**Time Management Skills: Fundamental in taking out Time for all Job Duties**

**Dr. Radhika Kapur**

**Abstract**

The belonging to all communities, categories and backgrounds are usually overwhelmed by number of job duties and responsibilities. Whether the individuals are home makers and are required to pay attention towards the implementation of household chores and responsibilities, or whether they are engaged in full-time jobs in various organizations or are pursuing educational programs, they have numerous tasks and activities to carry out. Hence, it is of utmost significance for the individuals to assign priorities to the tasks and take out time for them. The individuals are normally aware of the fact that tasks, which are important need to be carried out first, whereas, the tasks, which are less important are procrastinated. Hence, time management skills are regarded to be of utmost significance in making use of the time in an efficacious manner. The individuals need to be well-aware in terms of measures to bring about improvements in time management skills. When they will put into practice these skills in an efficacious manner, they will be able to take out sufficient time for all tasks and activities, which are personal as well as professional. The main areas that are taken into account in this research paper are, meaning and significance of time management skills, time management skills and ways to bring about improvements in time management skills.

**Keywords:** Activities, Enhancement, Job Duties, Priorities, Responsibilities, Tasks, Time Management Skills

Time management skills are the ones, which the individuals need to make use of on a regular basis. Time management is referred to the abilities of the individuals to use the time productively and efficiently (Time Management Skills, 2020). In other words, it is also the art of having time for all tasks and activities that needs to be carried out. When the individuals possess the skills and abilities to take out time for all tasks, they feel contented. Hence, time management skills are regarded as fundamental. As it has been comprehensively understood that individuals are usually overwhelmed by number of job duties and responsibilities. Hence, they need to assign priorities to all tasks and take out time for them. The tasks, which are more important are carried out first, whereas, the tasks, which are less important are procrastinated. In other words, the individuals may allot time towards them at a later stage. The implementation of time management skills are regarded as fundamental for the individuals. The reason being, through these skills, the individuals will organize their job duties and responsibilities in a well-ordered manner.

Having number of job duties and responsibilities normally causes stress, particularly, when the individuals are unable to take out sufficient time for them. But when the individuals are well-equipped in terms of time management skills, they are able to take out time for all job duties and responsibilities and are able to alleviate stress. The individuals normally consider their work duties important. When they will have to participate in work duties, they will not get engaged in leisure and recreational activities. Assigning priorities is crucial, because, even when the individuals implement time management skills in an effectual manner, still they are unable to take out time for all tasks, hence, assigning priorities to tasks and job duties is regarded as one of the indispensable features of time management. In some cases, when the individuals are not well-equipped in terms of the implementation of time management skills in an efficacious manner, they experience stress and anxiety. Therefore, to maintain healthy mind-sets, and carry out ones job duties in a productive manner, time management skills are put into operation.

**Meaning and Significance of Time Management Skills**

The meaning and significance of time management skills is comprehensively recognized. These skills contribute effectively in planning and structuring ones work to achieve goals and objectives. For example, when the goal of an individual is to get a job, he will take out time for various tasks, such as, preparing a resume, looking for jobs, applying and preparing for interviews (Time Management Skills: Definition, 2020). When the individuals feel that they will have to take out time for achievement of their professional goals and will not get engaged in other activities, they will recognize the meaning and significance of time management skills. On the other hand, when an individual is engaged in full time job, which is 10 to 12 hours a day, then it is apparent that he will not be able to help his children in completing homework assignments or take his elderly parents to health care centres. In such cases, he waits for a day off. Once or twice a week, when he is off, he normally pays attention towards the needs and requirements of his family members. Therefore, meaning and significance of time management skills are recognized, when the individuals are able to take out time for all tasks and activities.

