

TIME MANAGEMENT AREA: HUMAN RESOURCE

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TIME MANAGEMENT

ABSTRACT: The purpose of the study is to discuss the importance of Time Management in the organization. Time Management refers to managing time effectively so that the right time is allocated to the right activity. Effective time management allows individuals to assign specific time slots to activities as per their importance. Time Management refers to making the best use of time as time is always limited. Time management is a set of principles, practices, skills, tools, and systems working together to help you get more value out of your time with the aim of improving the quality of your life.

This paper examine in olden days they don't give much importance to time management, but nowadays they achieve goals within a short period is a main objective of all organizations and do a extra work in other times. It has both pros and cons. The main advantages of time management are to be improving the quality of life, increase productivity and also achieve the goals in a short period. The disadvantages of time management are self improvement are mandatory, access to technologies is required, and it cannot be stored or saved. The tips for improving the time management are prioritize the tasks, to-do list maintain, take a time for do a proper work, Set deadlines, Stop multi-tasking ,Delegate responsibilities, learn time management course etc.....

Thus it concludes today, time management has been broken down into a number of categories, but they all basically seek to achieve the same objectives. When you hear most people talk about time management, they are generally referring to it on a personal level. It includes Effective Planning, Setting goals and objectives, setting deadlines, Delegation of responsibilities, Prioritizing activities as per their importance, Spending the right time on the right activity.

I. INTRODUCTION

"Time is money."

— Benjamin Franklin

Time is always changing, it never stands still. Time is continuous, and not stationary. It changes our perceptions and also infinite, change is essential to time. Everybody has such an account, it is called time. Every individual on earth has the same amount of time 60 seconds in a minute, 60 minute in an hour, 1440 minute in a day, 52600 minute in a year.

Time management is a set of principles, practices, skills, tools, and systems working together to help you get more value out of your time with the aim of improving the quality of your life. It is very closely related to organizing your tasks, but with the additional dimension of taking into consideration your own personality traits and the nature of the tasks at hand in order to maximize the usage of your time. It planning out your activities and tasks as specifically as possible in a manner where they will complement each other and will constitute the best use of your time. It is the rational way to ensure that our limited time is always used effectively.

Meaning:

Time management is a set of skills which allow a person to be more productive and efficient in completing tasks.

II. DEFINITION

According to **HARRIS** Time Management has been defined as "the process of skillfully applying time to finish and perfect a specific activity within time constraint".

III. IMPORTANCE OF TIME MANAGEMENT

Time Management plays a very important role not only in organizations but also in our personal lives.

Time Management includes:

- a) Effective Planning
- b) Setting goals and objectives
- c) Setting deadlines
- d) Delegation of responsibilities
- e) Prioritizing activities as per their importance
- f) Spending the right time on the right activity

a) Effective Planning

Plan your day well in advance. Prepare a To Do List or a “TASK PLAN”. High Priority work should come on top followed by those which do not need much of your importance at the moment. Complete pending tasks one by one. Do not begin fresh work unless you have finished your previous task. Tick the ones you have already completed. Ensure you finish the tasks within the stipulated time frame.

b) Setting goals and objectives

Working without goals and targets in an organization would be similar to a situation where the captain of the ship loses his way in the sea. Yes, you would be lost. Set targets for yourself and make sure they are realistic ones and achievable.

c) Setting deadlines

Set deadlines for yourself and strive hard to complete tasks ahead of the deadlines. Learn to take ownership of work. One person who can best set the deadlines is you yourself. Ask yourself how much time needs to be devoted to a particular task and for how many days. Use a planner to mark the important dates against the set deadlines.

d) Delegation of responsibilities

The roles and responsibilities must be delegated as per interest and specialization of employees for them to finish tasks within deadlines. A person who does not have knowledge about something needs more time than someone who knows the work well.

e) Prioritizing activities as per their importance

Prioritize the tasks as per their importance and urgency. Know the difference between important and urgent work. Identify which tasks should be done within a day, which all should be done within a month and so on. Tasks which are most important should be done earlier.

f) Spending the right time on the right activity

Develop the habit of doing the right thing at the right time. Work done at the wrong time is not of much use. Don't waste a complete day on something which can be done in an hour or so.

OBJECTIVES:

- To determine goals for a given period of time.
- To Utilize time management techniques
- Identify ways to improve your time management skills

METHODOLOGY:

Research Methodology is a way to systematically research paper in the theoretical form. It may be understood as a science of studying how research is done theoretically. It is necessary for the researcher to know not only the research methods techniques but also the methodology. Data has to be collected from multiple source of evidence in addition to books, web sites and journals. The paper also focuses on the review of prior research of time management and identifies attitudinal dimensions relevant to the organization.

