

# Importance of Time Management

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**Abstract---** *The lack of proper time management is causing stress and can ruin a career. Time management is a solution to the "not enough time" problem. Simply put, time management revolves around the tools, competencies, behaviors and attitude needed to work more efficiently every day. Everyone has to admit that wasting time is a favorite pastime for most senior members, and it is important for senior members to acquire time management knowledge in order to improve productivity. Time management is far more valuable than money. The importance of time is often forgotten and the idea to handle this. There are many senior members who often neglect time value. Any assistant registrar who is able to apply the art of time management has a better chance to be successful in life due to the ever-increasing competition on the job market today. This paper represents the importance of time management and Barriers to efficient time management.*

**Keywords---** *Meetings, Planning, Self-Discipline, Time Management.*

## I. INTRODUCTION

Time is a valuable thing; it has wings and as such passes very quickly. Time management ' is a set of principles, practices, skills, tools and systems that help us make the most of the time everyone wants to achieve. This refers to the methods and approaches used by individuals to use and optimize their work. Effectively managing time helps develop a better personality within an organization[1]. When gone, time never returns. Time plays a very important role in the life of all departmental assistant registrars. Senior members need to be factoring time in their daily activities. Senior members, who handle time profitably, rarely experience any challenge in performing their duties and are always known as the University's good employees[2]. Proper management of time often contributes to achievement and fulfillment in everyday life. Assistant registrars, that don't bother improving their skills by free time management, often develop the habit of haphazardly doing things without proper planning. Those Senior Members are always unable to effectively enjoy life. Time Management is a series of instruments that allows us to:

- Eliminating waste
- Preparing for meetings
- Reducing unnecessary workload
- Project progress monitoring
- Allocating resources (time) accordingly to tasks;
- Ensure that long-term tasks are not ignored
- Plan effectively every day
- Plan every week, and do so with no self-discipline.

The interesting part about time management and stress is that there are often linkages between these two problems. That is, "poor management of time may be caused by stress, which may in effect be caused by poor time management!" The fact that individuals are not handling time very well and that could be a source of the tension and interferes with proper time management[3]. They find that time management is just getting in the way when that tension peaks and they abandon every sign of controlling their time. And from the other hand, when the same person starts the day under enormous pressure, he / she may give up the time it takes to plan his / her day and focus on achieving a single goal[4].

## **II. MULTIPLIER EFFECT OF TIME MANAGEMENT**

Most executives need to find ways to enhance their own time management skills and have improved their working habits so that they can function better. They have sharpened their talents, skills and ideologies, and can now concentrate on what matters most. Managers have learned how to deal with changing conditions, interruptions and other people's expectations on them. But even more significantly, some of these managers shared the strategies with others, especially the people they were reporting to[5]. Active members support in group meetings and one-on - one counseling sessions has reduced stress, and improved job satisfaction for everyone. It makes so much obvious sense that there are executives who ignore it participatory approach, it is hard to believe. But some leaders are their own worst rivals. They make the mistaken assumption that their time-effective work practices will be apparent to all and will be accepted over time by the managers reporting to them, the community as a whole and other individuals and groups within the company. The truth is that an event like that is not inevitable. The behavior of the manager could be misconstrued and these managers could be considered abrasive. Work routine and productivity can be adversely affected by the attendant resentment. Managers also find it hard to understand the effect their acts have on others. Managers usually work with positive and constructive intent, but timing and technique are crucial. The action of a Manager can be perceived as real obstacles to achievement and become so. Where managers work with subordinate management in a detrimental manner, the subordinate managers may not only be distracted from what is significant, but may also communicate adjustments directed at their own subordinates. As a result a negative multiplication can occur. Another way to avoid the dilemma is to obtain a positive multiplication.

## **III. IMPORTANCE OF TIME MANAGEMENT**

Administrators believe that allowing people to do more things faster is the essence of time management and the value of a time management program. Time-management teaches people how to effectively manage their lives and time. Here are some reasons why managing time in an advantageous manner is important:

**Time is limited:** Time is a unique resource, because you cannot save or store it. Everyone gets the same amount of time every day, but if you don't make profitable and wise use of your time, you may end up losing all the number of man hours for the day. Time is restricted to 24 hours per day. Therefore, everyone needs to prepare their lives wisely[6].

**Time is Scarce:** Many university administrators say they've got too much to do and don't have enough time. Everything is blamed for lack of time, e.g. not getting enough exercise, weak income, unfulfilled target, too much tension, bad relationship and even an unfulfilled life. Time management helps us make wise use of the time; time management helps us set our priorities.

**Time helps to obtain what everyone wants in life:** Everyone needs time in life to solve any problem worthwhile. Waiting for more free time is a losing battle that almost never leads to time being spent on what everyone want. As managers they need to learn how to make room for the important things. Time management helps to make conscious choices so that they can spend more time doing things that matter and valuable[7].

**Time helps to accomplish more work with less effort:** When senior members use enhanced time-management skills and tools to become more productive, they can achieve more with less effort. Reducing the time and effort wasted gives us even more productive time during the day. They encourage us to devote time to a wide range of activities that will add more happiness and fulfillment to our lives. They should be finding time for the things that matter to us. Small amount of time will get us closer to our objectives once a day, or even once a week.

**Time for Relaxation:** Time management teaches everyone time to relax. Time management allocates some portion of the work time, and the other part of the entertainment and relaxation time. If an individual can balance his / her time between work and relaxation, he / she may emerge as one of the successful persons of his / her time.

