International Journal of Research Publication and Reviews

Time Management in An Organization

[1]Ashlekha Jamwal, [2]Akanksha Lakra, [3]Rimpy, [4]Chitra Vijay Wasekar

[1] MBA 1st year, Campus- Aditya(jamwalalashlekha@gmail.com)

[2] MBA 1st year, Campus – RIIM (akankshalakra2000@gmail.com)

[3] MBA 1st year, Campus – RIIM (rimpygrewal09@gmail.com)

[4] MBA 1st year, Campus – Aditya, (bhupaliwasekar@gmail.com)

ABSTRACT

Time management is the foremost segment of an organization, it influences employees 'well-being, capacity, and focus on organizational goals. This abstract provides an overview of the plans and designs for effective time management within an organization.

During the COVID-19 pandemic situation, every firm has gone through this critical scenario which is Time Management. However, the organization needs hyper-agile time management to survive and remain competitive in an environment characterized by unexpected and sudden disruption.

Keywords – Time management, organization, changing scenario, training, and job satisfaction

INTRODUCTION

Today's storyline shows that people don't value time as compared to the past era. In former times, individuals used to value hours which guided them to be focused on the organizational activities and goals. Time management is a critical component of an organization to deal with a dynamic and competitive business environment. This introduction provides a sketch of the significance of time management within a corporation context and sets the stage for a deeper exploration of its principles and strategies.

The idea of time management in a firm is that if you can spend more time doing important things you are likely to be successful in accomplishing whatever you are trying to achieve. Once you have cracked the way of managing time you will be a happier person that will be able to get more out of life. To become successful at managing your time you need to have some skills that need to be developed within that are punctuality setting goals, decision making, delegating, etc.

However, the most important factor is the decision you make.

Literature Review

- **Theoretical framework**

Eisenhower matrix- this model highlights the significance of distinguishing between urgent and important tasks. It provides a structure for prioritizing activities.

Pareto principle- this model tells that only 80% of the result is shown from 20 % of efforts, it implies focusing on the most impactful tasks.

- **Time management skills**

Planning and goal setting – setting a clear goal is important for proper time management.

Prioritization- crucial tasks need to be given more priority/attention

Allocation of time and skills- effective time management is maintained when the skills and time are allocated accordingly.

- **Productivity techniques**

Time blocking- dividing a whole day's work into blocks of time will lead to productivity

Pomodoro techniques – in the method people can use a timer to break, like short breaks in between the tasks, work into intervals.

- **Work-life balance**

An individual should balance the work life and personal life achieving equilibrium.

Research Methodology

What organizational time management entails:

Managers are required to establish time priorities by taking into account both the urgency and importance of each activity. Companies can examine time allocations, meeting attendance, and organizational practices like parallel processing and duplicate booking using time-management tracking applications like Google Calendar, Microsoft Outlook, and iCal. Personally Managed Time The practice of monitoring executives' time usage in relation to genuine priorities is automated using dashboards. These tools help businesses measure and manage time more efficiently, even while they call for strict privacy protections for employees.

When organizational time management is used in conjunction with analytical methods like productivity benchmarking and spans and layers analysis, it is at its most effective. Eliminating low-value tasks and repurposing the time saved are the objectives.

Objectives of the study:

- Present time value v/s past time value
- Time management Situation during environmental changes
- To analyze the importance and value of time
- Scope of time management

Importance of the study:

Time management is important for your internal as well as external life. It teaches you to manage your work and time accordingly and make the most of it. Some of the points that tell us how it is important -

- It is important to be punctual at every place whether it is organization, function, or classroom. We will be updated at every point.
- It makes a good impression.
- Focus on the goal
- Well organized

Time is an important resource that will tell you the result.

Most people make the perception that they have a lot to do but don't have time but in reality, they are not well managed with their hours.

Advantages of studies -

- Stress reduction
- Behavioral changes
- less procrastination
- Achieving the goals
- Gaining knowledge
- Changing perception
- Responsibility toward organization
- Self-management
- Final rewards

Disadvantages of study:

- Stress and burnouts
- Work-life imbalance

- The Pressure of Task Completion

- Creativity conflicts

- Underestimate task complexity

The Recent phase of time management

Nowadays, time management has changed with the innovation of technology, and changing patterns of work organizational culture. Some of the key components in recent time management practices.

- Remote work – due to the pandemic situation people have to build a flexible work environment.

- Personalized time management systems – to suit the needs and working styles people have customized their time management skills.

- Continuous skill and learning development – in today's competitive environment it has become important to take time for skill-building and self-improvement.

- Goal-oriented – framing a clear objective/goal is an effective way to stay focused and achieve the particular goals.

Conclusion

The fruitfulness of any time management technique depends on individual preferences, way of working, and circumstances. It is vital to examine and find what works best for you. Proper time management will help single to make the most out of it for personal and professional life. By executing some of the strategies such as task delegation, time blocking, and prioritization we can maximize their productivity and achieve their goals. These strategies will not fit every individual, one must tailor their plans to their unique preferences, work styles, and circumstances. Additionally, maintaining a healthy work-life balance, and flexibility are the most important elements of the sustainable time management routine. Innovations in technologies are key to staying effective in managing time in an ever-changing world. Ultimately, mastering time management will not only lead to the enhancement of productivity but also contribute to a balanced life.

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