



Time Management and Priority Scale as Strategies to Improve Learning Motivation and Self-Leadership at SMP Ma'arif, Batu City

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ABSTRACT

According to the World Health Organization, junior high school students have an age of 10-19 years which is a transition period from childhood to adolescence which has a leadership spirit. The target of this service activity is class 8C students as many as 28 people at SMP Ma'Arif, Batu City. Time management and prioritization play an important role in leadership because it helps to increase effectiveness, efficiency and productivity so as to get the goals achieved. This community service activity aims to increase knowledge about time management and priority scale so as to increase learning motivation and self-leadership of students in class 8C of SMP Ma'Arif, Batu City. The method used is the lecture method through Power Point media. The implementation of the activity began through the preparation stage, pre-test, presentation of leadership materials on time management and prioritization, and post-test. The pre-test results showed a high knowledge category of 39% and a post-test of 68% so that there was an increase of 27% in terms of knowledge. The results of the service show that there is an increase in knowledge about time management and priority scale so that it can increase learning motivation and self-leadership. The conclusion of this service activity is that through socialization by providing leadership material regarding time management and priority scale, it can increase learning motivation and selfleadership of students in class 8C of SMP Ma'Arif, Batu City.

KEYWORDS

Counseling, Time Management, Priority Scale, Self-Leadership, Students

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INTRODUCTION

Junior High School (SMP) is a place where students experience the change from Elementary School to Junior High School, where students have started to become teenagers, it is not the time to play around anymore. According to WHO, adolescents are people aged 10-19 years. At this age, teenagers already have mature thoughts, can plan things and look for their identity, and have a leadership spirit. Leadership is the act of influencing other people to achieve the expected final goal (Usman, 2019). The challenge for students in this period of change is that they are still unable to divide their time, are still procrastinating on assignments, and are not able to prioritize things.

According to the problems above, knowledge about Time Management is needed. Time Management is the action and process of planning and implementing conscious control over the amount of time that will be used for certain activities, especially to increase effectiveness, efficiency, and productivity. Apart from that, time management is a very important skill in leadership (Gaol, 2021). Time Management also involves skills, tools, and the ability to do the right thing at the right time (Islamet al., 2014). Time management is often not applied to students. The application of time management is essential to support time efficiency so that goals can be achieved. Time Management is very important to increase time effectiveness, efficiency, and productivity. What is meant by time effectiveness is that it involves using time to produce maximum time, while time efficiency involves using time by optimizing it to achieve desired results, and time productivity is using time to achieve goals and produce desired results.

Developing a prioritized scale, because not all work has the same importance value and given that time seems to be running so fast, prioritization is needed. This is done by determining the activities that have the lowest to highest priority where the consideration given is the activities that are considered important, urgent, or vital that must be carried out. Consideration is given to activities that are considered important, urgent, or vital that must be done first. Must be done first. In determining the priority scale in order to achieve the goals to be achieved, it is necessary to 1) the level of urgency, in this case, for example, the need to learn and complete education is more important than playing learning and completing education is more important than playing games to channel hobbies. 2) the opportunity that is owned, the needs that are currently needed at that time, for example the need to fill in attendance is more important than scrolling tiktok. 3) future considerations future considerations, this factor is something that needs to be considered in making choices so as not to give regrets in the future regret in the future. 4) self-ability, in making priority choices must consider ability, do not let there be coercion in it (Wahab 2020).

Therefore, to solve this problem, we carry out community service to provide education to students and pupils of Ma'arif Batu Middle School regarding Time Management and Priority Scale so that students can understand that Time Management and Priority Scale is very important and must be applied in everyday life. Apart from that, we explain examples of Time Management and Priority Scale such as prioritizing tasks, making schedules, making deadlines, arranging rest time, and limiting distractions.

MATERIALS AND METHODS

The method of the activity “Time Management and Priority Scale as Strategies to Improve Learning Motivation and Self-Leadership” is carried out using the lecture method using power



point media. The sample for this activity was 28 grade 8C students at Ma'arif Batu Middle School who were taken using the purposive sampling method. In this activity, pre-test and post-test testing was also carried out to measure students' understanding of the material that had been presented. There are several stages in implementing this activity including 1) Survey in the Ma'arif Batu Middle School on 23 November 2023 2) Coordination with the principal of Ma'arif Batu Malang Middle School on 29 November 2023 to explain the activities, 3) Implementation of activities carried out on November 30 2023 by conducting outreach on the theme of leadership with the title Time management and priority scale.

RESULTS

Implementation

This community service was held on Thursday, November 30 2023 at SMP Ma'arif Batu City with the theme "Time Management and Priority Scale". This activity starts at 07.30 – 09.00. The target of this activity is 8C students of SMP Ma'arif Batu City with a total of 28 students. The main purpose out this activity is as to increase motivation to learn and form self-leadership and be quick in making decisions in a short time.



Figure 1. Documentation with activity participants.

Description of Respondent's Characteristics

Information on respondents's characteristics, including age and gender, can be seen in the table below.

