

**Introduction to Time Management**

- Meaning, characteristics, objectives of Time Management
- Significance of Time Management
- Fundamental Truths about Time
- Basic principles of Time Management

**Time Management - Meaning and its Importance**

It is rightly said “Time and Tide wait for none”. An individual should understand the value of time for him to succeed in all aspects of life. People who waste time are the ones who fail to create an identity of their own.

**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.

Develop the habit of using planners, organizers, table top calendars for better time management. Set reminders on phones or your personal computers.

### **Characteristics of time management:**

Everyone gets the same amount of time each day, but some people manage to accomplish much more than others. Successfully managing your time requires following five simple steps. Decide what you need to do, figure out how you'll do it, pick a time to begin, start and see it through to the end. Make the most of each day by mastering the six characteristics of successful time management: be organized, adaptable, prepared, realistic, persistent and focused.

#### **Get Organized**

Take time to organize your thoughts and your work area. People are generally more productive once everything is sensibly straightened. Among Stanford University's time management tips, it suggests handling each piece of paper only one time. For example, don't toss letters and memos aside or sweep them into a "to do" pile. Instead, invent a logical filing system and make sure each paper goes where it belongs.

#### **Be Adaptable**

Time management isn't about adhering to a strict schedule with no room for error. You'll need to expect the unexpected and go by a schedule that allows you to roll with the punches. For instance, carry your materials with you, so if your car won't start one morning, you can work from home without falling behind. In January 2013, Forbes published Benjamin Franklin's methods for time management, which included always searching for methods of doing things faster and better.

#### **Stay Prepared**

It's not enough to accommodate sudden issues. To successfully manage your time, you'll need to be proactive rather than just reactive. Prepare for potential obstacles and have a backup plan in mind. For instance, it may not be realistic to write a research paper in two days. Preparation may require breaking the paper into three tasks, like research, rough draft and edits, with a deadline of three days.

#### **Be Realistic**

Chances are, you won't meet every goal you set. If a particular goal is too far-fetched, try being more realistic about it. For example, plan for double the amount of time you think it will take to complete tasks. Iowa State University suggests starting projects early and delegating minor duties whenever possible. If you're getting your restaurant ready for an

inspection, for instance, you may have chefs double-check the kitchen areas while you prepare the paperwork.

### **Be Persistent (Clear)**

Having goals as the end result may not make you successful at time management, but establishing clear priorities will help. If work is more important than gossiping with friends, it should be obvious when to put away the phone. Stick to your priorities and don't let the idea of multitasking fool you. "Money Crashers" hints that some people are less effective when they multitask, causing all of their work to take a hit.

### **Stay Focused**

Among Benjamin Franklin's time management methods noted in Forbes, one recommended forgetting about distractions that don't mesh with your goals. Pick specific times to block out the world and focus your energy. If someone knocks on the door, for instance, tell them you'll be available in 20 or 30 minutes. It's impossible to eliminate all interruptions from your life, but you can work to reduce them by learning to say no.

## **What are the objectives of Time Management Training?**

By then end of this time management training course, you will be able to:

- Identify your own particular time wasters and adopt strategies for reducing them.
- Recognise the variety of causes of procrastination and apply relevant techniques to overcome these.
- Clarify and prioritise your objectives and goals, by creating more planning time.
- Adopt appropriate strategies for dealing with interruptions and anything else which 'steals' your time.
- Use practical techniques for organising work.
- Reduce time spent in meetings yet contribute more effectively.
- Define assertiveness and related types of behaviour
- Choose assertive responses to different time management situations
- Flexibility- take new task or worl for long term
- Priorities – person take training, learn to give priority to work
- Learn to set smaller goals - time mgt teaches to set small goals.

## **Why Time Management Is Important (S2TAD RF)**

Whether we assign a dollar value to it or not, time is valuable to us. Think about it: How much of your typical work week do you spend stressed about not having enough time to complete a task or reach a goal?