Being completely present and putting emphasis upon the achievement of goals and objectives are crucial features of time management skills. When the individuals go to work in the morning and when they return home in the late afternoon or early evening, they are able to take out time for making a visit to a family function, they are well-aware in terms of time management skills. In accordance to the research studies, the individuals, who are not financially strong, pursue educational programs and get engaged in employment opportunities simultaneously. Hence, they need to take out time for classes and completion of homework assignments as well as their jobs. The implementation of time management skills in a productive manner will enable the individuals to study and work simultaneously. In this manner, they feel pleasurable and contented that they are working as well as pursuing education and enriching their career prospects. In addition, they acknowledge the meaning and significance of time management skills.

Time management skills allows the individuals to be creative and carry out one’s job duties in a prolific manner. In one’s tasks and activities as well as in the daily life routine, the individuals need to bring about changes on a regular basis. In order to bring about efficacious and productive changes, the individuals need to put into operation time management skills in an effective manner. Earlier the individuals used to carry out all their tasks manually. But with the advent of technologies, the individuals need to be well-equipped with them and make use of them in the implementation of their tasks and activities. Through technologies, tasks can be carried out in a less time consuming and efficient manner. Therefore, when the individuals are able to carry out their tasks and other job duties in less time, they are able to recognize the meaning and significance of time management skills.

**Time Management Skills**

Time management skills are the skills that help in managing time well. Some of the important time management skills are stated as follows:

*Planning* – Planning is the skill, which facilitates understanding among the individuals in terms of tasks and activities, which need to be carried out in a day. The individuals may do daily planning or weekly planning. In most cases, daily planning is implemented. When planning is done, the individuals normally make a schedule and follow it. The individuals, who are in leadership positions normally get this job done through their assistants. The assistants or managers usually make their schedule in terms of tasks and activities, which they need to carry out. When schedule is formed, the tasks, which are more important are listed first and the ones, which are less important are stated later. Planning enables the individuals to put into operation, time management skills in an efficient manner. The individuals are able to take out time for all their tasks and activities in an adequate manner. Therefore, planning is regarded as one of the indispensable time management skills.

*Organizing* – Organizing is referred to establishing, forming, shaping, and unifying. When the individuals are generating information in terms of time management skills, they need to be well-aware in terms of the skill of organizing. How to organize the tasks and activities in an efficient and well-ordered manner is regarded as one of the indispensable time management skills. When the individuals are working solely on a task, they need to be well-aware in terms of ways of organizing in an efficacious manner. On the other hand, when the individuals are working in collaboration and integration with each other, they exchange ideas and perspectives in terms of organizing. Through augmenting the skill of organizing, the individuals take out time for all tasks and activities. Furthermore, they are able to maintain their materials and documents in an appropriate manner, needed to carry out tasks and other job duties. Therefore, organizing is also regarded as an important time management skill.

*Leading* – Leading is a time management skill, which involves guiding and directing others and in addition, one recognizes his own job duties and responsibilities. Within various types of organizations, the individuals, who are in leadership positions need to guide and direct others in an efficient manner in terms of their job duties as well as in putting into operation time management skills. The members of the organization need to take out sufficient time for all tasks and activities. The subordinates, who are novice, may not be aware and would not be able to implement time management skills in an efficient manner. Hence, it is the job of the leaders to guide and direct them in terms of implementation of this skill. Leading others is regarded as a crucial time management skill. The reason being, one is able to understand that they need to take out sufficient time for all tasks and activities. Therefore, leading is regarded as a crucial time management skill.

*Prioritizing* – Prioritizing is referred to setting priorities to tasks and activities. The tasks, which are more important are carried out first and the tasks, which are less important are carried out later. In other words, they are procrastinated. There are number of ways to prioritize what the individuals aspire to accomplish. One usually makes the decision of completing simple items, followed by longer and more involved ones. The tasks, which are more important and are more time consuming are carried out first. On the other hand, the tasks, which are less important and may require more or less time are procrastinated. Prioritizing is regarded as one of the indispensable time management skills. The reason being, when the individuals have number of job duties to carry out and they will not assign priorities, they will not be able to implement time management skills in a productive manner. Therefore, prioritizing is regarded as a vital time management skill.

