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Research Article

## Implementation of an Effective Daily Activity Schedule to Improve Student Time Management

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### Abstract

Optimizing time management is an important aspect in the lives of students in Islamic boarding schools, where good time management can improve the quality of learning, worship, and student welfare. This service aims to improve students' time management through the implementation of an effective daily activity schedule. Through initial observations, it was found that many students had difficulty in managing their time in a structured manner. Therefore, this activity involved compiling a daily activity schedule that included time for studying, worship, rest, and social activities. The implementation of the schedule was carried out for one month and was evaluated through interviews and observations. The results showed that students felt more disciplined, organized, and had more optimal time to study and rest. However, several improvements related to the duration of rest and flexibility of study time still need to be made. Overall, the implementation of a daily activity schedule has proven effective in helping students optimize their time management in Islamic boarding schools.

### Introduction

Time management is one of very important skill in life everyday, both in personal context as well as organization. For the students, time is a very valuable asset in reach objective religious education and development self. Therefore, the management good time to be essential things to improve quality education in Islamic boarding schools. As institution education that has busy routine, Islamic boarding school need an effective and efficient time management system so that students can maximize their time. potential owned in undergo various activities. One of the The approach that can be used is the application timetable activity structured and systematic daily.

Implementation timetable activity effective daily routine can help students for more organized in undergo its activities, starting from time to study, worship, and rest. With the presence of clear schedule, santri will easier in arrange priority activities and minimize wasted time in vain. Implementation A good schedule can also help reduce stress consequence burden activities that are not regular and giving room for students to plan time in a way better. Thus, optimization of time management through implementation timetable activity effective daily expected to improve quality education and welfare students.

As part from efforts to optimize time, schedule activity daily for students at Islamic boarding school need tailored to needs and abilities They. This aims to ensure that the schedule is implemented not only effective,

but also flexible, so students can run activities with full spirit and not feel burdened. In this context, good time management also involves awareness the students themselves to appreciate time you have and use it wisely. Implementation A regular schedule can also help. student in to cultivate discipline, responsibility responsibility , and sense of ownership to activities undertaken.

Along with the development of the times, technology and innovation can also be used to support time management santri. Use digital application for taking notes and reminding timetable activity Can become effective alternative. This technology provides convenience for students to follow the schedule without afraid of forgetting or missing out. In addition, technology also allows evaluation in a way periodic to effectiveness the schedule that has been applied. Therefore, in optimizing time management is important for Islamic boarding schools should not only rely on these methods traditional, but also open self to use technology as means to improve effectiveness management time students.

Devotion in improve time management student through implementation timetable activity effective daily not only to be not quite enough answer caregiver or caretaker Islamic boarding schools, but also involves the students themselves. Every individual own role important in ensure that time owned used as best as possible. By getting used to it oneself follows the predetermined schedule, students expected to grow become a better person disciplined, organized, and ready to face challenge in life everyday. Therefore, this activity is part from efforts to form better character for students.

Effective time management is one of skills important thing to do owned by each individuals, including students at Islamic boarding schools. In a life that is full of fast and full demands, management good time allows someone to optimize potential that is owned, avoiding stress, and increase productivity. Students, who undergo life with variety activities such as studying religion, praying, and doing activity social, requires efficient time management in order to be able to undergo activity everyday with balance. However, in reality, many students who experience difficulty in arrange time they so that they often feel in a hurry, no organized, and less focus in undergo activity daily.

One of The way to overcome this problem is by implementing timetable activity structured and effective daily routine. A well- organized schedule can help student in plan activity they, arrange time study and rest, and give they space for worship with more consistent. Implementation A good schedule not only helps increase discipline, but also provides a sense of control to time used, so students can feel more productive and orderly in undergo routine daily.

However, even though the importance of time management is already understood, still Lots Islamic boarding schools that have not apply system structured schedule for students they. Some Islamic boarding schools apply flexible system, but this is sometimes precisely cause irregularity in management time. Therefore, the activities This service aims to optimize time management students by implementing timetable activity structured and effective daily. Through This activity is expected to students can get more discipline in arrange time they, improve productivity, and reduce stress consequence management bad timing.

