Time Management and Education

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Abstract: The interest in time management is by no means new. The problem of how to manage time was already discussed in the 1950s and 1960s. During the last two decades, there has been a growing recognition of the importance of time in the organizational literature. The temporal dimension of work has become more important because of expanding global competition and increased demands for immediate availability of products and services. In this article we will review, we will review definitions of time management, discuss methods for studying time management, summarize the effectiveness of time management methods, identify gaps in the current research literature, and give suggestions for future research.

Time management is an application of self-regulation process in the temporal domain, the self-regulation strategies aimed at discussing plans, and their efficiency. It is a kind of plan designed to help the individual to achieve his or her desired goals. Time management may be considered as a way of monitoring and controlling time. In this regard, it would be more appropriate to speak about self-management. It aims at achieving an effective use of time while performing certain goal-directed activities the use of time cannot be pursued in isolation. However, successful time management will help you to become more effective in completing the tasks that you have to complete so that there is more time available for you to spend on the things that are important to you.

Managing our time is a highly personal skill. Most of us don't have the luxury of spending our time on the things that are most important to us. When things are very important to us and we are not able to dedicate any time to those things at all, unhappiness is often the result. If we are to list down people, things, ideals, activities - whatever is important, the list becomes like this: Family, work, Health, Friends, Pets, and Reading.

Now, we list all the things that start with how we spend most of our time. This list might look like this: Work, Family, Sleeping, Housework, Helping kids, Friends.

Key Words: Time Management, Effectiveness, monitoring, self-management, personal skill, activities.

Introduction

Time Management - There are three steps to understand the concept.

Prioritizing

How we prioritize the task is our own business as no one can tell what is the most important to us. It is not necessary to prioritize every time. Don't even think about which job the most important is—just write down everything you can think of. Do not leave projects for the last second. It will happen, but try to keep the last-minute scramble to a minimum.

Scheduling

Everyone must be sure to stick to the schedule that they plan. Be sure to leave room for breaks, socializing, and those little thing that tend to pop up.

Organizing

Things should be organized in such a way that we can execute them efficiently.

Time Management Skills

Managing time is the process of monitoring, analyzing and revising our plan until it works on the following parameters:

- Patience
- Analysis
- Flexibility
- Awareness
- Information

To make your strategy work, iron out the details in your time plan at the beginning of the assignment when the pressure and workload are at a minimum. You may fail at your first attempt to manage your time. Some frustration is inevitable and even to be expected but don't let this keep you from trying. Set aside a few minutes each day to evaluate how your time plan is working. Determine whether tasks have been accomplished or not, and figure out why. If the plan didn't work, you develop new strategies and try them out. Learning to manage time is an ongoing process. The more aware you are of how other people use their time, the more quickly you will see and pick up new strategies. Keep the eyes open, listen when people talk about how time is used, and keep trying out new method and techniques. The ability to manage time effectively is a very valuable asset to have in the working world.

Goal Setting

Goal setting is a powerful tool that can be used to motivate and challenge employees or yourself. It can be used in every type of workplace and with every level of employee, making it a flexible and very useful tool to learn. In 1990, Locke and Dr. Gary Latham published "A Theory of Goal Setting and Task Performance" in which they identified five principles that were important in setting goals that will motivate others.

These principles are: clarity, Challenge, Commitment, Feedback, Task complexity.

In goal setting, there is one method that has stood the test of time.

The main definition of a SMART goal is one that is:

Specific

When a goal is specific, you have to clearly identify what it is that you expect to be accomplished. If you can't say specifically what you want to achieve, how can you expect yourself or a subordinate to be able to achieve it?

Measurable

Each goal that you set should be measurable so that you have a means of ascertaining how far along you is in reaching the goal as well as when the goal will be complete.

Attainable

Before you begin working, you need to be certain that the goal is truly attainable. If a goal is not attainable, give the constraints that you face, you either need to work towards removing those restraints or lowering the level of the goal so that it becomes attainable.

Realistic

It means that you have done a thorough analysis of the task at hand and you have come to the conclusion that the goal is realistic.

Timely

Without adding a time restriction to your goals, you don't have the necessary motivation to get going as soon as possible.

More Tips for Managing Interruptions

A] Important vs. Urgent:

Before you drop everything next time, ask yourself the following questions:

Is this truly important or just urgent to the person requesting my help?

What will the consequences be if I don't handle this immediately?

Do I actually have important and urgent things that should be done instead?

Is there someone else who can handle this situation?

B] Paired Comparison Analysis

When you aren't certain how to make a decision, a paired comparison analysis can be useful. It allows you to compare each item on your list with every other item on the list in order to determine which are the most important. It is very useful when you are trying to compare things that are completely different from one another.

