

## TIME MANAGEMENT SKILLS: COMPLETION OF STUDENT FINAL PROJECT DURING THE COVID-19 PANDEMIC

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**Abstract.** The covid-19 pandemic changed management to an unusual way. This has an impact on final year student activities. The purpose of this study was to determine the time management of final students in completing a thesis / scientific paper. The method used in this research is qualitative. The place where the research was carried out was in Yogyakarta where the participants were three final year students who were completing scientific papers and research. The data collection technique was done by interview and observation. The research procedure was carried out by means of Denzin & Lincoln. Data analysis was performed using the Atlas.ti software version 8. The results of this study indicate that students in time management to complete the research as a graduation requirement require three things, namely planning, organizing, and implementing. These three management functions certainly have different indicators, where these indicators are the findings of this study. The results of this study were recommended by final year students who were doing research projects as a requirement for graduation. With good time management, it will be easier to do and solve it optimally and optimally.

**Keywords:** skills; time-management; the function of management; covid-19 pandemic

### I. INTRODUCTION

The Covid-19 pandemic began to spread to Indonesia since March 2020, starting with a positive victim in the city of Depok. Since then the pandemic-related increase has begun to spread across Indonesia quickly and has had several impacts, one of which is education which has an impact on learning. So that the Ministry of Education and Culture issued a circular from the Minister of Education and Culture Number: 36962 / MPK.A / HK / 20020 dated 17 March 2020 concerning online learning and working from home in order to prevent the spread of Covid-19 [1]. Online learning and working from home are changes that every teacher, lecturer, student and student should make. In every lesson, teachers, lecturers, students, and students can use the learning applications that have been provided, namely, zoom, WAG, Classroom, G-meet, and so on. So this also requires its own skills to manage student time. Including the skills needed in the changing era of educational disruption [2].

This requires expertise in change management. Both educational institution management and personal management. Management is carried out to adjust the situation [3]. Management is the basis for the institutional system to work properly as expected [4]. Once the individual is in a society. Everyone must have time management in their daily lives, no exception for students. Being a student must have activity and also a density of activities. Therefore, to maximize the time you have, you must have time management, especially for final year students. According to [5] time management is the use of time properly and optimally with an organized and careful

planning. So that with good time management can plan and use time feectively and efficiently in the short and long term.

Field data obtained from the results of the study states that the lack of orderly management of student time which results in an accumulation of learning portions before exams [6]. Likewise according to [7], that activist students complete a busy class by following other classes, and also that their tasks are completed by discussing with other friends when they have free time. Student activists prioritize their work programs rather than regular meetings. Students spend time on organization after class ends. Activist students spend their spare time on organizational matters effectively and efficiently, making it difficult to manage time when friends are invited to play or focus more on social media.

Compared to the previous research described above, this study discusses the time management of final year students during the Covid-19 pandemic, where everyone must have their own time management. Time management is very necessary to carry out all activities so that they are planned and the results are as expected. However, for the final year students in this pandemic, the time management that has been planned has changed in such a way. Because during the pandemic, the activities carried out by final year students to complete their final assignments were hampered, such as not being able to provide direct guidance, the research site could not accept outside visitors, and other unpredictable activities. In completing the final year thesis students have a plan for completion, expectations, targets, obstacles, activities during the pandemic, and the effects experienced by final year students in completing final projects during the Covid-19 pandemic.

During this pandemic, students faced several obstacles in completing their final assignments, including the lack of references obtained, because there were some materials that could not be accessed online, it was difficult to understand the chosen theme, it was difficult to find field data because during the pandemic there were many educational institutions which can be used to conduct research closed or not receiving outside guests first. For students who are in villages and have minimal networks, it will be difficult to access the internet and also result in hampered guidance because if it is done online via WA, Email, not all online directly reply, so they have to wait to get the results of their guidance.

Every student must have a target in him. For final year students, the targets that had been planned before the pandemic changed because during the Covid-19 pandemic they could not provide regular guidance because at the time of online guidance the supervisor did not immediately reply so that they would retreat again in completing their final assignments. There are also those who have a target for completion in December, they must be able to complete the awareness test, and there are those who do not have an important target to complete. Based on the background of the problems above, the purpose of writing this article is to determine the time management of final year students during the Covid-19 pandemic.

## II. RESEARCH METHODS

This research uses qualitative research. The reason for using this type of research is to collect data on the condition of students in managing time to complete the final project, which is related to the problem from a theoretical and practical point of view [8]. The research approach used in this research is a descriptive qualitative approach, namely by investigating the conditions in which the resulting conditions will be presented in the form of word descriptions. This research was conducted at one of the male boarding houses in the city of Yogyakarta. Participants in this study were three final year students who were completing their thesis.

In collecting data, researchers used interview and observation techniques. Interviews are carried out with the intention of revealing student activities in their daily final assignments and are relevant to the completion of assignments. Interviews were conducted by submitting a structured manner using interview guidelines that had been made. Meanwhile, observation is carried out in a participatory manner by involving oneself in the activities carried out by the data sources. This research activity is like a theory [9]. In this study, interviews were used to find out how the time management of final year students was during the pandemic. Then, observation is the observation or recording of the phenomenon of the thing being investigated. The method of observation is research that is carried out by the researcher observing the object, either directly or indirectly. Through observation, researchers can find things that are not found when conducting direct interviews.