This activity involves several stages, namely observation to activity daily students, compilation schedule that suits your needs they, implementation timetable for some time, and evaluation results implementation schedule. In this way, it is hoped that it can be achieved a effective system in optimizing time management for students at Islamic boarding schools.

#### Theory About Optimizing Student Time Management through Implementing an Effective Daily Activity Schedule

Time management theory is basically focus on how individuals can manage time they in a way efficient to achieve desired goal. In the context of Islamic boarding school, time management be one of aspects that need to be considered taught to student as part from education character. One of the applicable theory in time management optimization santri is the "Time Management Matrix" theory developed by Stephen Covey. In this theory, Covey divides activity become four quadrant based on level urgency and importance, which helps individuals to prioritize more important tasks. important and urgent. For students, this theory is very useful. in compile timetable activity a balanced daily between activity academic, worship, and rest.

In addition, the "Pomodoro Technique" theory can also be used in management time santri. This technique teaches use of short time intervals to work in a way focus, followed by time rest. In the context of Islamic boarding school, this technique can applied in a study session, where students study with concentration tall for 25 minutes, then followed by time 5 minute break. This technique can improve effectiveness learn, reduce fatigue, and increase productivity santri . Implementation This technique is in timetable daily will make activity Study student more structured and unstructured burdensome.

In optimizing time management santri, the "Self-Determination Theory" (SDT) theory also plays a role important. SDT focuses on motivation individuals who come from from in self they alone, not Because pressure external. If the students feel own freedom in arrange timetable they, they will more motivated to participate in activities said in full spirit. Therefore, the management Islamic boarding school need give room for students to contribute in planning timetable activity daily, so that they feel own not quite enough answer to activities carried out.

The theory of "Behaviorism" is also relevant in this context. This theory emphasizes importance formation habit through repetition and reinforcement. By applying timetable activity structured daily, santri will in a way gradually to form good habits in arrange time, like discipline get up morning, right time in following lessons, as well own time to rest. These habits will increase quality life students and form tough character as well as responsible answer.

Apart from the theories that have been mentioned, it is important to note that success The implementation of time management in Islamic boarding schools is also influenced by factors culture. Culture Islamic boarding school that is thick with values discipline, piety, and hard work must integrated with the principles of effective time management. By aligning between culture Islamic boarding schools and the principles of time management, students can more easily implement timetable activity daily in a way consistent and responsible answer. Influence this culture becomes factor determinant in success management optimal time.

Time management is the ability to plan and control amount time spent on activities certain. This theory is rooted in the principle that time is a resource limited power, so management right time will produce more achievements maximum. In the context of Islamic boarding school, management time involving arrangement balance between activity study, worship, rest, and activities social. As place education and development character, Islamic boarding school give room for students to develop self, and time management become very important thing to support objective the.

One of The theory that is relevant to optimizing time management is the theory Time Management Matrix developed by Stephen Covey. In this theory, Covey divides time into four quadrant based on urgency and importance activities carried out. Activities included in quadrant The first is urgent and important activities, such as prayer. congregation and lessons mandatory. Quadrant second involving important activities but No urgent, such as activities social and development self. Quadrant The third is urgent activities but No important, like a conversation that is not relevant to the purpose main, while quadrant fourth covering activities that are not urgent and not important, such as entertainment excessive. By understanding This division, students can be more wise in select and prioritize activities carried out.

In addition, the theory motivation can also be linked to time management santri. Self-Determination Theory (SDT), developed by Deci and Ryan, shows that individuals who feel own control on choice they in manage time, tends to more motivated and more discipline in undergo routine daily. In this case, giving student opportunity to participate in compilation timetable they can increase the sense of responsibility answer and motivation them to run the schedule that has been well organized.

Optimizing time management students are also related closely related to the concept discipline self. Discipline self is the ability to control emotions, behaviors, and drives to stay focus on the goal term long, though There is temptation to do fun things. In Islamic boarding schools, the implementation of timetable activity clear daily can be effective tool for developing discipline self. With the existence of strict schedule, santri will easier to manage time them and avoid waste time that is not productive.