*Controlling* – Controlling is referred to monitoring of the tasks. It involves making use of resources and materials in an efficient manner, and preventing wastage. In addition, when the individuals are dealing with others, in some cases, the individuals are demanding and difficult to deal with, but the individuals need to control the psychological problems of anger, stress, frustration and anxiety. Controlling is regarded as an important time management skill. As it facilitates the implementation of tasks, activities and various other job duties in a well-organized and prolific manner. It is comprehensively understood that individuals are making use of technologies to a major extent. But they need to ensure that they should not make excessive use of it. For instance, in saving time, the individuals usually make excessive use of technologies, such as, excessive printing. Therefore, one needs to understand that technologies need to be made use of reasonably and time needs to be taken out for all tasks and activities in an efficient manner.

*Goal-Setting* – Setting of goals is regarded as one of the crucial ways of augmenting time management skills. The setting of goals enables the individuals to understand what methods and approaches are needed to be put into operation to achieve them. After the individuals have formulated their goals and objectives, they normally devote their time towards the activities, which are regarded worthwhile and suitable in achieving them. The goals are personal and professional. For example, if an individual has a professional goal of putting into operation the job duties in such a manner that he will earn promotional opportunities, in such cases, he will wholeheartedly dedicate themselves towards the tasks and job duties, which will enable them to acquire promotional opportunities. Therefore, it can be stated, goal-setting is an important skill, which enables the individuals to take out time for all tasks and activities. In addition, he focuses upon enhancing his competencies and aptitude.

*Communication* – Development of strong communication skills enables the individuals to interact and socialize with others. In putting into operation ones tasks and activities in an efficient and resourceful manner and in enhancing one’s living conditions, it is indispensable for the individuals to hone their communication skills. Possession of effective communication skills will enable the individuals to interact well with others as well as in obtaining ideas and suggestions in taking out time for all tasks and activities. In other words, communicating with others allows the individuals to manage their time in a productive manner for all tasks and activities. Furthermore, communication allows the individuals to delegate, which enable the individuals to put emphasis upon the completion of tasks and activities in a satisfactory manner. Normally, the task of delegation is carried out with the purpose of achieving goals and objectives. Therefore, communication is referred to as an important time management skill, which primarily facilitates time management through communicating with others.

*Delegation* – Being a good time manager means that completing of work will be assisting to the individuals as well as organizations as a whole in carrying out one’s tasks and activities in a well-ordered manner. When the individuals in a group of three to four are working on a project, all of them have their own tasks and activities to carry out. In other words, tasks and functions are delegated to them. In other words, when the work duties are divided, the project can be completed in reasonable amount of time. One of the major advantages of delegation is, when all the members of the group are recognizing their job duties and responsibilities and are focusing upon their implementation, they are able to manage their time productively. In addition, they are able to save time and utilize it for other job duties. Therefore, it can be stated, delegation is regarded as one of the indispensable time management skills.

*Collaborating* – It is apparent that one has to seek support from others particularly in the implementation of complicated job duties. Collaboration is a skill, which is implemented on a frequent basis (Moseley, 2020). When the individuals are carrying out a task, which is difficult and cumbersome and they are putting in more time into it than what is required, they need to seek support from others. Through seeking support from others, they are able to find solutions to their problems and difficulties and would complete it in less amount of time. When the individuals are collaborating with others, they need to communicate with them in an effective manner. In addition, one has to listen and follow the suggestions that are given to them by others, particularly, when they need to provide solutions to their problems and generate the desired outcomes. In this manner, the individuals are able to put into operation time management skills in an efficacious manner. Therefore, it is comprehensively understood, collaborating with others is regarded as an essential time management skill.

*Managing Stress* – Stress is a normal psychological and physical reactions to the demands of life (Stress Management, 2020). When the individuals are overwhelmed by number of job duties, they do feel stressed. In this concern, performing well in one’s jobs is one of the indispensable ways of managing stress. Managing stress is regarded as an important time management skill. The reason being, due to this problem, they will be able to take out sufficient time for their tasks and activities as well as develop their skills and abilities. In experiencing stress, they are able to take out sufficient time for their job duties. The reason being, the individuals are well-aware of the fact that when stress is experienced due to work duties and they will get implemented in an appropriate and satisfactory manner, the individuals will be able to manage stress. Therefore, it can be stated, managing stress is an important time management skill.

