

## Implementation of the a Day in my Life Program as a Time Management Education Medium at SB Ampang Malaysia

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### ABSTRACT

This implementation is based on several problems identified among SB Ampang students, particularly their lack of awareness regarding the importance of time management, discipline, and responsibility. These issues are reflected in the frequent occurrence of incomplete school assignments and the inability of students to manage their daily academic tasks effectively. Recognizing the long-term impact of these habits, the program was designed as an effort to cultivate positive behavioral changes that would support students' academic success as well as their overall personal development. The program aims to instill a deeper understanding of why time management is essential, how discipline influences productivity, and how responsibility contributes to long-term achievement. To achieve these goals, a combination of qualitative approaches was employed. These include lectures to deliver theoretical knowledge, hands-on practice sessions to allow students to apply what they learn in real situations, and evaluations to monitor progress and identify areas that require improvement. Through these methods, students were provided with continuous support and guidance in developing more structured daily routines. The results of the program indicate that students gained not only theoretical knowledge about effective time management but also the ability to implement these practices consistently in their daily activities. Furthermore, notable improvements in discipline and responsibility were observed as students became more committed to completing their tasks on time. It is hoped that this program will be sustained and further strengthened so that the positive habits formed can continue to grow and benefit the students throughout their future academic and personal lives.

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### INTRODUCTION

Time is a very important and valuable resource that cannot be replaced or changed. Therefore, good management is needed to use time more wisely (Niar et al., 2024). Instilling the importance of time management in elementary school children is a strategic step to ensure they grow up with a stronger understanding of the importance of time management in achieving their goals (Rahayu & Baihaqi, 2024). It is important to realize that time management is essential in creating a better self-concept for students (Wahidaty, 2021).

Time management is defined as self-regulation in using time as effectively and efficiently as possible by planning, scheduling, having control over time, and always prioritizing according to interests and desires to

be organized (Puspitasari, 2013) (Himmah & Shofiah, 2021). Through the application of good time management, students are expected to reduce stress, improve focus in learning, and ultimately achieve better academic results (Gusniar & Romli, 2025). Additionally, good time management can help students organize their time to complete school assignments and have more time to do things they enjoy (Rofi et al., 2025). Therefore, education related to time management is essential for students as an effort to improve their time management skills. As is the case at SB Ampang, which requires time management education for its students to improve their time management skills, which will impact individual performance.

However, in its implementation, time management education often faces challenges and obstacles, ranging from increasingly diverse school assignments, the influence of gadgets, to a lack of awareness regarding the importance of time management (Rofi et al., 2025). As is the case at SB Ampang, the influence of gadgets and the lack of supervision from parents often cause students to forget the school assignments given by their teachers. As revealed in the research by Susanti et al. (2024), excessive use of gadgets, especially for entertainment purposes, can disrupt students' concentration in the learning process. Additionally, low awareness of the importance of time management in general is one of the obstacles in education related to time management (Utami & Sujaya, 2024). Ultimately, this has an impact on the low individual achievements they have.

A solution to this problem is to provide education on time management accompanied by simple implementation. The A Day in My Life program encourages students to write down all the activities they do during 7 days and 24 hours on a sheet of paper that is distributed. Similar to a daily journal, this program is implemented to teach students about time management through an engaging approach (Rofi et al., 2025). The "A Day in My Life" program aims to foster productive habits in students regarding how they use their time. The habit of recording daily activities enables individuals to identify behavioral patterns, prioritize important tasks, and increase productivity (Yunita et al., 2022).

The implementation of the A Day in My Life program is an effort to form productive habits by consciously, systematically, and repeatedly influencing individuals until they are able to act without any influencing efforts. In other words, habituation is behavior that is carried out regularly (Megantara & BS, 2021). The habit of managing time enables students to reflect on their daily experiences and evaluate how their actions reflect values such as honesty, responsibility, and discipline, then look for ways to improve them (Bani & Komariah, 2023).

After conducting an analysis and considering the conditions at SB Ampang, the implementation of the A Day in My Life program became one of the efforts to improve students' time management skills. Through this program, students can become more aware of the importance of time, be more productive, and achieve better individual achievements.

