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‘KNOW THE TRUE VALUE OF TIME’- BASIC FUNDA OF TIME MANAGEMENT

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Abstract: “THE GREATEST USE OF LIFE IS TO SPEND IT FOR SOMETHING THAT WILL OUTLAST IT” --

WILLIAM JAMES

It's important that you just develop effective ways for managing time to balance the conflicting demands of your time for study, leisure, earning cash and job searching. Time management skills are valuable in job searching, however additionally in several alternative aspects of life: from revising for examinations to operating in an vacation job. Sometimes it should appear that there isn't enough time to try and do everything that you need to. This may cause a buildup of stress. When revising for examinations or throughout your final year when you have to combine the pressures of intensive study with finding time to apply for jobs good management of your time can be significantly necessary. Once we have known ways in which we will improve the management of our time, we will begin to regulate our routines and patterns of behavior to reduce any time-related stress in our lives. This paper basically focus on problems area under time management and strategies to overcome such problems

Keywords: Time, Management, Thieves, Effectively, Efficiently, Aids

I. INTRODUCTION

“We all have time to either spend or waste and it is our decision what to do with it.

But once passed, it is gone forever.” - Bruce Lee (“Zen in the Martial Arts” by Joe Hyams)

Time management is the act or method of designing and exercising conscious control over the number of your time spent on specific activities, particularly to extend effectiveness, efficiency or productivity. Time management is also assisted by a range of skills, tools, and techniques accustomed manage time once accomplishing specific tasks, projects, and goals obliging with a maturity.

The term time management may be a name. You can't manage time; you manage the events in your life in regard to time. You will typically like more time but you only get 24 hours, 1,440 minutes or 86,400 seconds on a daily basis. How you employ that time depends on skills learned through self analysis, planning, evaluation, and self-control. Much like money, time is both valuable and limited: it should be protected, used wisely, and budgeted. People that apply good time management techniques typically notice that they:

- Are more productive,
- Have a lot of energy for things they have to accomplish,
- Feel less stressed,
- Are able to do the things they need,
- Get a lot of things done,
- Relate more positively to others, and
- Feel higher regarding

Finding a time management strategy that works best for you depends on your personality, ability to self inspire and level of self discipline.

II. TIME THIEVES

Dr. Donald E. Wetmore (“Time Thieves: The Biggest Time-wasters Revealed”) lists out the eleven ‘inconsiderate troupe’ of eleven thieves that gang to steal number of the precious time far from productive use of managers.

1. Poor Planning: Failure to visualize the worth of planning and getting impatient to induce one thing done are the causes of poor planning. Absence of an idea of action is probably to trigger off a false begin, leading to unproductive time utilization on the essential path of the task being undertaken. Consequently, the managers may not notice enough time for finishing the task.

2. Interruptions: Interruptions and distractions arise as a result of lack of planning, poor concentration and lack of management of environment. They are unnecessary thieves of a manager's time and are available in

several forms – drop-in visitors, telephones, e-mails, unscheduled meetings, poor communications and confused chain of authority etc. Managers ought to be less willing to automatically give away their time simply because they demand it. They must learn to avoid distractions if they are to induce work done. They must work in areas wherever they are less possible to be disturbed and tell individuals once they are busy and cannot be disturbed.

3. Not Delegating: Wanting-to-do-all by oneself is yet one more stealer that might let the managers lose management. They feel that employees will never do anything as they will. They fear that something will go wrong if some other person takes over a job. They lack time for long-range planning as a result they are bogged down in day-to-day operations.

4. Supererogatory Meetings: If a meeting is held without a particular agenda and nothing productive comes out of it, clearly that meeting was supererogatory. Obviously, such meetings are thieves because the time is wasted and things simply don't start.

5. The "shuffling blues": Managers typically waste abundant time because of disorganization. Keeping things that they have in an exceedingly specific place, eliminating clutter, making sure that they have all the materials or data that they need before beginning on the task and following a day-planner or schedule can facilitate keep the 'shuffling blues' away at the work place.

6. Negative People: Being enclosed by negative individuals might mean the managers are spending a lot of their time listening to them but getting nothing abundant or purposeful from them. Obviously, avoiding such individuals can facilitate the managers to minimize wasted hours and acquire some of their productive time back.

7. Poor Physical Setup: Not having the items that the managers require frequently within easy reach and having lots of the items that they rarely need close-by leads to wastage of lot of your time, wearing out the carpet, retrieving what they frequently require. And in fact, as they pass others they will often pull them aside to steal some of their time.

8. Poor Networking: Quality relationships with employees and others will be a considerable time-saver as they open doors for the managers with all types of opportunities. Failing to develop an honest network base can cause them to waste time making what they could have had through their network.

9. Crisis Management: Most frequently, crisis management is an offspring of lack of prioritization of tasks. As a result of the shortcoming to tell apart between the urgent, the important and the unnecessary tasks, unimportant tasks are likely to get done first at the price of necessary tasks. Consequently, the managers are not likely to seek out enough time to induce around to the necessary things.

10. Bad Attitude: Nothing sinks daily more effectively than having a poor attitude. It causes the managers to linger over the issues and not the solutions and makes it potential to throw the day away. Once they are burdening others with their issues and complaints they are forfeiting their valuable time.