There are lots of different ways to tackle the issue of time management — you can download apps, adjust your sleep time, create lists, etc. But if you don't fully understand why it's important for you to better manage your time, those apps and lists aren't going to help you. If you don't have the motivation to use them, you won't.

You have to first look at the big picture. Get a handle on why managing your time effectively is important, and what you stand to gain from it. You can get started by reviewing these **8 reasons time management is crucial**:

1. **Time is limited**No matter how you slice it, there are only 24 hours in a day. That applies to you, and to your coworker who only seems able to do half the amount of work you do. But it also applies to the former coworker who consistently accomplishes more than you, and was promoted as a result. If you want to rise through the ranks, you have to acknowledge the importance of finding a way to manage this limited resource.
2. **You can accomplish more with less effort**When you learn to take control of your time, you improve your ability to focus. And with increased focus comes enhanced efficiency, because you don't lose momentum. You'll start to breeze through tasks more quickly (the workday will also seem to fly by).
3. **Improved decision-making ability**Whether you rely on a time-chunking technique or discover the power of list-making, you'll soon find that a nice side benefit of good time management skills is the ability to make better decisions. When you feel pressed for time and have to make a decision, you're more likely to jump to conclusions without fully considering every option. That leads to poor decision making. Through effective time management, you can eliminate the pressure that comes from feeling like you don't have enough time. You'll start to feel more calm and in control. When the time comes to examine options and make a decision, instead of rushing through the process, you can take time to carefully consider each option. And when you're able to do that, you diminish your chances of making a bad decision.
4. **Become more successful in your career**Time management is the key to success. It allows you to take control of your life rather than following the flow of others. As you accomplish more each day, make more sound decisions, and feel more in control, people notice. Leaders in your business will come to you when they need to get things done. And that increased exposure helps put you in line for advancement opportunities.
5. **Learning opportunities are everywhere**Obviously, the more you learn, the more valuable you are to your employer. And great learning opportunities are around you, if you've got time to stop and take advantage them. When you work more efficiently, you have that time. You can help out with that new product launch your development team's been working on. Volunteer to help host your company's open house. Even just enjoying a nice lunch with teammates in other departments can prove eye-opening.

The more you learn about your company and your industry, the better your chances of making a positive impression on the C-suite.

6. **Reduce stress** When you don't have control of your time, it's easy to end up feeling rushed and overwhelmed. And when that happens, it can be hard to figure out how long it's going to take to complete a task. (Think of a time when you were about to miss a deadline and were frantically trying to finish the project. If someone dumped a surprise on your desk at that moment and asked you how long it would take to finish the surprise task, how could you even begin to answer their question?) Once you learn how to manage your time, you no longer subject yourself to that level of stress. Besides it being better for your health, you have a clearer picture of the demands on your time. You're better able to estimate how long a given task will take you to complete, and you know you can meet the deadline.
7. **Free time is necessary** Everyone needs time to relax and unwind. Unfortunately, though, many of us don't get enough of it. Between jobs, family responsibilities, errands, and upkeep on the house and the yard, most of us are hard-pressed to find even 10 minutes to sit and do nothing. Having good time management skills helps you find that time. When you're busy, you're getting more done. You accumulate extra time throughout your day that you can use later to relax, unwind, and prepare for a good night's sleep.
8. **Self-discipline is valuable** When you practice good time management, you leave no room for procrastination. The better you get at it, the more self-discipline you learn. This is a valuable skill that will begin to impact other areas of your life where a lack of discipline has kept you from achieving a goal.

#### **Fundamental Truths about Time**

1. Everybody has the same amount of time—24 hours per day.
2. Time flies or time drags.
3. A busy man must use his time wisely and effectively.
4. Time cannot wait for us. One may let it pass or make full use of each moment.
5. Time is inelastic and we cannot phase our use of it.
6. Time is finite. Nobody has any more of it than you have.
7. Time cannot be stored and put by for use in future.
8. Time cannot be replaced.
9. Everything we do involves expenditure of time.
10. Time is costly. For a salary of Rs. 2,500 per month, each hour costs about Rs. 35.

