



IPB University
— Bogor Indonesia —



DEPARTEMEN
ILMU KELUARGA DAN KONSUMEN
Building Human Capital For Better Lives



MANAGING TIME



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Course Description



This course discusses the theories, concepts and processes of family resource management. Furthermore, the basic concepts of management such as values, goals, needs, resources, decision making, problem solving on how a plan can be implemented are also discussed; implementation of resource management in the family; family well being and ends with how families face the digital age

LEARNING OUTCOME

After completing this course:

1. Students are able to master the concept of family resource management
2. Students are able to analyze the management of various family resources critically, creatively, communicatively, collaboratively and by upholding character values
3. Students are able to plan the management of various family resources in various family life cycles



LEARNING OUTCOME THIS SESSION

Students are able to explain, analyze and plan time management



OUTLINES

- **Time and Usage**
- **Time as a Resource**
- **Time and Children**
- **Time and Adults**
- **Perception of Time**
- **Time Management Strategy**
- **Time Management Strategy during the COVID-19 Pandemic**

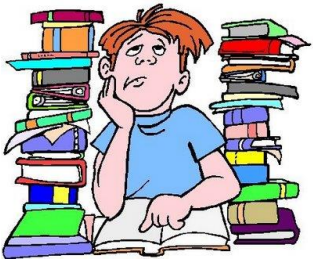


You can't see it
You can't borrow it
You can't lend it
You can't leave it
You can't take it
You can only do
two things with it:
Use it or lose it.

it is **TIME!**

How You Spent Your Time?

How many hour(s) you spent per day for these activities:





How American Use their Time? (Bureau Labor of Statistics)

