited study time.] – P5

The participant's response indicates a proactive approach to minimizing distractions by creating a dedicated study space and blocking social media during study hours. P5 emphasizes the importance of a quiet, interruption-free environment to stay focused and make the most of limited study time.

The findings from the category Time Management Practices of Working Students strongly align with the principles of Time Management Theory. This theory highlights the significance of prioritizing tasks, maintaining structured schedules, and practicing self-regulation. The students' methods of ranking tasks by urgency and importance, sticking to detailed schedules, and setting aside specific time blocks for different activities embody these principles.

STRATEGIES FOR BALANCING WORK AND STUDY

This section delves into the specific strategies working students employ to balance their work and study commitments. It includes techniques such as prioritization, scheduling, and the use of time management tools.

The subcategories that emerged from this category are: *Setting Priorities, Managing Time, Using Productivity Tools*, and *Taking Care of Oneself*.

Set Priorities. Working students focus on the most important tasks first. This helps them stay organized and ensures they don't miss important deadlines. The following response provides insight into how working students set priorities and focus for the most important tasks:

[Well as for me, I set priorities by listing the most important tasks first. This helps me ensure that critical assignments are completed on time. By focusing on top priorities, I avoid feeling overwhelmed and stay organized.] – P4

The participant's response indicates a methodical approach to managing tasks by setting priorities and listing the most important ones first. P4 mentions that this strategy helps ensure critical assignments are completed on time, which prevents feeling overwhelmed and maintains organization.

Managing Time. Students create a schedule to allocate specific times for work, study, and rest. This helps in organizing tasks and avoiding last-minute rushes. The following response provides insight into how students use time management:

[I use time management by creating a detailed weekly schedule. This helps me allocate specific times for work, study, and personal activities, ensuring I stay organized and meet all my deadlines.] – P1

The participant's response indicates a structured approach to time management by creating a detailed weekly schedule. P1 mentions that this strategy helps allocate specific times for work, study, and personal activities, ensuring organization and timely completion of tasks.

Using Productivity Tools. Students utilize apps and tools like calendars, to-do lists, and reminders to stay organized and on track. The following responses provide insights into how students use productivity tools:

[I rely on productivity tools like calendar and notes on my phone to keep track of my tasks and deadlines. I used my calendar to schedule my study sessions and work shifts. While the notes help me organize my tasks and allow me to write all my assignments or tasks. By this, I'll be able to manage my time and ensure that I don't miss any important deadlines.] – P2

[I'm using a productive tool like Google Drive, it allows me to store and access my documents, making it easy to work on assignments during breaks at work. This tool is essential for balancing my busy schedule.] – P3

The participants' responses indicate a strong reliance on productivity tools to manage their tasks and deadlines. P2 mentions using a calendar and notes on their phone to schedule study sessions and work shifts, which helps in organizing tasks and ensuring that important deadlines are not missed. P3 highlights the use of Google Drive to store and access documents, making it easier to work on assignments during breaks at work, which is essential for balancing a busy schedule.

Taking Care of Oneself. Working students ensure that they'll get enough rest, eat well, and take breaks. Maintaining their health is crucial for sustaining productivity. The following response provides insight into how students do their self-care in maintaining their health:

[As a working student, I practice self-care by taking short breaks during study sessions to stretch and relax. This helps me stay energized and focused throughout the day.] – P4

[One effective practice I use to myself is mindfulness meditation. By setting aside just 10-15 minutes each day to meditate, I can reduce stress and improve my focus.] – P5

The participants' responses indicate a strong commitment to self-care practices to maintain their health and productivity. P4 mentions taking short breaks during study sessions to stretch and relax, which helps in staying energized and focused throughout the day. P5 highlights the practice of mindfulness meditation, setting aside 10-15 minutes each day to meditate, which reduces stress and improves focus.

The findings from the category Strategies for Balancing Work and Study align well with the principles of Time Management Theory. This theory emphasizes the importance of prioritizing tasks, maintaining structured schedules, and practicing self-regulation. The strategies employed 12 by working students, such as setting realistic goals, creating structured study plans, and leveraging effective time management techniques, reflect these core principles.

CHALLENGES IN BALANCING WORK AND STUDY

This category identifies and discusses the various challenges that working students face in trying to balance their work and academic responsibilities. It highlights issues such as time constraints, fatigue, and the impact of work schedules on study time.