**Ways to bring about Improvements in Time Management Skills**

The individuals need to focus upon the ways to bring about improvements in time management skills. When they augment their understanding in terms of these ways, they are able to explore more opportunities and take out sufficient time for all tasks, which would help them in sustaining their living conditions in a productive and satisfactory manner. The ways are, assign priorities to one’s assignments and job duties, set short-term and long-term goals, develop self-awareness and self-motivation, make productive and wise decisions, learn to cope with problems and challenges and form cordial and pleasant terms and relationships with others. These have been stated as follows:

**Assign Priorities to one’s Assignments and Job Duties**

Assigning priorities to one’s assignments and job duties is regarded as one of the indispensable ways of bringing about improvements in time management skills. Assigning priorities should not focus on getting more work done. But it should involve avoiding or eliminating the tasks, which one should not be performing (17 Essential Time Management Skills, 2018). In personal as well as professional lives of the individuals, they need to identify the tasks, which are not important and should not be performed. For instance, when the individuals are to complete an assignment, which would require three hours of time, then they will take out three hours to complete the assignment rather than taking out time to watch a movie. Once one learns to assign priorities, one focuses upon completion of work, which is most valuable and meaningful. In some cases, the individuals are not well-aware and commit mistakes in assigning priorities. They may get engaged in the implementation of those tasks and activities, which are not important and avoid the tasks, which are more important. In such cases, they usually experience setbacks. But when the individuals are well-aware in terms of way of assigning priorities to important assignments and job duties, they are able to bring about improvements in time management skills.

**Set Short-term and Long-term Goals**

The individuals need to set short-term as well as long-term goals in personal as well as professional lives. When the goals have been formulated, the individuals need to put into operation the methods and strategies in achieving them. In such cases, it is indispensable for the individuals to take out sufficient time towards devising of methods and strategies that are necessary in achieving them. The short-term goals are the goals, which need to be achieved in short-term period of time. Whereas, long-term goals are the goals, which are to be achieved in the long-term. For example, the short-term goals can be the goals, which are to be achieved in three to six months of time, and long-term goals are to be achieved in the time period of one year or more. Planning of resources is one of the fundamental aspects that is necessary in achievement of goals as well as in bringing about improvements in time management skills. The important resources, which need to be planned are, human, financial, technical, and material. Planning of these resources would lead to generation of desired outcomes. Therefore, it is understood that setting short-term and long-term goals is one of the vital ways of bringing about improvements in time management skills.

**Develop Self-awareness and Self-motivation**

The individuals need to develop self-awareness and self-motivation to carry out ones job duties well and in bringing about improvements in time management skills. Self-awareness enables the individuals to conduct an analysis in terms of oneself. The individuals are able to identify the inconsistencies and limitations and bring about improvements in them. When they are to carry out a particular job duty or function, they need to ensure they possess the competencies and abilities. Hence, the concept of self-awareness enables the individuals to identify the areas, which need to be improved. On the other hand, the concept of self-motivation enables the individuals to develop interest and enthusiasm towards the implementation of their job duties in a satisfactory manner. The mind-sets of the individuals get stimulated towards the performance of job duties and achievement of goals and objectives. Furthermore, when the individuals are motivated towards the achievement of goals and objectives, they form constructive viewpoints. When the individuals form constructive viewpoints and think positive, they are able to generate the desired outcomes. Hence, one needs to pay attention towards these concepts on a regular basis. Therefore, it can be stated, development of self-awareness and self-motivation are regarded as crucial ways of bringing about improvements in time management skills.