Viewing television = **2.57** hours per day

Sleeping = **8.6** hours per day

Population age 20–24 → men = 8.7, women = 9.1

Population age 25–34 → men = 8.4, women = 8.8

Further down for population age 35–44 and 45–54

Exercising = **0.3** hours per day

Socializing = **0.78** hours per day





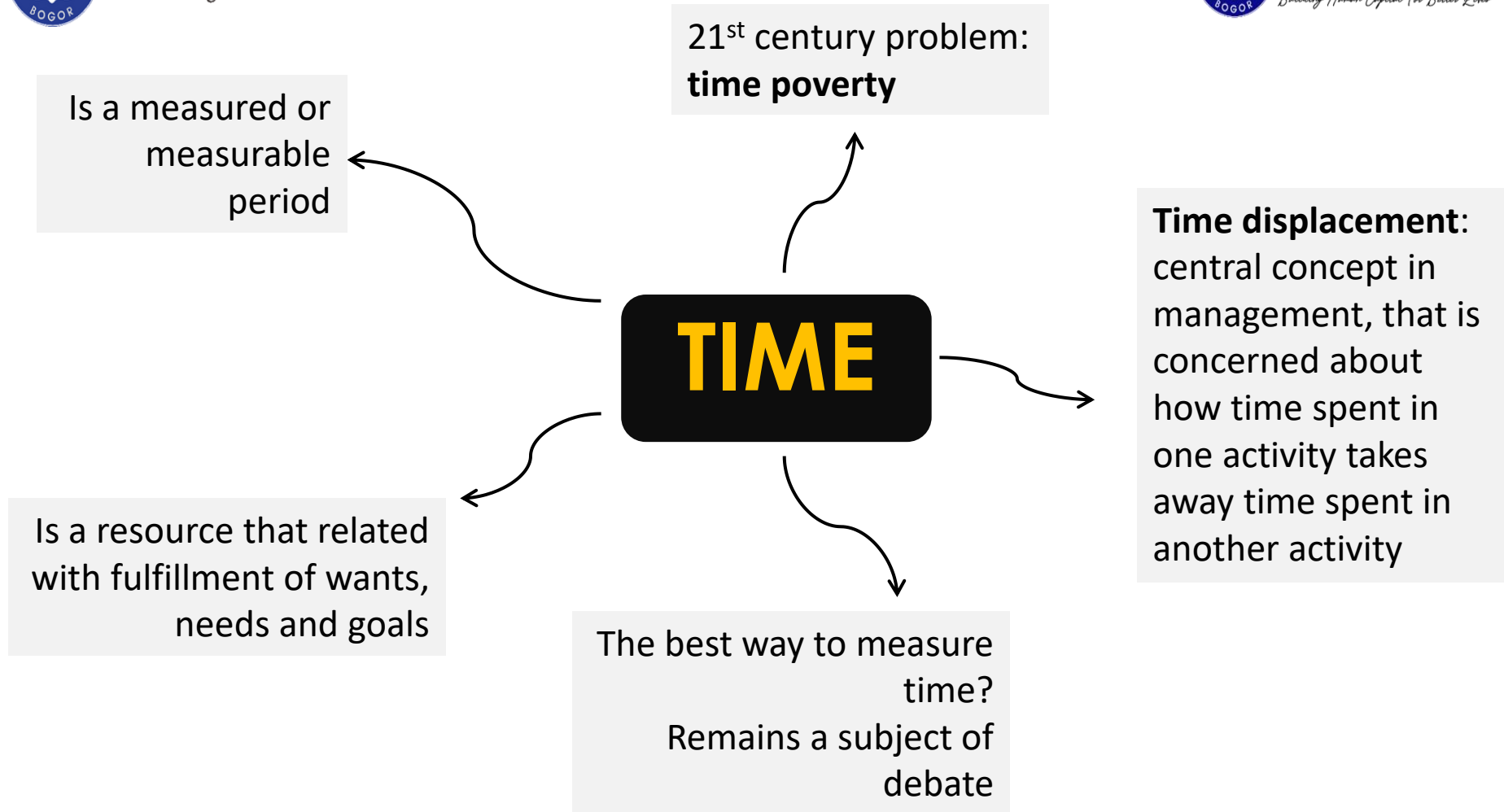
Time Management

Time Management



The values and system that guide the conscious decision made about activities and time use

Time managed to fulfill **needs** and **goals** or **outcomes**



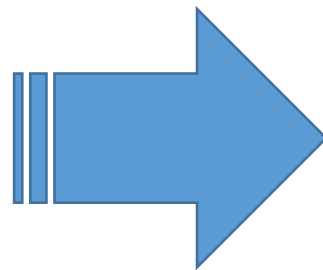


Time as Resource

Time

Resources that are non-renewable and non-replaceable, are limited and are owned by all individuals in the same amount, which is 24 hours a day.

Type of Time Use



- ✦ Productive time
- ✦ Subsystem time
- ✦ Intermediate time (work related time)
- ✦ Spare time

TIME AS A RESOURCE

- Everyone has 24 hours/day
- Time gives rhythm & sequence of work in human life
- Time relates to the fulfilment of needs, desires & goals
- Can be measured in certain units
- In economics, it is a scarce resource
- Can be spent & allocated to achieve wishes
- Included as a non-renewable resource

DIMENSION OF TIME

- Historical Time: the connection of the present & the future
- Biological Time: physical & physiological
- Psychic time: feelings
- Personal time;
 - Monochronic Personality: doing 1 activity at a certain time
 - Polychronic Personality : several activities



Factors Affecting the Use of Time:

- ✎ Age
- ✎ Physical condition
- ✎ Psychic condition
- ✎ Owned standard
- ✎ Facilities/infrastructure used
- ✎ Climate and weather
- ✎ Work interruptions

In economic theory



TIME is considered a resource



It is a scare commodity



It is saved, spent, and
allocated to get
something desired



Discovering time saving
product



However, there is also people that is
back-to-basics enthusiasts, don't want
to be time-efficient