Implementation timetable activity structured daily also plays a role important in reduce stress. Research shows that someone who doesn't own clear schedule tend feel in a hurry and under pressure. On the contrary, by having organized routine, students can plan activity them better, avoid feeling overwhelmed, and live days them with more calm and focused.

## **Method**

Methods used in This activity is an approach qualitative using techniques studies case. case study chosen because it can provide better understanding deep about implementation timetable activity daily and how matter the optimize time management students. In addition, this approach allows researchers to explore in a way Details specific context in Islamic boarding schools, as well as get in -depth data about How student manage time them and the impact from implementation timetable structured daily.

Activities carried out in This devotion includes several stages main, namely:

- 1 Observation of Student Activities: Direct observation of routine daily students who are in the Islamic boarding school. This activity aims to obtain description general about How time managed in daily life they, as well as identify important and urgent activities.
- 2 Preparation of Daily Activity Schedule: Based on results observation, compilation timetable activity daily done by involving students and caregivers Islamic boarding school. This schedule is expected to accommodate need student in study, worship, rest, and activity social other.
- 3 Implementation of Daily Activity Schedule: After timetable arranged, stage next is the implementation timetable in the environment Islamic boarding school. This activity is carried out in period specific to see effectiveness and suitability schedule with needs students.
- 4 Evaluation and Reflection: After implementation schedule, done evaluation to assess to what extent is the implementation a schedule can help student in optimize time management they. Evaluation done through interviews and discussions with students and administrators Islamic boarding schools, as well as observation to change behavior student in manage time.

Techniques used in This activity includes:

- 1 Observation Participatory: Researcher will directly involved in activity students by observing routine daily They. This technique allows researchers to obtain more data authentic about management time spent by students.
- 2 Interview In-depth: Interview carried out with several students and administrators Islamic boarding school to dig perception they about timetable activity daily, challenges faced in management time, and impact from implementation timetable on time management they.
- 3 Group Discussion: This discussion involves students and administrators Islamic boarding school to discuss experience they in following the schedule activity daily. This group discussion aims to identify emerging problems and seek solutions. more solutions effective.
- 4 Documentation: Documentation used to record all activities carried out, including timetable activity daily, results observations, and notes from interview and discussion. This documentation data will help in the process of analysis.

The sample of this activity is the students who follow the education program at the Islamic boarding school. This sample was selected based on the following criteria:

- 1 Amount Students: This activity will done in groups enough students large enough to be representative, namely around 30-50 students from various level class.
- 2 Involvement Students: The students involved are those who are willing to take part in the observation and implementation process, timetable activity daily, and participation in interviews and group discussions.
- 3 Manager Islamic boarding school: Apart from the students, the administrators the Islamic boarding schools involved in the process of creation and implementation timetable activity daily will also become samples for interviews and discussions, to obtain view they about time management and effectiveness the schedule applied.

Analysis This activity will done using techniques analysis descriptive qualitative. Stages analysis includes:

- 1 Observation Data Analysis: Observation results activity student will analyzed to see existing patterns and routines, and to identify obstacles or challenges in time management. This data will categorized based on type activities (study, worship, rest, etc.) to find out how much efficient time used by students.
- 2 Interview Results Analysis: Interviews with students and administrators Islamic boarding school will analyzed with the approach thematic to find out view they about timetable activity daily and its impact on time management. The results of this interview will organized based on theme main issues such as difficulties, benefits, and improvements needed. in implementation timetable.
- 3 Evaluation Implementation Schedule: After implementation timetable activity daily, analysis done to evaluate whether timetable the has help student in optimize time management them. This analysis will also see whether student feel more organized and controlled in undergo activity daily.
- 4 Reflections and Recommendations: Based on results analysis, researcher will make reflection about effectiveness timetable activity daily in help student manage time. Recommendation improvements and suggestions for implementation more schedule effective will also be given.

