

TIME MANAGEMENT: PLANNING AND CONTROLLING THE INEVITABLE

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Abstract

Time is a inevitable resource so it is necessary to create an inventory of time so as to get an insightful way to learn how time is to be spent effectively and efficiently. It is important task as it is non re- occurring in nature . We all on this Earth are gifted with the same time , some use it efficiently and others waste it. So, one should learn to value time as once gone, never comes back again. Age by age from being kid to become an adult an individual sense time management and internalize it for lifelong. Scheduling helps in finding out how long things take. Traditional approaches to time management suffer from an over-emphasizing task completion over maintaining a balanced life tends to create stress rather than reduce it. Individuals prioritize tasks according to their urgency without considering their importance which leads to stress and need to be tactfully managed which let take advantage of learning opportunities, lower stress, helps in focus, which leads to more career success.

Key words: Time, Management, Stress, Life.

Introduction:

In this modern era human is linked to its every seconds for their survival ,so time is essence of life. The shift of attitude of success and growth in life from simple material well-being placed the onus on individual for efficient and effective management of time . All men on this earth are bestowed equally with this scarce resource that is time. But men manage their time differently, this brings about inequality among them. Patience threshold if defined as the time lag between the anticipation and occurrence of an event that makes person low or high patience threshold and this seemingly establish a linkage between the time sense and productive quotient.

Waiting for transportation or public utility services are daily chore and the average threshold of patience over delays among individuals are found and even advanced technology cannot help to avert. So, it the time sense that makes adherence to time schedules possible and is the key to continuing preeminence among humankind.

Origin Of Time Mangement:

Business is the root cause of time management. In the 19th century when industrial relation took place , there was the rise of factories which created a need to fabricate a new relationship with time. Punctuality was demanded due to factory work unlike agrarian labor. People started to learn to live by the clock rather than by the sun. Schooling became as more important about preparing students to become good factory workers with the right habits. Productivity and punctuality became the overarching goals. "Time is money," said Benjamin Franklin, an opinion that became the mantra of the business world. In 1911, Frederick Winslow Taylor published The Principles of Scientific Management, presenting his theory of management based on the analysis and synthesis of workflows. The main objective of Taylorism , as it became known, was to improve worker productivity. In 1958, the first book specifically on time management was published by James McKay Of the many theories of time management put forward since then, the work of Steven R. Covey deserves special mention. His "The 7 Habits of Highly Effective People" is still one of the bestselling nonfiction books today and his body of work has done a great deal to popularize the concept of personal time management.

Problems Caused by Not Acting in Time:

- Opportunities Lost: Opportunities that may have been lined up may be lost if not timely acted upon and this could bring about stress and imbalanced life. There is no time like present so act upon or it will
- create a lose.
- Consequences: Tasks not done in time, can often create much bigger problems, is left to fester

- Back-logs: If the list of tasks accumulated will start to get dragged down by the weight of the pending duties. And one don't feel very light or energetic and it eats away subtly from inside. When one is clear about slate, one not only feel energized, but make room for life to move forward and for new pathways to open up. Otherwise, life start to stagnate.

Objectives:

- To identify ones own particular time wasters and adopt techniques for reducing them.
- To identify the variety of reasons of procrastination.
- To clarify and prioritise objectives and goals, by creating planning time.
- Adoption of appropriate strategies for dealing with interruptions and which 'steals' your time.
- To identify disciplined and punctual behavior.
- To recognize ones time devoted in screen time, personal calls, breaks in daily schedule.

Techniques to Time Management:

The trick is to organize tasks each day. This can help to lower stress level and do better in life.

Delegation: Taking more tasks than our desired potential is common phenomenon which leads stress and burnout. So, passing work on others shoulders as per their skill is a art and can help in completing of task by effective direction and delegation.