The subcategories that emerged from this category are: *Time Constraints, Fatigue, Stress*, and *Social Life Impact.*

Time Constraints. Students face a persistent lack of time, limited hours in a day make it hard to manage both work and study effectively. The following responses highlight the time constraints that working students often face:

[Balancing work and school are really tough. Sometimes, I struggle to find time for everything. The lack of time can be stressful and exhausting, but it's crucial to prioritize and make a schedule to ensure I don't forget important tasks.] – P1

[Managing my time is my main focus with the workload from both work and school, I sometimes find it hard to make time for myself. It's important to have a clear plan and set daily goals so I don't get overwhelmed.] – P2

[The lack of time can be draining but I'm using productivity tools like apps that help me track my tasks and more efficient with my time and ensure I don't miss any deadlines.] – P3

[For me, when I'm stressed due to lack of time, I can't focus on my tasks. So, I meditate daily to relax and refocus.] – P5

The participants' responses highlight the significant challenge of managing time effectively due to the dual demands of work and study. P1 mentions the stress and exhaustion caused by the lack of time, emphasizing the importance of prioritizing and scheduling tasks to avoid missing important deadlines. P2 focuses on the necessity of having a clear plan and setting daily goals to prevent feeling overwhelmed. P3 discusses the use of productivity tools to track tasks and manage time efficiently, ensuring deadlines are met. P5 highlights the role of daily meditation in managing stress and maintaining focus despite time constraints.

Fatigue. Students juggling both responsibilities can lead to physical and mental exhaustion. The following responses highlight the fatigue that working students often experience:

[Sometimes, I struggle to get enough sleep because of all the tasks I need to finish. The fatigue makes me feel weak and lose focus, but it's really important to rest and make time for myself to avoid getting sick.] – P1

[Because of work and school, sometimes I can't relax and rest properly. That's why sometimes, I experienced fatigue. It's important to set boundaries and plan time for rest to avoid burnout.] – P4

The participants' responses highlight the significant challenge of managing fatigue due to the dual demands of work and study. P1 mentions struggling to get enough sleep because of the numerous tasks, leading to weakness and loss of focus. P4 emphasizes the importance of setting boundaries and planning time for rest to avoid burnout, as the fatigue from balancing work and school makes it difficult to relax and rest properly

Stress. Students' pressure to perform well in both areas can cause significant stress and anxiety. The following responses highlight the stress that working students often experience:

[I also struggle to cope with the lots of assignments and work tasks. The stress of balancing work and school is overwhelming. The pressure makes me feel weak and lose focus, but it's really important to rest and make time for myself to avoid getting sick.] – P1

[Managing stress is very difficult, especially when there's so much to do. Sometimes, I struggle to find time for myself.] – P2

The participants' responses highlight the significant stress and anxiety caused by the pressure to perform well in both work and academic responsibilities. P1 mentions struggling to cope with the lots of assignments and work tasks, feeling overwhelmed by the pressure, and emphasizing the importance of rest to avoid getting sick. P2 discusses the difficulty of managing stress, especially with a heavy workload, and the challenge of finding time for oneself.

Social Life Impact. Balancing work and study can leave little time for social activities and personal relationships. The following responses highlight how the social life impact to the working students:

[Even my social life has definitely taken a hit. Sometimes, I can't hang out with my friends because of all the tasks I need to finish.] – P1

[Sometimes, I don't have time for my family and friends. The lack of social interaction adds to my stress and decreases my motivation.] – P4

[Working and studying at the same time is exhausting and stressful. Sometimes, I can't attend social gatherings and events because of all the work I have to do.] – P3

The participants' responses highlight the significant impact on their social lives due to the demands of balancing work and study. P1 mentions that their social life has suffered, as they often cannot hang out with friends because of the tasks they need to finish. P4 discusses the lack of time for family and friends, which adds to their stress and decreases motivation. P3 emphasizes the exhaustion and stress from working and studying simultaneously, which sometimes prevents them from attending social gatherings and events.

The findings from the category Impact of Challenges in Balancing Work and Study align closely with the principles of Time Management Theory. This theory emphasizes the importance of task prioritization, structured scheduling, and self-regulation. The strategies students use to manage these challenges, such as setting realistic goals, developing organized study plans, and employing effective time management techniques, reflect these core principles.

OVERCOMING TIME MANAGEMENT CHALLENGES

This section focuses on how working students overcome the challenges they face in managing their time. It looks at the coping mechanisms and support systems they rely on to maintain a balance between work and study.