Table 1. Characteristics by age and gender students of 8th grade class c at maarif junior high school batu in november 2023

Variable	Frequency	Percentage (%)
Age		





14-15 years old	28	100%
Gender		
Woman	11	39%
Man	17	61%
Total	28	100%

Based on the research results obtained, the students who attended the counseling were aged around 14–15 years, within a total 28 number of respondents (100%). For the gender characteristic, there was 11 of the students are woman (39%) and the rest dominant are man with total 17 students (61%) in the class of 8C Maarif Junior High School, Batu.

Implementation of community service activities consists of several activities, namely opening by the Master of Ceremonies, starting the activity with an opening greeting and greeting the target, pre-test work is carried out to determine initial abilities before participating in activities presenting material regarding time management and priority scales with the types of questions given. multiple choice (multiple choice) totaling 5 questions with a processing time of 10 minutes, then presentation of material regarding time management and priority scale by the team on duty, posttest work is carried out to determine final abilities after following the activity of presenting material regarding time management and priority scale with The types of questions given are multiple choice (multiple choice) totaling 5 questions with a processing time of 10 minutes, then a documentation session with one of the teacher representatives, distribution of participants' consumption, and closing.

Table 2. Answer result based on question from the pre test and post test students of 8th grade class c at maarif junior high school batu in november 2023

Question	Pre Test				Post Test			
	True		False		True		False	
	N	%	N	%	N	%	N	%
1	8	29%	20	71%	9	32%	19	68%
2	15	54%	13	46%	24	86%	4	14%
3	12	43%	16	57%	16	57%	12	43%
4	8	29%	20	71%	14	50%	14	50%
5	14	50%	14	50%	18	64%	10	36%

Based on the analysis from Table 2, it is known that the most correctly answered questions in the Pre Test are question 2 (59%). Similarly, in the Post Test, the question with the most correct answers was question 2 (86%) while having the largest increase of 9 students' correct answers.

Meanwhile, for the most answered questions, there were questions 1 (71%) and 4 (71%) on the Pre Test, and question 1 (68%) on the Post Test.

Table 3. Distribution of student of 8th grade class c at maarif junior high school batu knowledge before and after time management counseling in november 2023

Level of Knowledge	Pre Test	Post Test	P Score
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	N	%	N	%	
High Knowledge	11	39%	19	68%	0,00
Low Knowledge	17	61%	9	32%	P < 0,05
Total	28	100%	28	100%	

In Table 3, data on an increase in knowledge was obtained after counseling through Post Test. Namely, the high knowledge category increased by 8 students with a final percentage of 68%. For the less knowledge category, there was a decrease of 29% from 17 students to 9 students. After the Wilcoxon test, a P value of less than 0.05 was obtained so that H₀ was rejected and H_a was accepted. Which means, there are significant differences before and after the intervention is given, namely in the form of counseling on time management. Then from the data found the average value on the Post Test showed higher results. So that it can be concluded that the intervention has succeeded in increasing the level of knowledge about time management by research variables.

DISCUSSION

Time management is planning and managing time used in carrying out daily activities so that individuals can use their time effectively and efficiently. Time management is using and making the best use of time, as optimally as possible through organized activity planning (Mulyani, M. D., 2013). According to Atmaja et al., (2021) humans and other living creatures live in time that continues without stopping. When we stop doing something, our time will be wasted and effective time management is needed. Time cannot be turned back in any way. A proverb from the West which states that "Time is Money" is very appropriate. Opportunities come and go, we just need to be ready to achieve these opportunities and make them something useful for our lives. According to James et al (in Pertiwi 2020), time management is an effort to control time which includes assessing time, setting goals, planning, prioritizing and monitoring in the hope that it will produce effective results.

Good time management is to create work or activity data and determine the priority scale for each activity (Syelviani, M., 2020). Time management does not only refer to managing time, but more likely to how to utilize time. Individuals who are able to manage time will determine the priorities of the various tasks at hand, focusing their time and energy on important tasks first (Sandra & Djalali, 2013). Time management to achieve goals requires organizing and utilizing time effectively. This includes creating a schedule, setting priorities, and avoiding procrastination. On the other hand, priority scales help determine the importance of tasks. Prioritizing tasks based on urgency and significance can increase productivity. Effective time management and prioritization are critical to personal and professional success, ensuring that important tasks are completed on time while minimizing stress and optimizing efficiency.

CONCLUSIONS

Community service activities carried out at SMP Ma'Arif Batu on November 31 were carried out to provide education to students of SMP Ma'arif Batu regarding Time Management and Priority Scale. The participants were enthusiastic and motivated to participate in the entire series of activities, because the knowledge gained from this activity will greatly help participants in their daily lives, especially for managing time and determining priorities. More than 80% of the participants were





able to understand the material on Time Management and Priority Scale. Therefore, support from the school is needed to continue this activity so that students become leaders who can increase their chances of achieving success.

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Conflict of Interest

The service team stated that there were no internal conflicts in both personal and financial matters. So that the service activities carried out on November 31, 2023 at Ma'Arif Batu Junior High School can run well and in accordance with the rundown. As well as giving a good impression on the partner (Ma'Arif Batu Junior High School)

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