**Make Productive and Wise Decisions**

Making productive and wise decisions are regarded as indispensable ways of bringing about improvements in time management skills. Decision making processes need to be put into operation by the individuals on a regular basis. In other words, making effective decisions are an integral part of one’s personal and professional lives. Within organizations, when the individuals are in leadership positions, they are vested with number of job duties and responsibilities. When all job duties are important, they need to take out time for all of them. In such cases, they need to make productive and wise decisions in terms of what job duties to carry out first and which ones can be done later. For example, when they have a meeting with other director of other organization, they may convey to their subordinates that they may attend to their problems later. Hence, priority should be assigned to the task, which is more important. Leaders are vested with the authority to make decisions on their own. Whereas, when other individuals within the organizations are to make productive and wise decisions in terms of implementation of job duties, they may have to take ideas and suggestions from their superiors. Therefore, it can be stated, making productive and wise decisions is one of the indispensable ways of bringing about improvements in time management skills.

**Learn to Cope with Problems and Challenges**

Problems and challenges are an integral part of the lives of the individuals. But they need to be well-equipped in terms of ways of coping with them. For instance, an individual has assigned time towards all tasks and activities in a day. He goes to college in the morning from 8 am until 1 pm. After college, he works part-time and in the evening, he takes out time for studying and preparation of assignments. When he making use of computer to prepare assignments, and computer breaks down, it is apparent that it is a major problem. But the individuals need to learn to cope with problems and challenges. In such cases, he may either make an attempt to fix the computer on one’s own or make visit to the computer centre. Hence, when the individuals are to carry out various tasks and activities and overcome all the problems and difficulties that are associated with them, they will make improvements in time management skills. The students in educational institutions should not procrastinate their academic assignments and wait till the last minute in completing them. Therefore, it can be stated, when the individuals learn to cope with problems and challenges, they are able to bring about improvements in time management skills.

**Form Cordial and Pleasant Terms and Relationships with Others**

One cannot carry out their tasks and activities on their own in seclusion within educational institutions as well as in various types of organizations. Within homes as well, when the individuals form amiable and pleasant terms and relationships with each other, they are able to obtain support and assistance in the implementation of job duties. In other words, they need to work in collaboration and integration with others. In case of some tasks, one cannot achieve the desired goals and objectives, without obtaining support and assistance from others. Hence, it is indispensable for the individuals to form cordial and pleasant terms and relationships with others. When one is overwhelmed by number of job duties and are unable to take out time for some of them, in such cases, they may assign them to other members. For example, if a university professor has to go for an important meeting and is unable to take the class in the department, he may ask his research scholars to prepare the lecture and take class on his behalf. In this manner, both the job duties can be carried out at the same time. Therefore, it can be stated, formation of cordial and pleasant terms and relationships with others is crucial not only in the implementation of tasks and activities but also in bringing about improvements in time management skills.

**Conclusion**

Time management skills are the skills, which the individuals need to make use of on a regular basis throughout their lives in both personal and professional spheres. Time management is referred to the abilities of the individuals to use the time productively and efficiently. In other words, it is also an art of assigning time for all tasks and activities that need to be put into operation. The important time management skills are, planning, organizing, leading, prioritizing, controlling, goal-setting, communication, delegation, collaborating and managing stress. The ways to bring about improvements in time management skills are, assign priorities to one’s assignments and job duties, set short-term and long-term goals, develop self-awareness and self-motivation, make productive and wise decisions, learn to cope with problems and challenges and form cordial and pleasant terms and relationships with others. Finally, it can be stated, that all individuals, irrespective of their occupations, categories and backgrounds need to put into operation time management skills in an efficacious manner to achieve personal and professional goals and enhance their living conditions.

**Bibliography**

17 Essential Time Management Skills. (2018). Retrieved July 14, 2020 from

coachingpositiveperformance.com

Moseley, C. (2020). 7 Reasons Why Collaboration is Important? Retrieved July 15, 2020

from blog.jostle.me

Stress Management. (2020). Retrieved July 15, 2020 from mayoclinic.org

Time Management Skills. (2020). Retrieved July 14, 2020 from skillsyouneed.com

Time Management Skills: Definition and Examples. (2020). Retrieved July 14, 2020 from

indeed.com