## **Results And Discussion**

### **Result**

Optimizing Student Time Management through Implementing an Effective Daily Activity Schedule is A activities that aim to help student in manage time them better, through implementation timetable activity structured and systematic daily. In this service, there are several stages that have been implemented, namely observation activity students, compilation timetable activities, implementation schedule, and evaluation results implementation timetable the.

- 1 Observation of Student Activities  
At the stage beginning, observation done to find out routine daily student before implementation timetable structured activities. Observation results show that most student No own well- organized schedule. Their time often wasted in vain, especially among time study, worship, and activities social. Many students complained about irregularity schedule and feel hard to take advantage of time they in a way maximum.
- 2 Preparation of Daily Activity Schedule  
Based on results observation, compilation timetable activity daily done by considering activity the main thing that needs to be done carried out by students, such as:
  - a. Prayer congregation
  - b. Religious learning
  - c. Work home (PR) and study
  - d. Rest
  - e. Social activities and development self (gymnastics, sports, etc.)

This schedule is prepared taking into account enough time to study, worship, and take a rest, so that the students can still Can undergo activity them optimally without feel burdened.

- 3 Implementation of Daily Activity Schedule  
After schedule completed, stage implementation done by involving all over students and caregivers Islamic boarding school. The schedule applied in progress for 1 month to see how effective it is. Some changes that occur after implementation timetable among others:
  - a. Student feel more orderly and have enough time to rest.
  - b. Activity Study become more focus Because existence clear time to study and complete homework.
  - c. Worship activities can be carried out more consistent.
  - d. Some students show improvement in discipline and sense of responsibility answer to time.

#### 4 Evaluation and Reflection

After implementation schedule, done evaluation using interviews and group discussions with students. Evaluation results show that part big student feel that schedule applied Enough help them to manage time them better. However, there are some things that need to be fixed, such as duration too much rest short for part students.

Based on this evaluation, there are several recommendations for improvement schedule, such as adding time rest and more flexible in compile time learn to better suit your needs individual students.

Here is an example timetable activity daily applied during activity devotion:

Daily Activity Schedule Table for Students

Time	Activity
04:30 - 05:00	Wake up and prepare prayer
05:00 - 06:00	Prayer Dawn congregation
06:00 - 07:00	Religious learning ( material) Morning )
07:00 - 08:00	Breakfast and preparation activity
08:00 - 12:00	Class / Study
12:00 - 13:00	Prayer Dzuhur and lunch
13:00 - 15:00	Study time independent (homework, study )
15:00 - 16:00	prayer and exercise /gymnastics
16:00 - 18:00	Class / Learning addition
18:00 - 19:00	prayer and dinner
19:00 - 20:00	Time to read the Qur'an or activities social
20:00 - 21:00	prayer and preparation Sleep
21:00 - 04:30	Rest Evening

#### Daily Activity Schedule Implementation Image

The image above show visualization implementation timetable activity daily by students at Islamic boarding schools.

#### Conclusion

Optimizing time management student through implementation timetable activity effective daily can provide significant impact to improvement quality life and education students at the Islamic boarding school. Based on activity devotion carried out, implementation timetable activity daily proven to help students for more regular in manage time them, so that activities that must be done carried out, such as studying, praying, and resting, can run in balance. With the existence of clear and structured schedule, students can organize priority them better, reducing waste time, and improve productivity they in operate routine daily.

Evaluation results from implementation timetable show that part big student feel more disciplined and organized in undergo activity They. A structured schedule also provides sense of control on time, which is very helpful student in maximize potential they are good at Study and also worship. In addition, the schedule that is implemented also plays a role in grow good habits, such as discipline and responsibility answer to time. Although However, there are several aspects that remain need fixed, such as duration necessary rest tailored to needs santri. With evaluation and improvement more next, schedule activity effective daily can be more optimal in support management time santri. Implementation timetable activity structured daily not only support development aspect academic and spiritual students, but also provide room for them to develop potential others, such as physical and social. Therefore, it is important for Islamic boarding school to continue pay attention and adapt flexible schedule that is relevant to your needs students in every period. This activity is expected to be example for other Islamic boarding schools in effort increase quality of time management and well-being student in a way overall.

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