Free and Non-free Time



Discretionary vs. Nondiscretionary Time

Discretionary

The free time an individual can use any way she or he wants

Nondiscretionary

The time that an individual cannot control totally by himself or herself





- How do people spend their free time? The satisfaction of leisure time by Americans aged 24-64 years is time with family and friends followed by reading, watching television, traveling, gardening, movies, shopping and exercise (Taylor, 2003). However, in the older age group 65 years and over, they prefer to work or be unemployed, watching TV followed by reading.
- Non-free time: class time because it is set by the school or college. The opening and closing times of banks, restaurants, post offices and shops are also not discretionary.
- In one day, almost everyone has some free time such as using it to go to the bathroom, eat, and go out. Evenings and weekends are the most free time. According to the BLS study, people past the age of 55, on average, spend their time on recreation and sleeping.



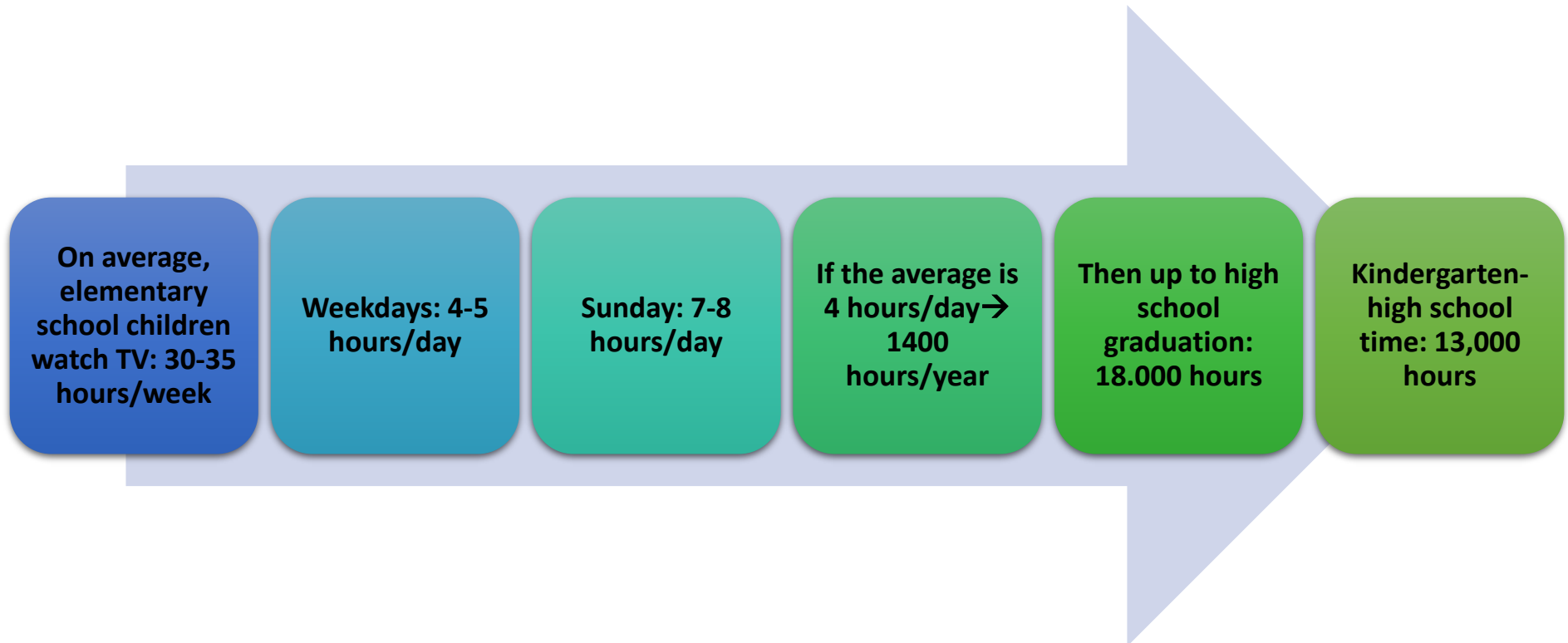
Children & Time



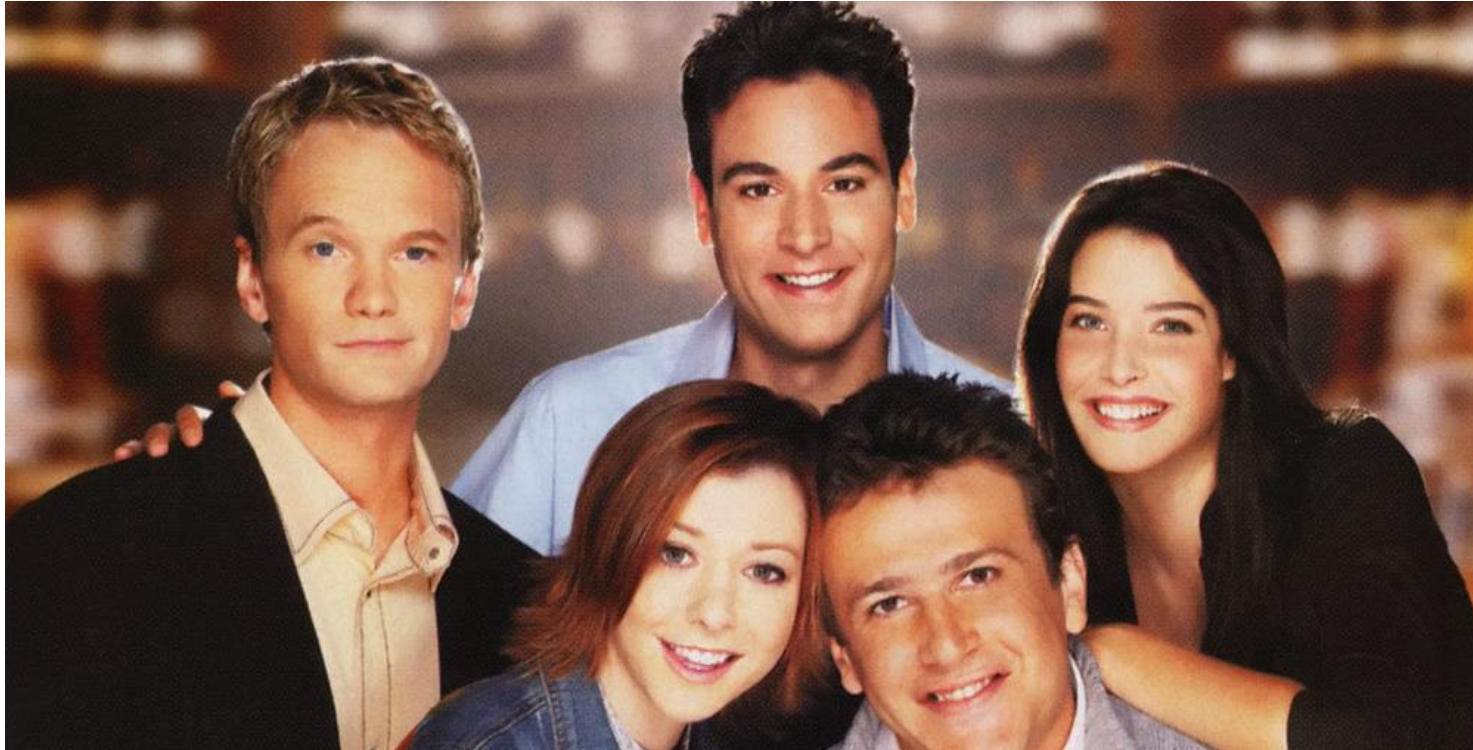
Children...