The subcategories that emerged from this category are: *Staying Organized, Setting Time Limits, Using Checklists,* and *Reflecting and Adjusting.*

Staying Organized. Students keep their workspace, materials, and schedule organized to save time and reduce the stress of searching for things. The following responses highlight how students stay organized:

[Organizing my tasks is one of my techniques to avoid confusion. I create a daily to-do list to ensure I don't forget important tasks. Staying organized really helps me be more efficient with my time.] – P1

[Organizing my materials and schedule helps a lot, I use a planner to track deadlines and assignments. Staying organized with my tasks helps reduce my stress.] – P2

[One of my methods to stay organized is setting specific times for work and study. I create a weekly schedule and set priorities.] – P5

The participants' responses indicate a strong emphasis on staying organized to manage their workload effectively. P1 mentions creating a daily to-do list to avoid confusion and ensure efficiency. P2 highlights the use of a planner to track deadlines and assignments, which helps reduce stress. P5 discusses setting specific times for work and study, creating a weekly schedule, and setting priorities to stay organized.

Setting Time Limits. Students allocate specific time limits for tasks to stay on track and avoid spending too much time on any one activity. The following responses highlight how students set their time limits:

[By setting time limits really helps me avoid spending too long on one task. I set specific times for each task to ensure I don't get delayed. This will help me to be more efficient with my time.] – P3

[Managing time is tough, but setting time limits is very helpful. I use a timer for each task to avoid lingering and reduce stress. Setting time limits helps me stay organized with my tasks.] – P4

The participants' responses indicate a strategic approach to managing their time by setting specific time limits for tasks. P3 mentions that setting time limits helps avoid spending too long on one task, ensuring efficiency. P4 highlights the use of a timer for each task to avoid lingering and reduce stress, which helps in staying organized.

Using Checklists. Creating checklists for tasks and assignments to keep track of what needs to be done and ensure nothing is overlooked. The following responses highlight how students use checklists to ensure nothing is overlooked:

[I often use a checklist, which really helps me avoid forgetting tasks. Every day, I make a list of things I need to do and check them off as I complete them.] – P1

[I create a list of tasks for the week to ensure I don't miss any deadlines. Checking off completed tasks keeps me motivated.] – P4

[I also make a daily list of tasks and prioritize the most important ones. Using a checklist helps me avoid delays and be more productive.] – P5

The participants' responses indicate a strong reliance on checklists to manage their tasks and ensure nothing is overlooked. P1 mentions using a daily checklist to avoid forgetting tasks, which helps in staying organized and efficient. P4 highlights creating a weekly list of tasks to ensure deadlines are met, with checking off completed tasks serving as a motivation booster. P5 discusses making a daily list of tasks and prioritizing the most important ones, which helps avoid delays and increase productivity.

Reflecting and Adjusting. Students review their schedule and productivity to identify areas for improvement and make necessary adjustments to their time management strategies. The following response highlights how students reflect and adjust:

[In my experience, reflecting and adjusting my time management strategies is crucial. Every week, I do a self-assessment to see what worked and what didn't. If I find that my schedule.] – P3

The participant's response indicates the importance of reflecting and adjusting time management strategies to improve productivity. P3 mentions conducting a weekly self-assessment to evaluate what worked and what didn't, allowing for necessary adjustments to be made.

The findings from the category Overcoming Time Management Challenges align well with the principles of Time Management Theory. This theory highlights the importance of prioritizing tasks, maintaining structured schedules, and practicing self-regulation. The methods students use to tackle time management challenges, such as setting achievable goals, developing organized study plans, and employing effective time management techniques, embody these core principles.

IMPACT OF TIME MANAGEMENT ON ACADEMIC PERFORMANCE

This category examines the relationship between time management practices and academic performance. It investigates how effective time management can lead to better academic outcomes and the consequences of poor time management on students' grades and overall academic success.

The subcategories that emerged from this category are: *Avoiding Procrastination, Ensuring Task Compliance, Reducing Stress,* and *Facilitating Prioritization.*

Avoiding Procrastination. Students take immediate action tasks to prevent last-minute rushes and improve the quality of work. The following responses highlight how students avoid procrastination:

[I used to struggle with managing my time because of work. But now, I avoid procrastination by setting clear goals and priorities. This helps me stay focused on my assignments and my grades have gone up.] – P1

[I used to procrastinate a lot, and it really affected my grades. Now, I practice time management and avoid procrastination by setting specific times for studying and working. I make sure not to get distracted.] – P2

The participants' responses indicate a significant improvement in personal discipline through effective time management and avoiding procrastination. P1 mentions setting clear goals and priorities, which helps in staying focused on assignments and improving grades. P2 discusses practicing time management by setting specific times for studying and working, which helps avoid distractions and improve academic performance.