C] Managing Interruptions

In an ideal world you can simply align your priorities so that you all had the exact same work tasks every day and you would greatly decrease or eliminate interruptions. But in many work situations this is impossible. We all have a role to play in our organization that is different from the role of our colleagues. This means that eventually, there will be interruptions. How you manage them, however, entirely up to you. You shouldn't stop your work for an interruption unless you feel that the interruption is more important than what you were working on. The truth is that switching from project to project can be a major interruption, make it a goal to complete one project, task, or item fully before moving on to the next one .If you are in charge of what you work on from day to day, then make it a goal to complete one project, task, or item fully before moving on to the next one. If you are not in control of your own time, be sure to clarify with your supervisor whether or not they want you to stop working on your current project to start working on the new one.

D] You procrastinate

Scientific definition comes from psychologist Clarry Lay. He states that procrastination is the gap between the time that we intend to perform a task and the time that we actually perform it. That gap of time could actually be applied to the task that you are avoiding, getting it completed .When you don't want to do something, and you find reasons to avoid doing it. The sooner you take action to complete the task, the sooner you will be done with it and ready to move on to the next item on your list.

E] You are distracted.

Determine what the distractions are in your environment that you can eliminate. Some other examples of distractions might include responding to the sound of an email arriving, automatically stopping work to answer the phone, when it's not explicitly your job. If noise is a problem, close your door or wear headphones that block sounds or play music that won't distract you.

F] You accept non-work calls at work.

In many cases, we have started accepting calls at work that are not emergencies. Just ask if you can call them back on your next break or when you leave work.

G] Managing Procrastination

If you have a chronic problem with procrastination, it is likely impacting your ability to get your work done and get it done on time. You will need to try to understand why you are procrastinating. Filling your 'to do' list with items of low importance.

Some possibilities for why you procrastinate include:

> You simply find the job unpleasant
> You are disorganized
> You find the task overwhelming
> You are a perfectionist
> You are having trouble making a decision
> You might be bored, you might be unsure of how to handle the situation, or you might need help and you've been afraid to ask for it.

Organized people tend to avoid procrastination by organizing their work space, their priorities, and their projects so that they remain motivated by the work at hand.

Some signs that you might be disorganized include:

> A general array of clutter on your desk
> No discernible filing system or one that is ineffective
> A large pile of papers 'to be filed'
> Taking more than 30 seconds or so to locate any necessary documentation
> Losing important contact information or other data
> Forgetting meetings or other scheduled events or tasks
> Missing deadlines or completing them at the last minute

H] You Find the Task Overwhelming

The task may feel overwhelming because you:

> Don't have the resources you need
> Don't have the information you need
> Don't have the time that you need
> Don't have the confidence that you can succeed
> Don't have the expertise or experience of doing something similar before.

Once you understand why you feel overwhelmed, you will also understand what you need to do to eliminate this feeling. Learn to just say no. Most of us don't like to say no to others. You can do so graciously, of course, by giving the person another opportunity for whatever they are offering.

Conclusion

The term "time management" is actually misleading. Strictly speaking, time cannot be managed, because it is an inaccessible factor. Only the way a person deals with time can be influenced. Time management can be viewed as a way of monitoring and controlling time. In this regard, it would be more appropriate to speak about self-management with regard to the performance

of multiple tasks within a certain time period. But in the literature term self-management has a different meaning. It refers to monitoring and regulating oneself, but without any specific reference to techniques for monitoring time use.

McCay (1959) developed a concept for a time management training program, which is still being used. Critical elements are giving insight into time-consuming activities, changing time expenditure, and increasing workday efficiency by teaching people how to make a daily planning, how to prioritize tasks, and how to handle unexpected tasks.

Gaps in research

Time management assumes that the workplace is suitable for planning one's workday and being able to say "no" to more work, whereas in practice, this is often not the case. It appears that research has not studied time management techniques aiming at completing work as planned or persisting in the execution of tasks, such as self-regulation and self-monitoring. Self-regulation refers to the extent to which people are motivated and able to stick to their goal and persist into action towards the goal even when they are confronted with competing motivations. Self-regulation tactics have been found to be related to sales performance and thus may also be important with respect to time management.

Suggestions

Training on time management should be arranged at school or college time to time.
Training is necessary for all employees.
Students should be involved in the training.
Literature on this topic should be distributed among students and teachers.

Suggestions for further studies

1. Time management study should be done in other departments like Health, PWD, police etc.
2. Comparative study can be made between two departments to see the effect of time management.
3. Comparative study can be made between two states.

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