- Usually have more discretionary time
- However, today's children, ***the hurried children***, have too little discretionary time because they are overcommitted and growing up too fast and too soon → leads to stress
- Participation in voluntary activity, part time job → work harder in school
- However, too long in paid work (more than 20 hours/week) → linked with delinquency
- Family time is vaccine for child delinquency

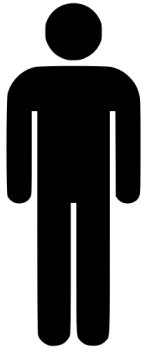
Child Welfare Foundation Data



Adult & Time



Regardless of age or phase of the life cycle, adult men and women experience time differently (Bianchi 2000; Mattingly & Bianchi 2003)



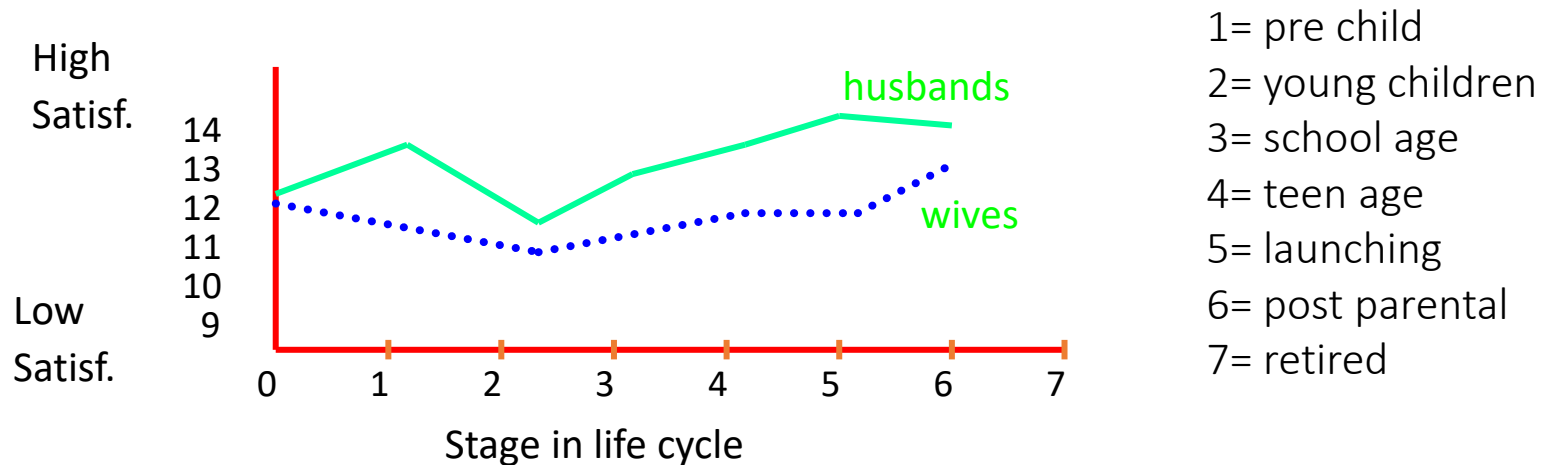
- Have more free time
- Spending more time with their children than they did in the past



- Less free time
- The presence of preschool children, employment outside the home, and being married cuts down the free time

Family Stage Life Cycle

Satisfaction with the way the spouse performs his or her household tasks by family life cycle



Tuesday

Is the most productive day
of the week (Goforth 2002)

Is the happiest days
of the week
(national polls by Gallup)

**Saturday
&
Sunday**

Retirement

- Different experience on transition from actively work to retirement phase
- Many discover the first year of retirement as drift time
- Marital relationship in the first year of retirement is also challenging → negotiating personal space with the partner is biggest hurdles



