TIME MANAGEMENT

What is Time Management ?

- 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.

Ask yourself which activity is more important and how much time should be allocated to the same? Know which work should be done earlier and which can be done a little later.

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

Time Management includes:

i.   Effective Planning
ii. Setting goals and objectives
iii. Setting deadlines
iv. Delegation of responsibilities
v.   Prioritizing activities as per their importance
vi. Spending the right time on the right activity

- **Effective Planning**

  Plan your day well in advance. Prepare a To Do List or a "TASK PLAN". Jot down the important activities that need to be done in a single day against the time that should be allocated to each activity. 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.

- **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.

- **Setting Deadlines**

  Set deadlines for yourself and strive hard to complete tasks ahead of the deadlines. Do not wait for your superiors to ask you everytime. 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.

- **Delegation of Responsibilities**

Learn to say "NO" at workplace. Don't do everything on your own. There are other people as well. One should not accept something which he knows is difficult for him. 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.

- **Prioritizing Tasks**

  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.

- **Spending the right time on 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. Also keep some time separate for your personal calls or checking updates on Facebook or Twitter. After all human being is not a machine.

For Effective Time Management one needs to be:

Organized - Avoid keeping stacks of file and heaps of paper at your workstation. Throw what all you don't need. Put important documents in folders. Keep the files in their respective drawers with labels on top of each file. It saves time which goes on unnecessary searching.

Don't misuse time - Do not kill time by loitering or gossiping around. Concentrate on your work and finish assignments on time. Remember your organization is not paying you for playing games on computer or peeping into other's cubicles. First complete your work and then do whatever you feel like doing. Don't wait till the last moment.

Be Focussed - One needs to be focused for effective time management.

- **Time Management makes an individual punctual and disciplined**. One learns to work when it is actually required as a result of effective time management. To make the judicious use of time, individuals should prepare a "TASK PLAN" or a "TO DO" List at the start of the day to jot down activities which need to be done in a particular day as per their importance and urgency against the specific time slots assigned to each activity. A Task Plan gives individuals a sense of direction at the workplace. An individual knows how his day looks like and eventually works accordingly leading to an increased output.
- **One becomes more organized as a result of effective Time Management**. Keeping the things at their proper places minimizes the time which goes on unnecessary searching of documents, important files, folders, stationery items and so on. For better time management, individuals keep their workstations, study zones, cubicles, meeting areas clean and organized. People learn to manage things well as a result of Time Management.
- **Effective Time Management boosts an individual's morale and makes him confident**. As a result of Time Management, individuals accomplish tasks within the stipulated time frame, making them popular in their organization as well as amongst

their peers. People who understand the value of time are the ones who manage to stand apart from the crowd. Individuals who finish off work on time are looked up to by others and are always the centre of attention everywhere.

- **Individuals who stick to a time plan are the ones who realize their goals and objectives within the shortest possible time span**. Managing time effectively helps employees to meet targets way ahead of deadlines and finish off task just when it is required.
- Effective Time Management helps an employee to reach the pinnacle of success quickly and stay firm at the top for a longer duration. An employee who works just for the sake of working fails to create an impression and is never taken seriously at work. Effective time management plays a pivotal role in increasing an individual's productivity. Output increases substantially when people manage their time well.
- **Better Time Management helps in better planning and eventually better forecasting**. Individuals learn to plan things well and know where exactly they stand five years from now.
- **Research says that individuals who accomplish tasks on time are less prone to stress and anxiety**. Remember there is no point in wasting time and cribbing later. Finish off pending work on time and then you would have ample time for your friends, relatives and family members.
- **Time Management enables an individual to prioritize tasks and activities at workplace**. It is foolish to stay overburdened. Do not accept anything and everything that comes your way.
- Time Management helps an individual to adopt a planned approach in life.
- **Set your Priorities**. Know what all needs to be done on an urgent basis. Prepare a "TO DO" List or a "Task Plan" to jot down tasks you need to complete against the time slot assigned to each activity. High Priority Tasks must be written on top followed by tasks which can be done a little later. Make sure you stick to your Task List.
- **Make sure you finish your assignments within the stipulated time frame**. Tick the tasks you have already finished. Treat yourself with a chocolate if you finish your assignments ahead of deadlines.
- **Understand the difference between urgent and important work**. Manage your work well. Do not begin your day with something which is not so important and can be done a little later. First finish off what all is urgent and important. Do not wait for your Boss's reminders.
- **Stay focused**. Do not leave your work station if some urgent work needs to be done. Going for strolls in the middle of an urgent work breaks continuity and an individual tends to loose his focus. Individuals who kill time at work find it difficult to survive workplace stress.
- **Do include time for your tea breaks, net surfing, personal calls and so on in your daily schedule**. It is important. Human being is not a machine who can work at a stretch for eight to nine hours. Assign half an hour to fourty five minutes to check updates on social networking sites, call your friends or family or go for smoke breaks etc.
- **Set realistic and achievable targets for yourself**. Know what you need to achieve and in what duration? Do not lie to yourself. Assigning one hour to a task which you yourself know would require much more time does not make sense.
- **Do not overburden yourself**. Say a firm no to your boss if you feel you would not be able to complete a certain assignment within the assigned deadline. Don't worry, he

will not feel bad. Probably he can assign the same to any of your fellow workers. Accept tasks which you are really confident about.

- **Be disciplined and punctual**. Avoid taking unnecessary leaves from work unless there is an emergency. Reach work on time as it helps you to plan your day better.
- **Keep things at their proper places**. Files must be kept at their respective drawers. Staple important documents and put them in a proper folder. Learn to be a little more organized. It will save your time which goes on unnecessary searching.
- **Do not treat your organization as a mere source of money**. Change your attitude. Avoid playing games on computer or cell phones during office hours. It is unprofessional. Do not work only when your boss is around. Taking ownership of work pays you in the long run.
- **Develop the habit of using an organizer**. It helps you plan things better. Keep a notepad and a pen handy. Do not write contact numbers or email ids on loose papers. You will waste half of your time searching them. Manage your emails. Create separate folders for each client. Do not clutter your desktop.

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