III. GOALS OF TIME MANAGEMENT

- To be able to have management over your life - manage your time, do not let it manage you!
- To be healthier and happier (less stress).

IV. EFFECTIVE AIDS

- **Create an easy "To Do" list**

This simple program can assist you establish a few items, the reason for doing them, a timeline for obtaining them done, so printing this easy list and posting it for reminders.

- **Daily/weekly planner**

Write down appointments, classes, and conferences on a chronological log book or chart. If you're a lot of visual, sketch out your schedule. First thing in the morning, check what is ahead for the day perpetually go to sleep knowing you are ready for tomorrow.

- **Long term planner**

Use a monthly chart in order that you will plan ahead. Future arrangers will also serve as a reminder to constructively plan time for you.

V. GETTING DIRECTED TO MANAGE TIME

To get able to manage their time better, managers ought to answer the following questions:

- What is my time worth? How much do I get paid per hour? If I might save one hour daily, what would this amount to, in the course of one year?
- What is my job? What results are expected of me? Am I meeting a planned, definable purpose, or am I simply drifting?
- Have I been doing the correct things? Am I concerned in work activities that truly comprise the responsibility of my subordinates? What are the five most significant tasks I have to do?

- Does the time I pay on the work have an effect on my lifestyle? Am I enjoying life and having fun, or am I so stressed from the pressures of poor time management on the work that the strain carries over into my everyday life?
- Am I goal-oriented? Am I operating toward quantified objectives? Have I established performance standards for myself? For my people?
- Have I done any planning? After I arrive on the work in the morning, do I know what I would like to accomplish throughout that specific day? Have I established priorities?
- Have I made up a hierarchy of importance?
- Have I attempted to manage, schedule, control my work and time? Is the job running me or am I running the job? Am I suffering from "brief caseitis," i.e., bringing home a lot of and a lot of my work?
- How am I spending/ investing my time? What results do I see for the time I spend on every activity? What would happen if a number of these things were not done?
- Do I delegate all potential tasks? Am I able to hand over a lot of tasks to my coworkers or employees at work and to my spouse or children at home?
- What have I been doing? At the end of a day, am I able to account for my time, or do I advise myself, "Where did the day go? I don't feel I have accomplished something."

VI. SUGGESTIONS FOR EFFECTIVELY MANAGING YOUR TIME

1. Be Organized

- Use time saving tools: appointment calendars, "to do" lists, e-mail, responsive machines, file folders, etc.
- Have an organized workplace (don't waste time perpetually looking for your work).
- Use your appointment book for everything, as well as listing study time.
- Use "to do" lists for each long and for every day/week.

2. Arrange Ahead (Schedule it and it will happen!)

- Determine how long your tasks can take (do this before agreeing to take on a task!)
- Consider whether or not any activities will be combined.
- Determine if massive tasks will be broken down into smaller tasks that may be easier to schedule (such as studying for exams and visiting the library as a part of an assignment to write down a term paper).

3. Prioritize Your Tasks

- Use an A-B-C rating system for things on your "to do" lists with A things being highest priority.
- Set goals for each the short term and long term as to what you wish to accomplish.
- Look at all of your "to do's" to measure the time demand and whether or not further resources are required to accomplish them (if yes, schedule time to get those resources).
- Do not hold over the small tasks (a sense of accomplishment is good and overlooked small tasks will become larger tasks.)

4. Avoid Overload

- Include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule.
- Take short breaks throughout study and work periods.
- Don't place everything off till the last minute (for example, do not cram for exams).
- Learn to mention "no" when appropriate and to negotiate better deadlines once appropriate.

5. Apply Effective Study Techniques

- Have an appropriate study environment.
- Split giant tasks into a lot of manageable tasks.
- Read for comprehension, instead of simply to induce to the end of the chapter.
- Be ready to raise queries as they come up during study, instead of waiting until exam.
- Do the foremost tough work first, perhaps breaking it up with some easier tasks.
- Don't wait till the last minute to finish your projects.
- Read the syllabus as shortly as you get it and note all due dates (and "milestone" times) on your calendar.
- Be a model student! (be attentive and participative in school, and punctual, prepared, and wanting to learn)

6. Be Able to be Versatile

- The unexpected happens (sickness, car troubles, etc.); you wish to be able to work it into your schedule.
- Know the way to rearrange your schedule when necessary (so it does not manage you - you manage it).
- Know who to ask for help when required.

7. Have a Vision (why are you doing all of this?)

- Don't forget the "big picture" - why are you doing the task - is it necessary to your long-term personal goals?
- Have and follow a private mission statement (personal and career). (Are your activities ultimately serving to you reach your goals?)
- Know what is necessary to you. (What do you worth most?)
- Have a positive attitude!

VII. CONCLUSION

Time management really something to bother about or is it simply another management panacea, actually only taking up time that might be better spent merely getting on and doing the job? I firmly believe that it's not simply worthy, but essential. Making time management work is very important to everybody. At worst, the choice may be a life time of permanent muddle, pressure and frustration – not to mention the fact of actually achieving less than you would want or believe possible. Therefore, there are extended benefits to progressing to grips with the method of your time management.

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