Time Perceptions

Perception

The process whereby sensory stimulation is translated into organize experience

Time Perception

The awareness of the passage of time

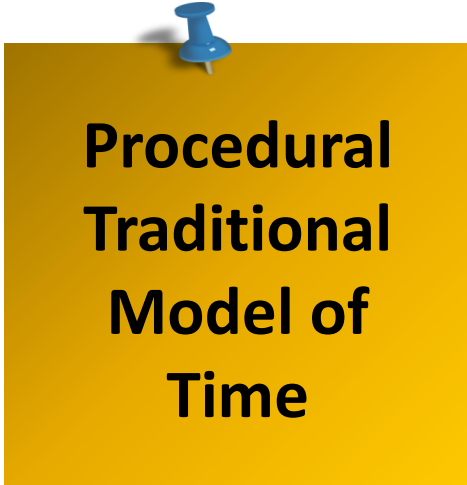
Why understanding how time is perceived is important?

Time is more than simply clock time; an individual's perception and use of time are also important


Perception of Time Across Cultures



**Linear-
Separable
Model of
Time**



**Procedural
Traditional
Model of
Time**



**Circular-
Traditional
Model of
Time**

Source: Hall (1959)

Linear-Separable Model of Time

- Influenced by Western European culture
- View of time that it is linear → schedule are important
- Today investment → future's payoff
- Past, present, future are distinct entities
- Optimistic point of view → improvements are expected

Procedural Traditional Model of Time

- Actual steps, event, or procedure more important than the time spent in the activity
- Characterized by staying with a task until it is completed no matter how much time it takes
- Several tribes of American Indians and Alaskan Eskimos subscribe to it
- Real life example: dedicated scientist on doing research to discover a new cure

Circular-Traditional Model of Time

- Cyclical perception emphasizes the repetitive nature of time
- Assume that today will be much like yesterday, and tomorrow will be more the same
- Associated with poverty and people living in primitive or agriculture-subsistence cultures



What is the effect of
cultural differences on
Perceiving Time?



- Popular Fast food company is facing hard time to penetrate Latin America Market.
- Latin Americans generally view time as less concrete and less subject to scheduling.
- Eating fast in an impersonal setting is not valued in Latin America.

Biological Time Patterns



Circadian rhythms: daily rhythmic activity cycle

Human react when their rhythms are disturbed, for example cause by changing work shift → stressor for individual and families



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Quantitative and Qualitative Time Measure



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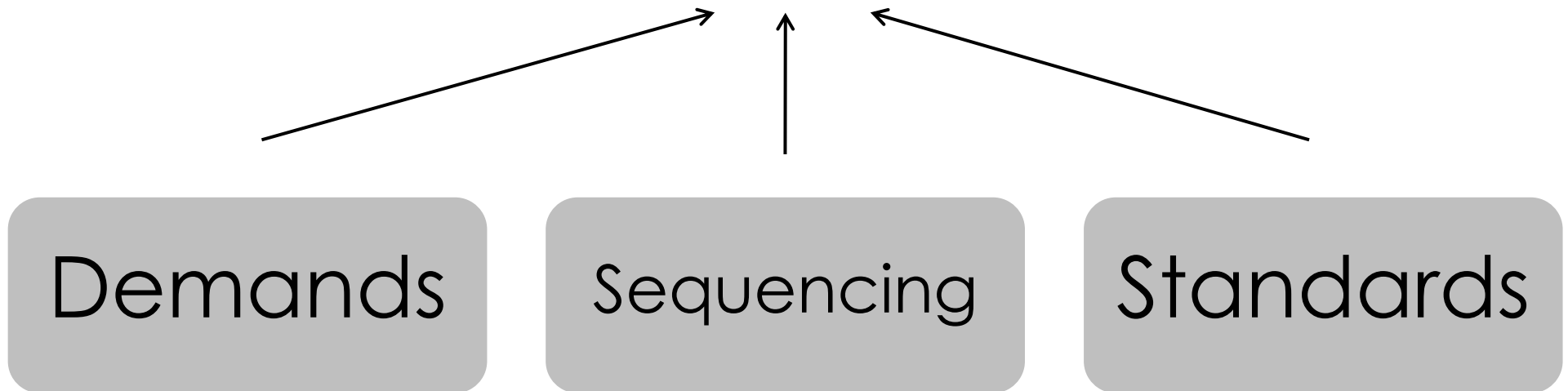
Quantitative Time Measure

