



Time Management in Work Life

¹Dr. B. Bala Nagalaxmi, ²Sangeetha Diggi, ³B. Manoj Kumar, ⁴D. Karthik Raj

¹Assistant professor KLEF, KLHBS, KL University, Hyderabad.

^{2,3,4}Students, KLEF, KLHBS, KL University, Hyderabad.

ABSTRACT:

Time, above all else, is our most valuable and finite resource. The analysis was all about examining the linkage between time management, job satisfaction and motivation. Productive time management permits keep focus on their work, donation to productivity. Like that, advanced time management skills is crucial in evolving and assisting a successful program . Time management offer time management strategies ,conveying behaviour around time assessment, planning, and monitoring. Including, the Western Journal of Nursing Research editorial board suggests strategies to boost time management, involving mounting practical objectives, prioritizing, and optimizing planning. Demanding a squad, problem-solving barriers, and early management of potential diversions allows continuation of focus on a event. Again and again judging the efficacy of time management strategies letting to recognize the areas of improvement and recognize progression.

INTRODUCTION:

The project is titled as a study on time management's character in work life. The project aims to discuss how time management helps to manage the time spent and development that have been made on tasks and activities . Effective time management needs planning, scheduling, monitoring, and controlling of existing project activities. Time management is referred as the process of regulating needs, setting of goals, prioritising and planning the tasks to attain the organisational goals (Lakein, 1973), where a remarkable relation has found between job stress and TM variables and employees' goal setting, planning and performance evaluation (Khodaveisi, Bahar & Ahmadi, 2015). The process is concerned with effective use of time to attain utmost productivity that includes managing work schedules and engaging in effective designing, organizing and execution to achieve the organisational goals (Sahito, Khawaja, Panhwar, Siddiqui, & Saeed, 2016), which are important for employee's and organization viable. Advanced lives are increasingly hurried in order of saving and managing time, people wish to do their work faster, eat faster, use fastest modes of transport, work till late night, sleep for less time and make phone calls while driving, eating food and working in office (Garhammer, 2002). The above practices demonstrate topical understandings of time and how important it is to manage time well in organizational circumstances (Palmer & Schoorman, 1999) in achieving organisational goals to lower employees' time forces (Jackson & Martin, 1996; Major et al., 2002; Teuchmann et al., 1999). TM is the process of building and executing time table, dispense of subjects and duties, planning lessons, certifying regularity and punctuality in employees, planning in advance, benefacating counselings and guidances, assigning and making use of effective time and organization and preparation of co-curricular activities (Sahito et. al, 2016) in order to make the system practical and beneficial for all the participants.



OBJECTIVES:

- Describe the various facets of Time Management
- List the benefits of establishing control over time
- Identify the various Time Wasters
- Identify the various Personality Types
- Maintain a Work-Life balance

RESEARCH QUESTIONS:

- What are the strategies that you use to plan your work .?
- How would you prioritize your duties?
- How do you manage your stress in work life ?
- How much time do you take per day or week to do task X?

LITERATURE REVIEW:

The results of the project are dealing with multiple topics on time management in the areas of academics, leaderships, psychology and organisational behaviour. The objective of the project is to disclose the relationship between time management and job performance in the organisation. The project is concerned with the connection of 8 time management categories with the 9 leadership styles. It concludes the relation between leadership style and time management skills that gets greater understanding on the parts of the leaders on how they should design their leadership strategies. It assists evolving skills for better time management that involves the ability of specifying priorities, capable enough in achieving goals, remain organised, and checking one's very own progression. The parts and pieces are essentially in linkage with managing goals, tasks, prioritisation of tasks, schedules usage hesitation management, and remainder systems. These parts and parcels are having strong linkage with the pioneering model on time management. The process know as "time discounting" which is the main cause for dealing rush. People prefer smaller but sooner reward over larger but later reward. This typical behaviour of people is more accurately imaged by a hyperbolic function rather than an exponential one. The observation has also been supported by some earlier researchers.



METHODOLOGY:

The project examines the qualitative research design that is rooted in the epistemology and ontology philosophical assumptions (Crotty, 1998) and is supported by the interpretivism. This learning directed semi-structured interviews in order of collecting data from a sample of the TEs that are recruited from multiple departments by using snowball sampling (or “friends of friends”) model. All employees were supposed to share their actual professional life experiences regarding TM and JSM. And also everybody provided with the topic’s short written description of the study. Then, the TEs were invite to share their experiences with learning, professional development, success and JSM, with special reference to TM in their profession. To make sure the rationality of the tools and the data, the study that was conducted and was supported by the relativist model and the marking traits list (Sparkes & Smith, 2009, 2014). The catalogue figures multiple research thoughts, such as worthiness and the richness of the content. The importance of the contribution to the literature are thoroughness and objectivity; proper and appropriate sample selection; the meaningful, significant and clarity of claims generated from the data; the rationality and soundness of research; and the appropriate selection of methods based on the needs and requirements of the study topic and results (Tracy, 2010). The snowball model is all about to promote the collection of in-depth, true and real data. In snowball sampling, the number of participants can vary from 1 or 2 to 30 or 40, depending on the need to report details about each individual or site (Creswell, 2012).

RESULTS:

According the research it identified the activities of Time Management that TEs will use in their day to day professional activities to achieve JSM. Time management comprises of planning in advance, reviewing, giving guidance, designing the resources related to material, handing out the detailed marks list, evolve exams schedule, discussing and managing the assessment and evaluating, asking the problems of students and solving their problems and giving results and working on schedules in advance. For public and private school teachers for both of them the practices are same who has being shown to planning wisely, activities are designed wisely, implementing properly, to manage the activities working hard, setting priorities carefully, being punctual and regular and for teachers advance preparations for implementations. TEs attitude and behaviour can be changed through various training problems for developing a positive attitude. Time management programs help a lot to bring positive attitude in their behaviour. Research paper writing says that time management training program is positively correlated with performance of the teachers. Overload of assignments which are given can be overburden and can leads to dissatisfaction and demotivated. TEs also may get exhausted due to that assignments. To be highly paid profession some teachers or many teachers feel good and respectful and feel positive and can lead to personal satisfaction of the teachers.

CONCLUSION:

According to the research the study says that TEs who achieve JSM know how to plan accordingly and organise the work and how to use their time wisely, how to schedule their work, concentrate on a task and complete on time, they stop delaying the work, stop wasting the time and manage the work, avoid doing multiple tasks and feel positive by controlling their stress and being healthy. On Many unproductive and unrelated activities the teachers of Pakistan spent their time in many universities and institutions. In many times TEs think about how to solve the issues related to departmental administration and organisations problems by using various propagandas. They face problems related to teacher-student problems, implementation of class problems attendance and filling the forms related to examinations. TEs won’t handle this problems through any kind of input, or by planning and implementation process, they escape from problems by pushing them on towards junior TEs. This helps TEs from the parents community, from students pressure, from higher officials, politicians and pressure from groups and organisations top management. This can effect the JSM and TEs and TMs plan completely due to unethical practices. The phenomenon of TM and JSM should understand by the top management, department heads, and many institutions to address these kind of issues so they can support TEs planning in various policies for maintaining security, dignity, and some relation for mind within their institutions and in relation to all stake holders. So finally time management plays a very crucial role in everyone life so everyone should plan, organise, and perform their tasks and use various techniques for example pomodoro technique and so on to use time wisely.

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