## **METHOD**

### **Community Service Method (PKM)**

1. The methods used are as follows:
  - a. Qualitative Method: this method was used to determine the extent of students' knowledge regarding time management skills and how it impacts their daily lives.
  - b. Lectures: brief education on time management and its impact on daily life, as well as socialization related to the A Day in My Life program.
  - c. Practice: activities to implement time management skills through the A Day in My Life program.
  - d. Evaluation: activities conducted orally to determine the extent of their time management skills after the implementation of the A Day in My Life program.
2. PKM Object and Unit:
 

Objective: Students of SB Ampang Malaysia. PKM Unit: 6th grade elementary school and upper grades consisting of junior high school and high school levels, totaling 7 students.
3. Instrument
 

A Day in My Life template sheets containing the results of students' activities during the week were collected to determine the extent of students' ability to apply time management and what productive activities they did during that week. The evaluation was conducted to obtain a more detailed picture of the time management skills that students had after the implementation of the A Day in My Life program. Documentation was used as evidence and data on the implementation of the A Day in My Life program.
4. Analysis Method:
  - a. Descriptive Analysis: The A Day in My Life template sheets will be processed to illustrate the extent of students' skills in managing time for productive and recreational activities.
  - b. Data Analysis: the results of the oral evaluation will be processed to complement and strengthen the analysis of the students' level of understanding of time management skills.

- c. Data Triangulation: aims to make comprehensive conclusions and compare data from the results of documentation, evaluation, and the A Day in My Life paper sheets.

The use of the above methods is expected to provide SB Ampang students with a better understanding of good time management skills. This will enable students to manage their time wisely in their daily lives to improve their individual achievements.

## RESULTS

### The Effect of Implementing the A Day in My Life Program as a Time Management Education Medium on SB Ampang Students in Malaysia

#### Implementation of Activities

The implementation of the A Day in My Life program is a program planned as an effort to improve students' understanding of time management. Time management is one of the important factors that needs to be considered from an early age (Rahman et al., 2022). After analyzing the situation, the main problem found among SB Ampang students was that they often did not do their homework. This is evidence of students' lack of awareness of the importance of time and their poor time management skills. By involving 7 students from grades 6 to 10, this program is expected to be a medium for educating students on wise time management.

This activity began with educating students about the value of time in human life and how every individual should use their time wisely. An individual's inability and lack of understanding in managing time will have negative impacts, such as wasting opportunities (Permadi et al., 2024). In addition to education related to time management, students are given simple practical tasks related to time management, namely the A Day in My Life program. Students are given a template sheet and asked to write down all the activities they do during a 24-hour week. Then, an evaluation is carried out related to students' understanding of time management after going through this simple practice.

This approach is expected to not only increase students' theoretical knowledge of time management, but also to shape students' habits so that they can manage their time well. Because habits that are done every day and repeated will always be embedded and remembered by students so that it is easy for them to do them without having to be reminded again (Arief et al., 2022). Through this activity, students can also become more responsible for their school assignments, engage in productive activities, and improve their individual performance.



**Picture 1 Evaluation of Student Understanding of Time Management After the Implementation of the A Day in My Life Program**

### Solutions and Scientific Arguments

The problems encountered in implementing this program were the loss and damage of the A Day in My Life template sheets and the lack of discipline among students in filling out their daily schedules as outlined in the template sheets. The solution that can offer to this problem is to tighten daily monitoring and coordinate with classroom teachers to encourage students to implement this program. Through this solution, students can be more disciplined and responsible for the tasks assigned to them, especially the task of implementing time management through the A Day in My Life program. In addition, discipline in implementing this program can form good habits for students in managing their time. So that in the future, students can do this without intervention or pressure from other parties. The scientific argument underlying this methodology is Pavlov's behaviorist psychological view, which states that habits can be formed as a result of conditioning or the provision of stimuli (Wulandari et al., 2023).

### Level of Achievement and Contribution

Some positive outcomes achieved from this study include improved theoretical understanding, development of management skills, and a more disciplined and responsible attitude. Most students showed an improvement in their theoretical understanding of the importance of valuing time and managing it wisely. Through this program, a positive impact was also seen in the improvement of time management skills. Most students did not understand how to manage their time before the A Day in My Life program. However, after the program, the students were able to demonstrate an improvement in their time management skills, although it was not significant. Another positive impact was an increase in discipline and responsibility among students. Students were able to manage their time to complete homework assignments given by teachers and submit them on time. This shows an increase in discipline and responsibility among SB Ampang students.

Overall, the implementation of the A Day in My Life program as a time management education medium at SB Ampang ran well and produced positive impacts. Through this program, it is hoped that students will develop skills and habits in managing their time wisely and responsibly. Thus, in the future, students can be more disciplined and achieve better results.

### CONCLUSION

The community service activity at SB Ampang, Malaysia, helped students understand the importance of time and how to manage it wisely. Discipline and responsibility can be cultivated in students through practical activities that can form positive habits. Providing education related to time management is the main objective of this activity. By implementing the A Day in My Life program, students will better understand wise time management. This will improve their skills and form positive habits. Thus, the individual achievements of students can also improve significantly. This activity helps students become more aware of the importance of valuing time for themselves and others. By learning time management, students are expected to become more disciplined and responsible, and develop positive habits that can improve their individual achievements.

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