- Refers to the number, kind, and duration of activities that occur at specific points in time
 - Self report or diary method
 - Recall method
 - Observation method
 - Self-observation control-signaling method

Qualitative Time Measure

- Investigate the meaning or significance of time use as well as how individuals feel about their time use – that is, the satisfaction it generates.
- Also take into account who they are spending time with
- Csikszentmihalyi (1997) estimates that people spend roughly equal amounts of time in three social contexts:
 - Among strangers
 - Among family and friends
 - In solitude (alone)

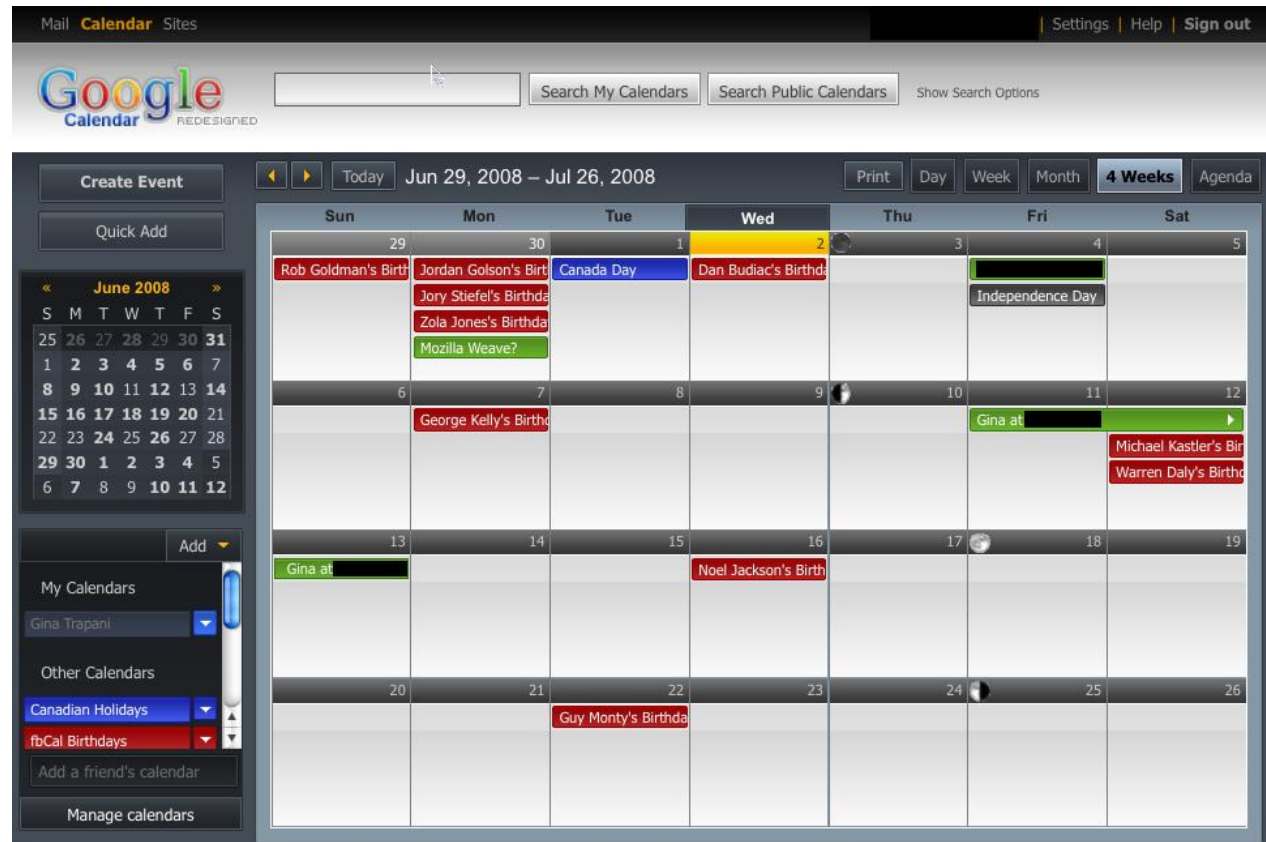
Time Allocation



Managing Time in Management



Modern Tools of Time Management





The ABC Method of Time Control and Goals

The ABC Method of Time Control and Goals

- Alan Lakein on his book, *How to Get Control of Your Time and Your Life*, explain how to establish priorities on a daily schedule
- A= most important activities; B= medium-value activities; C= low-value activities
- Individual writes down all activities in the given day, rate each as A, B, or C
- Accomplish As first, then Bs, and then Cs if there is time



The ABC Method of Time Control and Goals

- Alan Lakein emphasize on the important to connect the daily to do list with life goals
- Reviewing goals daily is a crucial part of success and should become a routine
- Gene Donohue suggest that life goals are write down in six areas: 1. Family and Home; 2. Financial and Career; 3. Spiritual and Ethical; 4. Physical and Health; 5. Social and Cultural; 6. Mental and Educational



TIME MANAGEMENT SELF ANALYSIS

1. What are my best (most alert and energetic) time of the day ?
2. What are my worst (low energy, sleepy) time of the day ?
3. What prevent me from getting things done ?
 - Major distractions ?
 - Personal problems ?
4. What help me getting things done ?
5. Areas in my life where I feel quite disorgized ?
