

Unit - 4

Introduction Time Management

a) Time management is the coordination of tasks and activities to maximize the effectiveness of an individual efforts. Essentially, the purpose of time management is enabling people to get more and better work done in less time.

b) Time management refers to managing time effectively so that the right time is allocated to the right activity.

c) Time management refers to making the best use of time as time is always limited.

d) Time management skills help you reduce stress and priorities your time. Effective time management clarifies your goals and prioritises your most important tasks. as a result, you have more time to achieve bigger and better results. when you manage your time, you can plan your

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day and Increase your performance.

- Ask yourself which activity is more important and how much time should be allocated to the same? know which work should be done earlier and which can be done a little later.

e) Time management is the process of organizing and planning how to divide your time between different activities. Get it right, and you'll end up working smarter, not harder, to get more done in less time — even when time is tight and pressures are high. The highest achievers manage their time exceptionally well.

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency and productivity. It involves of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with finite nature of time.

g) Dr. mallory Tyler, president of healthy workplace in Bolton, categorizes barriers to effective time management as either internal or external factors. Internal barriers include factors like discipline and procrastination. External barriers include factors like workload, job and workplace constraints and available corporate resources.

1) "Time is of the essence": once it has passed, it cannot be regained.

2) Given the modern world, there are new development overtime, any resource or material can be enhanced and transformed.

3) Time is essential but difficult to catch up to; It is a unit that cannot be changed.

4) Every person, community, and group experience the pressure of time.

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5) Time management is the act or process of planning and exercising conscious control over the use of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

* Identifying Time Stealers

- 1) Interruptions - Telephone
- 2) personal visitors
- 3) procrastination and Indecision
- 4) Acting with incomplete information
- 5) Approach to be maintained while dealing with team members

a) Identify how you use and misuse your time to develop better working habits and improved efficiency.

b) Time stealers and time wasters at work are not important and usually not enjoyable tasks that draw your attention away from what you are supposed to be doing.

c) Identifying them will help you work on a plan to lessen their impact on your productivity and efficiency. Although they can be different in every type of work and

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personality. the common

1. Interruption - Telephone

- a) no matter how well you plan your week and day, etc. It happens that something interrupts your concentration.
- b) many people today experience the telephone as the biggest time-stealer. unexpected or prolonged calls upset the process of getting the work done. It's not always necessary to answer the phone.
- c) If you wish to focus on a certain job without interruption, ask one of your colleagues or family member. If he could answer the calls for you.
- d) you can also plan your day in such a way that you look after calls at a certain time of the day.

2. personal visitors

- a) personal visitors means friends and family of employees who come and visit them in the office.
- b) Stand up when a colleague or visitor comes into your office or classroom. your body language will send the message that you're busy. chances are your visitor will also remain standing and will get to the point quickly. Instead of sitting down for an extended visit.
- c) Don't engage in small talk and set a clear time limit for the discussion.
- d) Don't use an interruption as an excuse to stop work on a task or project. make note of what you were doing when you were interrupted and get back to your task immediately after the call or visit is over.

Interruption
Telephone

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- c) plan specific times for discussing - routine meetings with colleagues - staff or parents. That will help limit the number of unexpected interruptions in your day.

3. Procrastination → delay and Indecision

- a) "procrastination is the thief of time" is a saying that denotes that procrastinating - postponing things unnecessarily - causes people to waste a lot of their time. This saying is meant to encourage people to take action in a timely manner, instead of delaying.

- b) Examples of procrastination as the thief of time
A student who postpones studying for hours by browsing social media instead and then ends up doing badly on their exam because they didn't have enough time left to study properly.

The biggest time stealer of all is not decision making - it's decision avoidance.

Thus, procrastination as the thief of time. Once in all these situations the procrastinator wastes a large amount of their time postponing things unnecessarily.

- c) The biggest thief of time is not procrastination but decision avoidance. By reducing the amount of procrastinating you do, you can substantially increase the amount of active time available to you.

4. Acting With Incomplete Information

- a) A lack of information are among the largest reasons why projects fail. In its annual report, PwC pulse of the professional found an estimated 25% of project business undertake fail due to incomplete information or unclear objectives.

- b) Lack of information can be dangerous and lead to damaging business relationships.

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both internally and externally.

c) If you have incomplete information in a workplace related to any project or task, co-worker don't have complete information. So, you don't have complete information. This can potentially lead to internal conflict and employee dissatisfaction, and it damage the profit of the company also.

1) Example: Without complete information regarding your competitor or a market, if you enter on the market that make you huge loss also. There is high risk to damage your business so, you must have a complete information whatever you do. Like competitor information regarding your competitor, complete information regarding your market, business, new policy of government, education, incomplete information that affect your mental health as well as it waste your time.

5. Approach to be maintained while dealing with team members.

a) One of the most common problems between owners and managers find impact on the effectiveness of the company is the lateness of the employees. If employees begin to be late for work frequently, the company need to be taken to protect the company and to improve the work ethic amongst the team.

b) Time theft occurs when an employee is paid for work they have not actually done or for time they were not actually at work. Time theft is not actually a bigger issue for employers, an also a bigger issue for employees today. In result it is costing billions of dollars in lost productivity annually.

c) Employee time theft happens in many ways but time theft is not confined to any one type of person, the or industry. It also comes in many different

Shapes and forms.

Common ways employees steal time include:

- 1) Buddy punching
- 2) Taking long lunches or extended breaks
- 3) Using company time for personal activities
- 4) Spending time on the internet