

Time Management^{1*}

Time is important in all streams of life. It does not wait for anything or anybody. Lost time can not be recovered. In the organisations *time* plays an important role as well. Doing right things at the right time make it easier to reach to the destination or in simple words to achieve the organisational goal, more efficiently and effectively. Managing time has become so important in organisations that there are training programmes conducted for making them understand the value of time and to let them know the ways which can help them to conserve time. Here also there are some time savers, some tips to manage time and some exercises for self realisation and improvement.

Managing time is an art. You come across a person very brilliant but he always complains that he is not able to make best use of the time available. One can conserve time and use it more effectively and efficiently for the organisational goal as well as for personal growth. There are individuals who think that it is impossible for them to *manage time*. But this thinking is wrong. Management science has proved that one can manage time and make best use of the time available. Everybody knows that we can not have more than 24 hours a day, 7 days a week and around 4 weeks a month and 365 days a year. But yes one can very well make best use of this available gift to us. The option is ours whether we want to cling on the same thinking that *managing time is impossible* or we can develop a mindset to say yes *it is possible to manage time*. One needs little time to understand how time can be managed.

^{1*} This paper was presented by Dr. Vijay Kr. Shrotryia, Reader, Department of Commerce, N.E.H.U., Shillong.

The key to good Time Management is to work smarter not harder.

Result of a study - Assumption: If the total life span of an individual is 70 years

SL #	ACTIVITY	TIME USED	TIME USED IN %
1.	SLEEP	25 YEARS	35.7
2.	STUDY AND EDUCATION	8 YEARS	11.4
3.	RECREATION	7 YEARS	10.0
4.	ILLNESS	6 YEARS	8.6
5.	TRAVELLING/COMMUTING	5 YEARS	7.2
6.	EATING	4 YEARS	5.7
7.	TRANSITION TIME (time needed to get ready for work)	3 YEARS	4.4
	<u>Total</u>	<u>58 YEARS</u>	<u>83.0</u>
8.	RESIDUAL TIME AVAILABLE FOR WORK & ACHIEVEMENT	12 YEARS	17.0

Time Management means using time effectively to achieve the goals. It essentially includes :

- a. Prioritising tasks by
 - Making list
 - Evaluating
 - Sorting Tasks into Categories
 - Judgement
- b. Organising yourself by
 - Diaries
 - Action lists
 - Booking Time for Reactive Tasks
 - Thinking
 - Planning

The Qualities of a good Time Manager

- Clarity of thinking
- Decisiveness
- Single mindedness
- Good memory
- Determination
- A methodical approach
- Punctuality
- Calmness
- Objectivity
- Rationality
- Leadership

Golden Rules for Good Time Management

- Develop a fixed daily routine, do routine things at routine times.
- Do the important jobs when you are at your best.
- Set time limits and stick to them.
- Never put off unpleasant or difficult tasks if they are also important.
- Put off everything that is not important.
- Analyse interruptions, take steps to avoid them.
- Set up a quiet hour and publicise it.
- Do one thing at a time.
- Plan phone calls and stick to the plan.
- Keep a notebook to collect ideas in one place.
- Wherever possible, finish your task.
- Arrange breaks at times when you cannot work effectively.
- Communicate routine matters at routine meetings.

- Learn to say no. Never say yes when you want to say no.
- Do similar type of jobs at the same time e.g., all phone calls one after another.
- Conduct a Time Audit about once every four months.
- Only take work home if you intend to do it.
- Think, and then act.
- Do things adequately, don't be a perfectionist.
- Set a task for the year, the month, the week, the day.
- Make lists and cross off tasks when done, it feels good.