### **Principles of Effective Time Management for Balance, Well-being, and Success**

The principles below are derived from research on time management, motivation theory and much experience working with university students. Think of time management techniques as tools to help you do what you value the most. Make these tools into an



expression of your values—what’s most important to you—not just a schedule to get more stuff done. Try to keep these principles in mind as you schedule and calendar your time, and when making the moment-to-moment decisions that are crucial to effective time management for balance and well-being.

1. **Commitment**—if you can’t commit to devoting time to a task, don’t put it in your schedule. Only schedule tasks you **WILL** do. Be brutally realistic, not idealistic when making your schedule. Creating a schedule you can’t actually keep is setting yourself up for frustration. If you don’t actually stick to your schedule it will soon become useless. This may have happened to you in the past.
2. **Pursue fun with a vengeance**—Make time for enjoyable, rejuvenating and satisfying activities like organizations, sports, and entertainment. Organize your academic and other obligations **AROUND** these commitments to fun.
3. **Time vs. task focus**—Think of your day in terms of time, not the tasks you have to do. Devote time to important tasks every day. It’s hard to predict how long a task will take, so it’s hard to schedule with great precision. But you can reliably schedule regular intervals of time and get into a routine. Make an appointment with yourself for a particular time period, and when playing or working, set your purpose “I’ll get the most out of this time.”
4. **One thing at a time**—Current research shows us that multi--tasking is a myth. In actuality, we are switching back and forth between tasks. With each switch we pay a cognitive cost and a time cost: It takes time to get mentally back into the task, thus making us less efficient. When switching we lose the depth of our engagement, absorption. This depth is necessary at Princeton where you are expected to gain conceptual mastery, not merely a superficial understanding.
5. **Block out time**—devote, on a regular basis, chunks of time to a specific class. Make it part of your schedule, your routine. Estimate how many hours per week you want to devote to a class. Set aside this many hours for working tasks in the course Slice up your task into pieces and allow specific blocks of time for specific pieces of a big project.
6. **First Things First**—if you can do so, schedule the things that are most important to you first thing in the day, or at the first available time slot. Anything that gets scheduled later in the day has a greater chance of getting interrupted, put off and never gotten to. You won’t be thinking or worrying about your work during your leisure time if you get academic tasks done first.
7. **Routine**—It takes 30 days to create a habit, but good habits make your life easier. With good habits in place you don’t have to make as many hard decisions, thus you are less likely to make unproductive ones such as talking yourself out of doing what you had planned.
8. **Flexibility**—How do you incorporate flexibility into your schedule? Don’t schedule every hour of the day, leave empty time slots, and schedule in recreation time. Create a two-hour or three-hour block on Friday as a catch all makeup time. When things come up and you are deciding whether to diverge from your established schedule, survey future hours and days to see where you can make up lost time. Switch blocks of time so that your schedule reflects your new commitments.
9. **Respond vs. react**—In the moment of decision--making, when faced with a decision or an impulse to diverge from your schedule, don’t just react, **RESPOND**. Pause, take a

moment to think. Remember what's most important to you and do what will help you get it. For example, if exercise is a top priority for you, don't let a sudden fear about a grade prevent you from exercising. Be ready to reduce the amount of time, but don't compromise on your health. Don't let "mindgames" in which you create justifications get in the way or lead you astray.

10. **Organize your environment**—both physical and social—for success, for support—be creative.

- a. Choose carefully where you study and do other tasks: minimize distraction; maximize focus.
- b. Use physical reminders. If you want to work out more, but are getting bogged down in email or Facebook, put your running shoes on top of your laptop. Make it harder to get off track and easier to stick to your plan by changing your environment.
- c. Instead of friends being a "distraction", enlist their support:
  - i. Study buddy/group—work on problem sets, readings, etc. in your shared course together.
  - ii. Get a study/writing partner—same place and time, but not the same course.
  - iii. Ask friends NOT to call you at specific times. Ask them to help you stick to your schedule. Say, "tell me to leave your room" or the dining hall after one hour, etc.