**Time Keeps things in context:** They can sometimes hear people or individuals saying that their lives are without a balance. One of the reasons why time management matters is that it lets everyone place things in the right light.

#### **IV. DEALING WITH PERSONAL STRESS**

One must build coping mechanisms to survive in this world of ever-growing stress. To accomplish this, they need to continue with a healthy lifestyle that is based on good values and attitudes. That will be a big task, since values and ethics start to develop very early in life. Personality is said to be set by age which has a lot of influence on values and attitudes. In some cases, acquiring the appropriate values and attitudes will require a change of personality. The fundamental personality, as well as values and attitudes can lead everyone to reduce stress in all the wrong directions[8]. Therefore, if someone really wants a life-changing experience in these places, they will need to take a practical personal inventory of all external stressors that have a negative impact on them and address them directly. Seek education on how to improve skills in serving people[9]. Work around being centered on other people every day, and not so much self-centered. The work as a boss is all about the colleagues, the clients that one represents and not so much about themselves.

## V. SIGNIFICANCE OF EFFECTIVE TIME MANAGEMENT

**Improve quality of life:** Effective management of time enhances quality of life. Some of the most common issues such as pressure and lack of motivation for personal interests can be resolved very effortlessly by managing the time.

**Time Management Reduces frustration:** Time is one tool that can greatly affect someone. This applies especially when they need to strike a balance in their hectic and tired routine between the professional and personal life. To serve the purpose, they need to find time to do whatever the mind wants. First get rid of all frustration by managing time in a proper way.

**Give peace of mind:** To lead a healthy and disease-free life a peace of mind is required. Restlessness and stress are the root cause of peace-lessens. Stress causes everyone to undesirably think and perform the work, and this leads to chains of emotion that adversely affect people. In managing time wisely, everyone will be able to give the much needed time and attention to themselves and to their loved ones. As the social ties are close between the administrator and the people around, there is a need to manage time effectively.

**Boost energy level:** Effective time management significantly increases the level of productivity of the administrators. This is because good control of the time is structured with a cluttered mind. The unmanaged work and unfinished business can be achieved within the time-limit through proper time management.

**Give more quality of time:** Effective time management allows University leaders more time to make progress and appreciate life to the fullest. This is because they can neglect a lot of things, but still have to do for our survival.

## VI. BARRIERS TO EFFICIENT TIME MANAGEMENT

**Television:** Television has proven to be an amazing tool when it comes to entertainment or worldwide knowledge through pressing a button, but on the other hand for time management it is a great barrier. It's a temptation to watch a lot of needless TV shows. If there is a specific show that needs to watch for work-related purposes then user should switch on the TV. Assistant providers must refuse to watch shows late at night, as this will disrupt the schedule for the day.

**Telephones:** Telephones are one of the most common time-management barriers. While telephone has proved to be an amazing tool when it comes to means of communication, it can interrupt personal schedule. To avoid the hassle of having ones time affected, unwanted telephone calls should be ignored.

**Internet:** The Internet is a great tool for science, ventures and one of the fastest means of communication. There's also a disadvantage to that though. People tend to do additional work, for example, chatting a lot on the web sometimes makes each other delay important or necessary tasks. Administrators spend lots of time either face-booking or twittering on the internet and this activity consumes hours of man.

That makes them indisciplined, and a time-management obstacle. One way to overcome the time management obstacle is by monitoring the emails and replying to immediate and relevant emails.

**Unexpected Guest:** Some unwanted guests are the typical time management obstacles. This may include unannounced friends and family members passing into our homes and offices. It is important that one learn to adjust to distractions of these kinds. They should let those friends and family know they prefer to call them in advance before the visit. They need to set up several times for the tourists. Assistant Registrars have many innovative ways to handle unwanted visitors.

**Adjournment:** The most significant obstacle to time management is the practice of ignoring the accomplishments of any projects until very last minute. Once they know what need to do, they need to get it done as soon as possible. The only way they can resolve procrastination is to decide the task ahead, and grasp it.

## VII. UNPRODUCTIVE TIME MANAGEMENT

This is a situation in which the processes, expertise, resources, and framework that enable Assistant Registrars use techniques and approaches to use and optimize the work that Assistant Registrars do is not implemented effectively. Time is vitally important in all everyone does. When time is not properly managed, at workplaces it will affect mindset, attitudes, skills, time to work, decisions, emotions, efficiency etc.[10]. As administrators, they must not forget that they represent the Registrar in the multiple faculties, departments, sections and units, and members need to be on time to help achieve the university's goals.

Ineffective Organizational Time Management can result in:

- Increase in the cost of organization.
- Members are late for meetings like (Academic Board Meeting, Faculty Board Meeting, Departmental Board Meeting and other Committee Meetings.)
- Work at the office has been piled up.
- Lack of appropriate supervision and evaluation.
- Resource under-spending. It covers both the human and financial resources.
- Plan Rejections.
- Daytime excessive task preparation.
- Lack of discipline and self-restraint.
- Dreams unrealizable.

## VIII. CONCLUSION

Time management is essential to a well-balanced life. How to use this amount of time to make lives all the difference. When they change their style of life and behaviors, they can build a happy family, expand businesses and achieve personal goals in the time available. Time management is difficult. It can sometimes take months and years to fulfill our needs and

wishes. Time management is a structured implementation of techniques based on common sense. It takes minimal effort but by emphasizing waste, it encourages efficient work practices. By focusing on chosen activities it leads to an effective use of time. Time management does not solve problems; it exposes them and offers a solution enforcing and tracking structure.

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