The research procedure used is the Denzin & Lincoln model [10]. The steps taken are as follows:

- 1) Conceptualizing the object of research is carried out by framing the case and determining the case being studied regarding student time management in completing final projects during the Covid-19 pandemic;
- 2) Determining themes by selecting phenomena (symptoms) or issues that are the focus of study / research questions, namely related to the workings of final year students in completing theses and other activities that are being carried out during the Covid-19 period. Where erratic activities such as watching movies, reading weebtoon, and shopping online;
- 3) Tracing the pattern of research data which aims to enrich the issues in time management research for final year students in completing their thesis.
- 4) Validation of the process using triangulation techniques for the results of important observations and interpretation basis;
- 5) Presenting several alternative interpretations by comparing and adding relevant theories;  
Formulate an attitude statement or generalization regarding student time management.

## III. RESULTS AND DISCUSSION

The final year student is a step to organize and manage time as best as possible, so as to be able to lead to the goals that have been set. Students who can manage their time properly can be said to be able to manage themselves well. The life of each individual is inseparable from time. time management. The maximum and optimal use of time is done by planning that has been organized, so that time management is very influential for the success of final year students. Time management for final students before the pandemic has been arranged according to a predetermined plan, such as planning the activities that will be carried out every day, routine guidance, and also if you encounter boredom doing other activities. However, during a pandemic, all the plans that have been set change and cannot work properly, because what they have planned is hampered by circumstances which force them to not be able to carry out guidance and other activities outside.

Each student has a plan for completing their final assignment. In preparing the plan, it is necessary to refer to the objectives to be achieved, the determination of the desired targets and also what actions must be taken. In the completion plan, final year students plan to do it in their spare time then provide direct guidance with the lecturer to make it easier to communicate and discuss related research. There are also those who are looking for research sources through the website of the object to be researched, taking data directly. In this regard, the settlement plan faced is not comparable to what was planned before the pre-pandemic period. Final year students have to think hard about how in the current situation so that the final assignment that is their obligation can be completed.

The Covid 19 pandemic has restricted all outdoor activities. This is very influential for final year students in completing their final assignments. So there are not many activities that can be done by final year students during this pandemic. Activities carried out during the final year of the student pandemic are online guidance, exercising, cleaning, looking for additional references, completing the final project which is an obligation for a student to complete what

he has started. Even though the current situation is different from before, final year students must be more enthusiastic in completing the final project and fight the feelings of laziness, boredom, and boredom that arise when they have to be in the room.

Based on the research, the next step is to analyze the data using the Atlas.ti software version 8. The results of the data analysis can be seen in Figure 1 below:



Figure 1. The results of qualitative research data analysis of final year student time management assisted by version 8 software Atlas.ti

Based on the results of the analysis in Figure 1 above, the following discussion can be carried out:

#### A. Planning

Planning is the initial process that students need to do in determining future directions. Including how the activities that need to be done within a certain time. The research findings related to student planning mentioned three things, namely scheduling, to-do lists, and goal setting. Planning well and correctly, a goal can be obtained better too. The benefit of final year students having a plan is to facilitate the completion of affairs and achieve goals [11]. This allows final year students to be able to take more rational steps in acting or making decisions [12]. This process must be fully realized by students. Because with that we can make strategies to achieve goals, namely completing the final project. Develop plans for work activities that need to be done. Being able to see opportunities with the process of determining what to do and what not to do. So that it has the best course of action.

#### B. Organizing

Organizing is a structured activity in completing the plans that have been prepared. Students generally do not understand in detail about their own needs. Finally, they do not know what to do or how to make our dreams come true [13]. The results of data analysis in this study provide new findings that final year students also need organization in their lives. Especially in completing thesis assignments. Indicators of the findings of this study related to organization are resilience, resting, flexibility, and commitment. Organizing means combining all the resources owned by students. Resources both energy, thoughts, time, and money [14]. The importance of self-organization as a function to carry out directed activities based on the planning made. Self-organization is as important as planning [15] and the actions taken [16]. Students need understanding as a function of good self-management. This is possible because it will provide clarity that the regulatory process in life will be carried out in a structured manner. Therefore, to complete the final project and do the final project continuously, this needs to be done carefully.

#### C. Actuating

Actuating is effort. Activities undertaken to complete the thesis are a form of effort. This is done to achieve the goal [17] that is, graduated on time. Graduated into a bachelor, master, or doctoral degree. Reaching graduation must of course be done with real actions. In this study, the results of data analysis found several factors that need to be done by final year students in completing their thesis, namely independence, self-motivation, risk taking, work under pressure, decision-making skills, prioritizing, and integrity. Implementation in the context of student self-management is an effort made in real terms from careful and detailed plans. Implementation is usually done after the planning is ready [18] and neatly arranged [19]. Like when students already understand the condition of themselves, the conditions in the field, and the conditions for final assignment guidance, it will be easier to understand and

make it easier to determine attitudes and actions in achieving the expected goals.

## IV. CONCLUSION

Time management for final students during the Covid-19 pandemic was very different from time management for students before the pandemic. This resulted in changes to plans that had been prepared, and other activities to be hampered. The Covid 19 pandemic presents obstacles for final year students, in which they cannot provide direct guidance, limited references, difficulty networking for those in their hometowns who are not supported by a good network. The target has been set backwards. The hopes of final year students and others for this pandemic to pass quickly, so that they can carry out activities as usual without any fear. Can provide face-to-face guidance and smooth discussion.

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