**TIME MANAGEMENT**

***Abstract:***

Introduction

“Time is money” if we use the time correctly all the things will complete on time. For this Time Management is very important. For the proper use of time requires aim, priorities, amount of time to the activity, planning scheduling. The effective time management is analyzing how currently spend time and deciding how you want to change how you spend your time. Time is managed properly, nothing worthwhile can be accomplished.

Time is a unique resource. It is intangible, irreplaceable, irretrievable and therefore invaluable. It is equitably and uniformly distributed. A day of every one consists of 24 hours only, no more and no less. Every piece of work requires time. Time without energy has not much value; for instance, if one is seriously ill the time duration of illness is practically useless. Time is money.

Time is also a measure of effort. A lot of things to do, so assess how important and how urgent the tasks are; then make sure high priority tasks get done first and are not put off on a regular basis. Make the task as specific as possible. It’s easy to feel overwhelmed, so try breaking tasks down into smaller sub-tasks. A proper use of time means the right use of an opportunity. As a very popular saying goes - 'A stitch in time saves nine'. As opportunities in life are few and far between, so is time precious and limited. Those of us who miss an opportunity or waste time, have to repent all our life. This implies that we must be punctual, disciplined and regular in our work-schedule.

Managing the time is also the skill for this planning is most important .It requires time to manage the tasks. Decision making skill is most important here, which tasks have to do first .Means priority to tasks or work is necessary .First priority tasks have to do first because it has first priority. Last priority tasks have to do last. Other technique to arrange the things in order that to use the time correctly is important and non important. Important tasks have to complete in time and non important tasks may be delayed. [3]

Every body wants to complete the tasks on time ,but some persons have no idea to how to do tasks on time because of lack of skill of time management. Because of this stress come and then things do not complete on time .For this time management is important deadline is also most important here

Time management reduces stress, save time, function effectively, increase work output, control over job responsibilities. Process of time management starts with creating activity logs, goal setting, planning, prioritizing, and scheduling. If we fail to plan, then it plans to fail .First we decide which tasks is important and urgent. If the tasks is important and urgent then that tasks gives the first priority. Important but less urgent tasks have to give time and schedule it. Less important but urgent tasks like this can be delegate. Less important and less urgent tasks need not to do this.

Some times procrastination of time is responsible for waste of time. Time is most valuable resource. When there are many tasks to do stress, poor quality of output, deadlines may be missed due to the lack of scheduling and time management [3].

Learning from past experiences allows time management may improve the performances. By organizing the day we can use the time efficiently

* In a day there are 24 hours ,for that set realistic goals
* Use the spare time to review
* Divide the study time in to 50 min blocks

Always revisit plan and make sure that you are making progress. Procrastination is also the reason that planning gets fail. There are many reasons of procrastination ignoring the task hoping it will go away, doing something else that is not important, rather than doing things talk like it is hard job. To overcome this keep deadlines, organize schedule and plan, learn to say no to time wasters [4]

There are some technics for Time Management

* Create a list- List all the tasks ,begin writing down all the task that want to complete that will increase your efficiency
* Priority – Organize this list of task in priority that will tell you which task is important to do or not, according to this priority all the tasks have to complete.
* Time Management Systems – Computer related systems now days available to managing the task in time planner.
* Implement task -now it is time to do that task which is in list and gets first priority and organize for a particular time.[6]

TIME MANAGEMENT

For the effective time management 7 habit principle is important. By using all the principle that used in the 7 habit this all the principle are required for the effective time management. The principle “begin with the end in mind” means goal in life and mission in life is always necessary in life. Without it we cannot achieve anything.

Stephen covey stated four generation of time management for effective management of time. The first generation is notes and checklists. Second generation is calendars and appointment books. And the third generation is priority, that is maintain the priority list .Fourth generation is implementation of priority lists.

Highly effective people are always look for the opportunity for better time management .they know how to use the time effectively because of this stress never comes and they are able to reduce stress and concentrate on important things. [7]

**Time Management for one month:**

* Here consider the graph of time management for the four week. In First week 50 % of time goes to the lectures, due to this time for the self study got very less. For god work and health the sleeping time is more important, hence every day 40% of time is given to the sleeping. And 27% of time is given to the break time.
* In the next week means second week the 30% of time is given to the lectures because of this remaining of time is given to the self study and sleeping is 48%.
* Same in the third week but the lecture time is more than before week .Due to this self study got less time than before weeks and exercise given the 13% of whole time.
* In last week the lectures timing is less than the before three weeks. 70% of time is remaining for the self study.

Evaluation

Students spend less time for the study instead of that they take time to the entertainment and for all other things. In 2003 survey conducted by the higher education research institute at UCLA’S Graduate school of Education and information studies, 34% of students spend more time on study. But college students spend more time on other things .Hence Time Management is more important for the college students. [1]

* Lack of motivation
* Procrastination
* Poor time management
* Less sleep
* Improper diet
* Fear of failure

Above all the points are affecting to the college students time management schedule. Some students do not have idea about how to manage or use of time in proper way. Due to this lack of motivation student is not able to complete work in time. Procrastination is that doing all the things later of time but because of this work will not complete on time.[2]

Health is most important, if health is good then all other things and work will complete on time .Due to overload of work or if work not complete on time then stress come .because of lack of sleep, brain not able to work properly, and fear of failure come across and then all the work get spoiled and time management schedule not work properly.[2]

Conclusion:

References:

[1] <http://iosrjournals.org/iosr-jbm/papers/Vol9-issue6/J0965960.pdf>

[2] <http://education.seattlepi.com/lack-time-management-affects-college-students-1093.html>

[3]<http://www.slideshare.net/agrimashekhawat/timemanagementppt?related=1>

[4]<http://timeman.com/time-management-tips/time-management-tips-for-students>

[5]<http://www.wiu.edu/advising/docs/Time_Management_Strategies.pdf>

[6]<http://intranet.tdmu.edu.ua/data/kafedra/internal/socmedic/classes_stud/en/nurse/BSN%20(4%20year%20program)/Leadership%20in%20Nursing/2/04.%20time%20management.htm>

[7]<http://www.slideshare.net/karimmeghani/7-habits-of-highly-effective-people-final-presentation>