Ensuring Task Compliance. Adhering to deadlines and requirements for assignments, attend classes, and engage in required activities, which directly contributes to their academic success. The following responses highlight how effective time management ensures task compliance for students:

[Balancing work and school are tough, but ensuring task compliance is one of my priorities. I create a weekly schedule and set reminders so I don't miss my any deadlines.] – P3

[I used a planner to track all my deadlines. This method helps me remember all my assignments and perform better in class.] – P4

The participants' responses indicate a strong emphasis on ensuring task compliance through effective time management strategies. P3 mentions creating a weekly schedule and setting reminders to avoid missing deadlines, which helps in balancing work and school. P4 highlights the use of a planner to track deadlines, which aids in remembering assignments and improving class performance.

Reducing Stress. Good time management helps students reduce stress and anxiety by promoting organization, leading to a calmer mindset that enhances their focus and academic performance. The following response highlights how good time management helps students reduce stress:

[Having effective time management helps reduce stress and anxiety by allowing you to stay organized and on top of your academic workload.] – P5

[Before, I was really stressed because of balancing work and school. But now, I practice managing my time and setting objectives to motivate myself and reduce my stress.] – P3

The participants' responses emphasize the significant role of effective time management in reducing stress and anxiety. For instance, P5 mentioned that having effective time management helps reduce stress and anxiety by allowing them to stay organized and on top of their academic workload. Similarly, P3 shared that practicing time management and setting objectives helped them stay motivated and reduce stress, highlighting the practical benefits of these strategies.

Facilitating Prioritization. Effective time management enables students to prioritize tasks and responsibilities, allowing them to focus on what is most important and navigate the challenges of balancing work and study effectively. The following response highlights how effective time management facilitates prioritization for students:

[If my time management isn't good, I'll really struggle to balance everything. So, I always choose what's most important.] – P2

[I set my priorities by listing the most important tasks to do each day.] – P5

The participants' responses underscore the importance of effective time management in facilitating prioritization. For instance, P2 mentioned that poor time management makes it difficult to balance everything, emphasizing the need to choose what is most important. Similarly, P5 shared that they set priorities by listing the most important tasks to do each day, highlighting a practical approach to managing their responsibilities.

The findings align closely with the principles of Time Management Theory. This theory emphasizes the importance of prioritizing tasks, maintaining structured schedules, and practicing self-regulation. The strategies students use to manage their time, such as setting realistic goals, developing organized study plans, and employing effective time management techniques.

4. Conclusion

Overall, working students in business educational programs face major challenges in balancing their time schedules. Although many students demonstrate effective time management skills by effectively allocating their time between work and study, they often struggle with workload, which can negatively affect their academic performance. Despite these challenges, these students developed a variety of strategies to navigate their busy lives, including creating detailed schedules, prioritizing tasks, finding support from others, and using time management strategies.

Introduction

Balancing academic responsibilities with work commitments presents a significant challenge for working students, particularly those enrolled in demanding programs such as business education. Effective time management is crucial for their success, as it enables them to navigate the complexities of juggling studies and employment (Perna & DuBois, 2023). This study aims to explore the time management strategies employed by working students in one of the Private Higher Educational Institutions in the city of Pagadian, focusing on those employed in fastfood chains. By understanding their unique challenges and coping mechanisms, this research seeks to provide valuable insights that can inform future support initiatives and enhance the academic experience for working students.

Background of the Study

Theoretical Framework

Statement of the Problem

Significance of the Study

Appendix A. Research Method

The study's research methodologies are presented in this chapter. It covers the research setting, research subjects, sampling strategies, instrumentation, and data collection strategies. It also discusses the study's design and methodology.

Research Design

Research Environment

Research Participants

Research Instrument

Appendix B. Result

The categories that emerged from the study are *How Working Students Allocate their Time Between Work, Classes, and Other Responsibilities, Strategies For Balancing Work and Study, Challenges In Balancing Work and Study, Overcoming Time Management Challenges,* and *Impact Of Time Management On Academic Performance.*

Appendix C. Conclusion

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