TIME MANAGEMENT SKILLS:

- ✓ Plan and prioritize
- ✓ Focus and set goals
- ✓ Overcome procrastination
- ✓ Review and ponder
- ✓ Commitment

✓ **Plan and prioritize**

Make a list of all the tasks you need to do in a day. An essential tool to properly list all that you need to carry is a To Do List. This is one of the most simple and effective tool to effectively manage ones time. Simply, segregate it to major and minor to do's. Or better yet, categorize it to urgent, important and essential tasks.

✓ **Focus and set goals**

Once you have identified and list by category all the necessary things needed, allocate a reasonable time to finish each task. When you achieve the goal, go to the next step immediately and then again, set your goals.

✓ **Overcome procrastination**

Self-control is the key. Identify bad habits and try to overcome them. The habit of procrastination impedes everything you have worked for. It delays important tasks for unnecessary ones, which to some degree becomes a destructive practice. Chances are you get less productive that may lead to less effectiveness and maim your chances towards success.

✓ **Review and ponder**

A good way of getting going is by the end of the day you have to get yourself re-evaluate all the day's work. Take the time to enjoy the satisfaction of having done your task. Ask yourself questions. Have I achieved the goal for the day? If not, just as long as you learn from this, get back to the unfinished business and make necessary adjustments for tomorrow's to do's. You've got to reflect growths and failures in your knowledge and experience.

✓ **Commitment**

Once you have decided to learn time management, keeps the process going. Continuously review and update your daily tasks. As time goes by, learning time management skills will surely become your skill! And you will absolutely get the most out of your life.

TIPS FOR IMPROVING PRODUCTIVITY AND ALSO ORGANIZATIONAL SKILLS THROUGH TIME MANAGEMENT:

There are seven time management tips for improve your organizational skills and increase productivity. They are,

1. Prepare in Advance
2. Schedule Your Time
3. Start Early
4. Organizational Skills
5. Increase Productivity With Primetime
6. Take the time you need to do a quality job
7. Take a time management course

1) Prepare in Advance

First, prepare your work list for the following day the evening or night before. A major benefit of preparing your daily list the night before is that this exercise lets you sleep more soundly. This will help you increase productivity throughout the next work day.

2) Schedule Your Time

Scheduling your time reduces stress and releases energy. The very act of using your organizational skills to plan your day, week, and month gives you a greater feeling of control and will help increase productivity throughout your day. It actually increases your self-esteem and improves your sense of personal power.

3) Start Early

To increase productivity, start your day early. The more time you take to sit, think, and plan, the better organized you will be in every area of your life. They developed great organizational skills and the habit of going to bed at a reasonable hour and rising early. When you get up early and plan your day in advance, you tend to be more calm, clear-headed, and creative throughout the day.

4) Organizational Skills

Resolve to improve your organizational skills and use a filing system both at home and at work. As much as 30 percent of working time today is spent looking for misplaced items. These are things that are lost because they have not been filed correctly. The best and simplest of all filing systems is an alphabetical system. In conjunction with a filing system, you should have a master list or record of all your files in a single place. This master list gives you the title of each file and tells you where the file is located.

5) Increase Productivity With Prime Time

Organize your life so that you are doing creative work during your internal “prime time.” Your internal prime time is the time of day, according to your body clock, when you are the most alert and productive. Each person should give some thought to structuring their day for both their external and internal prime times.

6) Take the time you need to do a quality job

Doing work right the first time may take more time upfront, but errors usually result in time spent making corrections, which takes more time overall.

7) Take a time management course

If your employer offers continuing education, take a time management class. If your workplace doesn't have one, find out if a local community college, university or community education program does.

IV. ADVANTAGES

- ❖ Time Management helps to improve the quality of work life
- ❖ It helps to increase the productivity
- ❖ Help to reduce the stress
- ❖ Achieve the goals in short time
- ❖ Better performance in terms of on time delivery to customers
- ❖ Increased profitability

V. DISADVANTAGES

- ❖ Discipline and self-improvement are mandatory
- ❖ Access to technologies is required
- ❖ Time management is compulsion of time bound performance

VI. FINDINGS

- ❖ Employee difficult to complete the work on time.
- ❖ Lack of tension occurred
- ❖ Stress level increased between employees
- ❖ Not able to concentrate in more work

VII. CONCLUSION

Time management can be accomplished by planning, prioritizing, and organizing your activities. Today time management has been broken down in to a number of categories. The list of people who can benefit from better time management is a long one, and includes students, teachers, factory workers, managers, business owners, artists, musicians, contractors, engineers, clergy, and countless others. The fact is, nearly everyone can benefit from learning the importance and tips achieve a goals within a short period of time.

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