Prioritizing: With the start of the day, make a list of tasks and rationally differentiate between important and urgent work so as to urgent task needs more attention to be completed on time to avoid stress. In short, prioritize your important tasks to focus on those that are more important. Set priorities right in given time and work faster than given time. A basic "Eisenhower box" to help evaluate urgency and important.

The Eisenhower Method:

	URGENT	NOT URGENT
IMPORTANT	Quadrant 1 <u>Important & Urgent</u> Crises Deadlines Problems	Quadrant 2 <u>Important But Not Urgent</u> Planning Recreation Relationships
NOT IMPORTANT	Quadrant 3 <u>Not Important But Urgent</u> Interruptions Activities Meetings	Quadrant 4 <u>Not Important Not Urgent</u> Pleasant Activities Time Wasters Trivia

Tasks are handled as follows:

1. Important/Urgent quadrant are done immediately and personally e.g. crises, deadlines, problems.
2. Important/Not Urgent quadrant get an end date and are done personally e.g. relationships, planning, recreation.
3. Not important/Urgent quadrant needs delegation . e.g. interruptions, meetings, activities.
4. Not important/Not Urgent quadrant are dropped e.g. time wasters, pleasant activities, trivia.

Scheduling: Planner or notebook are effective tools helps to list all the tasks that comes to mind. Make 'To Do' list with the start of the day, prioritize the tasks and focus on the urgents and essentials. Make sure that these tasks are verifiable and attainable too. Make a 3 lists of personal, home and work.

Deadlines:

Set a realistic deadline few days before so as to finish assignments within stipulated time frame and stick to it. Challenge yourself to meet the deadline and give yourself self appraisal for meeting a difficult challenge.

Procrastination: Procrastination badly affect productivity and results in wasting essential time and energy. It's a major problem in both career and personal life. To have balance life one should have attitude of 'Do tomorrow so do today.'

Overcoming of Stress Wisely:

Stress often occurs when overburden occurs that is more work than our ability. The resultant is tiredness which can affect productivity.

Avoid Negative Effects of Multitasking:

Multitasking is an efficient way of a lot done at once and is a easy way to increase stress but, the truth is that better can be achieved by focusing on one task. So, best way is to finish one and move on another task to strengthen focus.

Early Risers: When getting up early in morning, more calm, creative and clear-headed an individual is and gives him time to sit, think, plan and schedule their day accordingly. As the day progresses, energy levels starts diminishing which affects productivity and performance. Early riser have more time to focus on tasks while the whole world is asleep.

Breaks:

Take a break for few minutes from work whenever feel tired and stressed. Schedule break times with recreational activities to helps to relax and gets back to work with positive energy again later.

Learn Gentle Art to Say 'No':

With polite refuse to accept additional tasks if think overloaded with work. Take a quick review of 'To Do' list before agreeing to take on extra assignments.

Use the 80-20 rule:

Follow the 80-20 Rule, also known as the Pareto Principle. This rule states that 80% of the efforts comes from 20 percent of the results. Identify the 20 percent of the efforts that are producing 80 percent of the results and scale that out.

Findings:

Less time is not a problem: All of us can use more time but in few areas like stock market concept work on with less time more money with right decision. Getting 25 hours out of a day will be a loving experience but it's not possible. The thing is that chances are we all do have enough time. We just don't use it properly. It is important to identify that how much time do we really waste on non-essentials.

Greatest rewards can be yield by big and audacious assignments: Big and audacious tasks will do more than some minor time-consuming task ever could. So, audacious assignments are powerful way to stimulate progress. What do we need to do today, with focus, and tomorrow, and the next day, to defy the probabilities and ultimately achieve big goals.

Conclusion:

All these practical time management techniques, start from listing everything needed to do, prioritizing and deciding what can be delegated to others. Then scheduling the tasks with setting deadlines and schedule break times too. Get clear about what's on plate, will be more focused and get more done in less time! Good time management saves time. While achieving more requires daily practice of prioritizing tasks and organizing them. Use the above techniques and objectives mentioned in the paper for few weeks and see the difference in life.

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