

# Time Management

## Abstract

Nature is not biased with human in any context. Even time given is same for all i.e 24 hours. But achievements vary from person to person in the same time. Why it happens? The answer lies in good time management. In order to survive in this competitive age, time management has become necessity. If you are not able to manage time efficiently, you will not be able to compete and consequently, will lose your market share. The main objective of my paper is to study the value of time and how to manage it for best results.

**Keywords:** Management, Value, Time, Planning, Decision.

### Introduction

Time management is a process of planning and organizing how to use time to perform specific activities to achieve desired results. It is the time of smart work instead of hard work. Smart work means more work in less time And good time management helps you to work smarter. If you will not be able to manage your time, it will lead to decrease in effectiveness and increase in stress level.

Being busy isn't mean being effective. Focus is required to achieve desired results. Spending a little time learning about time-management techniques will have huge benefits. Time management plays a critical role in determining the productivity level.

So it is important to know each skill and its importance in time management

### Goal Setting

Time management is directly related to effective goal setting. While taking decision regarding time management, it must be kept in mind that your actions bring you closer to your goals. If you do not have clear goals, it is impossible to manage time effectively.

### Prioritization

It is related to prioritize the items on the task list. It is an important element to be kept in mind, which helps in effective time management. Prioritization should not begin with a focus on getting more work done. But it should always begin with eliminating the task which you should not be performing.

### Self-Motivation

If you are having all managerial skills but lack of motivation is there. Then, you will soon experience large amount of pressure and stress. You need to be able to motivate yourself.

### Focus

Multitasking is a myth which ultimately causes many problems for those who wish to improve their time management. It is important to know, no matter how many task is to be perform, you can only work on one task in given moment. Focus on one task and block out all distractions can help in effective time management.

### Decision Making

It is one of those skills which if you are not good at it, will adversely affect every area of your life. You will have to make important decisions about what, when and how to do a particular task.

### Planning

Planning is one of the essential time management skills because it allows you to foresee all of the tasks which will be required to complete a project and, how they will best fit together. A well made plan will save you a great deal of time.

Generally, one task is dependent on another. Ultimately your schedule will be impacted by schedule of others. These factors need to be considered at the beginning of each project.

### Delegation/Outsourcing

While delegating any task to others, you must consider the ability of a person to do that task. It should be delegated to such a person who can perform it more effectively as compare to others and well in time when



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delegating, it is important that you provide all of the necessary information and ensure that the person who will perform the task is clear about what is expected of them.

#### **Coping Skills**

Time management is not just a behavioural skill. Things will go wrong from time to time. Your thinking and mindset play a massive role in determining your results. Knowing how to cope with setbacks will help you bounce back quickly and reduce the amount of time lost when things go wrong.

#### **Stress Management**

More problems will follow you if you work under stress. And it is said that it is better to prevent the problem occurring than having to deal with it once it does occur. If you will work under stress then, it will take more time to focus on a particular task. If you want to improve your time management skills you must work on managing your stress well on time.

#### **Working Effectively With Others**

Human beings prefer to do that work with more dedication, what he likes, which leads to accomplishment of their own goals and expectations also. It's not only about communicating or delegating. If you are able to delegate work according to their likings, you will be able to manage your time more effectively.

#### **Keeping Records**

Information required must be collected and stored well on time. So that you can effectively manage your time. Information available after its requirement will be of no use.

#### **Organisation And Filing**

According to Fayol's principle of management, Order, everything in the organization must have a specific place in order to manage time effectively. No doubt organizing of information will take a little time in starting but once you filled information properly, it will take no time to retrieve it when needed. As a result, time saved here can be used for other important work.

#### **Patience**

Time management is not about getting more work done. It is all about ensuring important work done. If you will focus on getting more work done, you will end up in making more mistakes. And for rectifying mistakes, you will have to spend more time. Therefore, it is necessary to do work with patience. Good time managers do not rush things. They take enough time for doing their task properly.

#### **Importance of Time Management**

Why is time management important? We've all heard the cheesy saying "time is money", and that phrase is essentially true. Unfortunately, time doesn't always equal money though. Time is continually passing but that doesn't mean you are continually making money, this depends on how you manage your time and what you do with it.

#### **Limited Time**

Everyone gets same amount of time i.e. 24 hours each day, and it is limited, therefore it is important to make more use of time if you want to excel in the field you are working.

#### **Accomplish More With Less Effort**

If you are able to manage the time, it will lead to higher efficiency since you will never lose momentum. That is, you will be able to accomplish more work with less efforts.

#### **Make Better Decisions**

While taking decisions we are having many choices at the same time. And if you manage your time well then you will be able to determine which choices are best for you. Otherwise you are more likely to jump to conclusions and this will lead to poor decision making.

#### **Be More Successful**

Time management is the key to success; it allows you to take control of your life rather than follow the flow of others. You accomplish more, you make better decisions, and you work more efficiently; this leads to a more successful life.

#### **Learn More**

When you control your time and work more efficiently, you're able to learn more and increase your experience faster. There's a reason some students graduate earlier than others, so imagine implementing time management throughout your entire career. You'll not only stand out from the rest, but you'll gain experience much faster and be able to move up in life a lot sooner.

#### **Reduce Stress**

When your time is properly managed, then, you are able to work with cool mind. You know how much time you have, how long it will take to get your work done, you are able to accomplish more work, which in turn leads to less frustration and stress.

#### **Higher Quality Work**

Time management leads to accomplishment of work more efficiently. You are able to get more work done in a shorter period of time leading to more free time.

#### **Creates Discipline**

When you practice good time management in your life, you are less likely to procrastinate. Time management leads to higher productivity and leads to a disciplined life.

#### **Violating Effects of Poor Time Management**

Lack of time management will lead to:

1. Lack of focus
2. Missed deadlines
3. Poor quality of work
4. Wastage of time
5. Financial penalties
6. Increase in Stress
7. Decrease in efficiency
8. Threat to survival

#### **Conclusion**

It is concluded that if you will not manage your time well then, you will not be able to perform effectively. Deadlines will be missed, stress level will increase. You will lose your focus and as a result productivity will be reduced. Ultimately, it will lead to the threat of survival. Good Time management helps in accomplishing goals well on time and at low cost.

So why is time management important? Well because, it makes you happier, more successful, live a fuller life, and live stress-free.

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