TIME MANAGEMENT

-Shubham Pahi



There is a finite amount of time, which is the same for everyone. Time is therefore a type of non-renewable resource that cannot be replaced, reused, made up or overspent. Hence time is either used or wasted. People who waste time usually put the blame on time when they are not able to complete the allotted work within the stipulated time frame. But what basically happens is that they become victims of time. Time here acts as a predator, it offers opportunities to use it and get away with the consequences but if people are caught napping then they are victimised.

Time can be managed at two levels i.e. individually or systematically at the organizational level. Either ways, managing time helps work smarter not harder which is obvious since if you decide to save some time off your stipulated time to complete some work then you’ll find some innovative and smarter ways to do the same. But do not confuse this with shortcuts, shortcuts come into the picture when we waste a lot of time initially and scamper to complete it in whatever amount of time is left.

Individual time management involves planning, organizing, controlling and evaluating. Planning involves setting goals which should always have a timeframe, a deadline with no extensions. It should consist of weekly planning, monthly updates and yearly outcomes. Focus is critical to success. Do not get distracted. You should plan for full range of your job function or any other activity which you are planning to take up to get the desired results. Being organized helps maximize your output in the shortest possible time since you won’t waste your time looking for the things you require to complete the task at hand. Always be in control of yourself and your work, this will make sure that you remain in control of time. Remember you are the one who makes yourself unhappy with unreasonable expectations and disorganizations. Therefore create a time management system that is right for you.

As extreme as all this may seem, the perennial time scarcity problem that underlines it has become more acute in recent years. The always-on-communications, growing complexity and the pressure imposed by profound economic uncertainty have all added up to a feeling among executives that there is simply not enough time to get through all the work in one day.

Institutions which are keen on addressing the problem at hand should stop tackling this as an individual problem and focus on it more as an organizational issue, the roots of which are deeply embedded in corporate structures. Fortunately this can be tackled systematically. All this said can be achieved by creating time budgets and formal processes for allocation of time. Leaders need to pay more attention to time when they address organizational design matters such as spans of control, roles and decision rights. Company can ensure that individual leaders have the tools and incentive to manage time effectively and make sure that they are provided with the best institutional support and administrative assistance possible.

Approaches like these are powerful levers for individual executives and companies faced with time shortage, and people who are overburdened with work and expectations for positive results. Thus time management is no longer a choice, it is a necessity since time wastage leads to inefficiency which in turn leads to increase in stress and decrease in output.

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