6. Areas in my life where I feel somewhat organized ?
7. What seems to be the one biggest problem for me in getting organized to complete tasks ?



Time Log Calendar

Date : _____

TIME	ACTIVITIES
5:00-5:30 A.M	
5:31 – 6:00	
6:01 – 6:30	
6:31 – 7:00	
7:01 – 7:30	
7:31 – 8:00	
8:01 – 8:30	
8:31 – 9:00	
9:01 – 9:30	
9:31 – 10:00	
10:01 – 10:30	
10:31 – 11:00	
11:01 – 11:30	
11:31 – 12:00	
12:01 – 12:30 PM	
12:31 – 1:00	
1:01 – 1:30	
1:31 – 2:00	
2:01 – 2:30	
2:31 – 3:00	
3:01 – 3:30	
3:31 – 4:00	
4:01 – 4:30	
4:31 – 5:00	





Time Schedule

Name : _____

Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6-7 am							
7-8							
8-9							
9-10							
10-11							
11-Noon							
noon-1 pm							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-midnight							





What I absolutely have to do	How much time does it take
Sleep	minutes
Eat	minutes
Personal Maintenance	minutes
Praying	minutes
Transportation	minutes
Prep for work / school	minutes
Study	minutes
Cleaning The House	minutes
Cooking	minutes
Take care of Daughter	minutes
Work	minutes
Watching TV	minutes
Reading Newspaper	minutes
TOTAL	Hours
Time Left to Manage	Hours



Phases Pandemic COVID-19 (Wunker, 2020, CMO Network)

Four Phases of the Coronavirus Pandemic: What Businesses Can Expect



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Time Management during the COVID-19 Pandemic

To respond effectively to a crisis:



**FIND OUT
WHAT'S
HAPPENING**



**FACE THE
CRISIS**



**BE
VIGILANT**



PRIORITIZE



**KNOW WHAT
YOU CAN
CONTROL**

Harvard Business Publishing. 2020

Time Management Strategy during the COVID-19 Pandemic



Time Management Skills



Prioritizing



Scheduling



Keeping a to-do list



Delegating



Resting

Bina Nusantara University, 2020

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- Berbagai sumber dari internet



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Thank You



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