

TIME MANAGEMENT STRATEGIES ITS ROLE IN THE ACADEMIC SUCCESS OF GRADE 12 HUMANITIES AND SOCIAL SCIENCES STRAND AT BESTLINK COLLEGE OF THE PHILIPPINES

ABSTRACT

AUTHORS

Mica Shiela Bagundang

Reniel Dedal

Rhod Christan Lazam

Joanalyn Potenciano

Anica Venus

RESEARCH ADVISER

Christopher D. Azares, LPT

AFFILIATION

Bestlink College of the
Philippines

DISCIPLINE

Education

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This study highlights the critical role of time management for Grade 12 students juggling schoolwork, college applications, and personal responsibilities. Research at Bestlink College demonstrates that effective planning—through goal setting, scheduling, organization, minimizing distractions, and seeking support—enhances academic performance while reducing stress. By developing these skills, students can improve productivity, achieve their goals, and maintain a healthy balance, contributing to a successful final year of high school. This study used an evaluative-quantitative research design to examine the effects of time management strategies on 212 Grade 12 Humanities and Social Sciences students at Bestlink College of the Philippines. Data collected through a validated survey were analyzed using frequency, percentage, ranking, mean, and Likert scale methods. Results indicate that effective time management enhances students' adaptability, daily routines, focus, and active participation in school activities, underscoring its importance for academic success. The study found that Grade 12 students effectively manage their time through routines, prioritization, and structured schedules, with strong agreement on adaptability, daily routines, and school activity engagement (weighted mean 3.34). Despite these strengths, some students face difficulties completing tasks independently. Overall, effective time management was shown to boost productivity, reduce stress, and improve learning outcomes. To support students in overcoming these challenges, an action plan has been developed aimed at enhancing their time management skills and academic performance. The conclusion emphasizes the critical role of accessible and effective time management in student success. It highlights the importance of tracking strategies such as task estimation, prioritization, and minimizing procrastination. Tools like planners and structured schedules help boost productivity. The proposed action plan—which includes a daily routine, reduced gadget use, and organized task planning—aims to improve efficiency. Ultimately, mastering time management significantly contributes to enhanced academic performance.

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