# TIME MANAGEMENT LEADS TO EFFECTIVE SELF-MANAGEMENT

**B. Sankar Naik\*          P. Raghunadha Reddy\*\*          P. Bhaskar\*\*\***
*\*Research Scholar at S. V. University, Andhra Pradesh.*
*\*\*Professor, Department of Management Studies, S. V. University, Tirupathi.*
*\*\*\*Associate Professor, Sir Vishveshwaraiah Institute of Science & Technology, Madanapalle.*

*Abstract*
*Time Management is "a vehicle that can carry you from wherever you are to wherever you want to go."*

*-Brian Tracey, author of Time Power*

**Time Management** *is not new concept but it is recuperating day- by- day with changing environment. Its major role is in Self Management which itself a crucial activity is an essential part of everyday life. Ineffective Time management can lead to extra or more numbers of employees than needed. It involves the use of management tools such as planning, organizing, directing, staffing, and controlling of both in personal as well as professional. How effectively Time is managed depends on proper planning, self analysis, evolution and self control. This paper focuses on the role of Time Management leads to effective Self – Management. The research is Conceptual in nature as observations are taken to see the sights of the objectives. The survey is done with the assistance of the implication of the study and concluded that time management has various benefits but the foremost is time management helps in escalating the snail's pace of self management. Time management also helps in the strategic activities of HR managers and more in training and development, succession planning, applicant tracking in recruitment and selection and manpower planning. While analyzing the overall contribution of time management in self management it is ideal to make decisions based its urgency and importance.*

*Key Words: Time Management, Self-Management, Management Tools, Self Analysis, Self Control.*

## Introduction
A time management system is a designed combination of processes, techniques, tools, and methods. Time management is necessity in any project development as it determines the project completion scope and time.There is no doubt that management remains one of the crucial factors that assists time management to achieve great success in their business and every day activities. This reflects that the importance of self management cannot be undermined. For instance, Bennett (2007) noted that self management techniques would assist a one to become a more successful and effective person. Similarly, self management assists any one to minimize business and personal stress and stay motivated in their business and personal endeavors. Notably among these management aspects are the human resource management, marketing management, financial management, operations management or production management, strategic management, information technology management, etc.
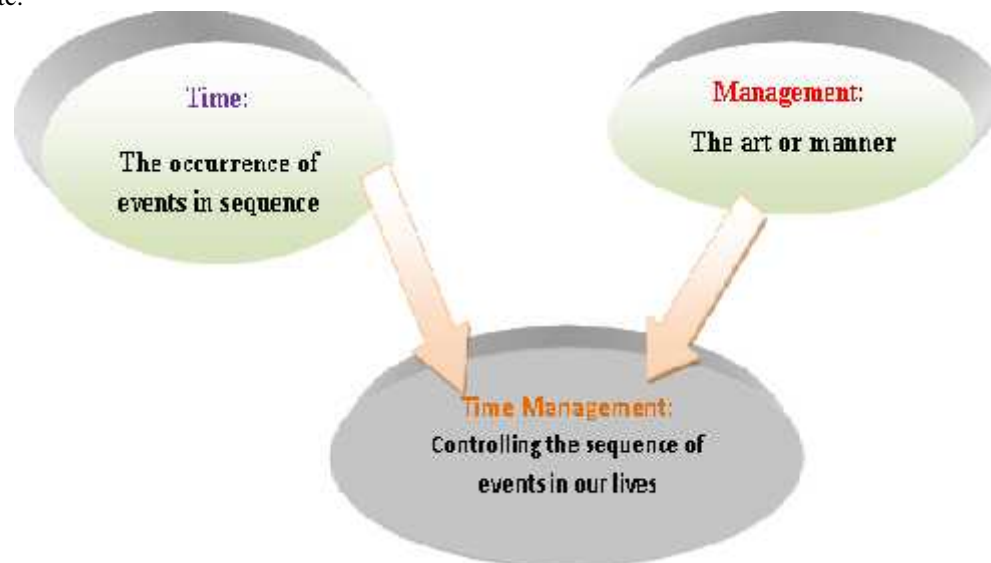


This gap can be bridged only by planning and proper scheduling of time among the business activities of management and organization. Through effective coordination only the functions of a business can be achieved with in the scheduled time and hence wastage of time can be jeopardized.

According to Akintola (2011) has highlighted that those entrepreneurs remain ineffective as a result of their inability to manage themselves as part of the overall management. This provides possible explanation on the reasons of high failure rate of small firms in the first few years of establishment (Adelakun, 2010). For Othman (2010), 'the people are very much concerned about how to manage their businesses and firms, forgetting that an affective self management would lead to entrepreneurs' effectiveness and in turn translate into effective business performance'. Time management has five main aspects:

- Planning & Goal Setting
- Managing one-self
- One's Time
- Dealing with Other People
- Getting Results

The first four interconnect and interact to generate the fifth – results. This paper would be beneficial to e v e r y o n e and would contribute to the self management development literature as well.

### Objectives
- To identify the main obstacles in effective Time Management in one's daily life.
- To understand the importance of Time Management.
- To identify and understand the concepts, tools, and techniques for Time Management.
- To know how to overcome procrastination.
- To use techniques to build an effective Time Management process that will enhance one's productivity and lower stress levels.

### Review of Literature
### Self Management
The concept of management could be seen in all aspects of human life. However, it is more emphasized in management of business, as business involves the process of getting things done through the people and by the people to attain the stated goals. Meanwhile, others have different view on management as 'a human act or activity which consists of design that would assist the creation of fruitful results from the system'. Management is equally defined as the process and act of planning, organizing, coordinating and controlling of people in order to achieve or attain the organizational goals (Othman, 2010).

Management has become imperative and crucial whenever there are two or more people working together to achieve a common goal. Therefore, management is an event that brings two or more people together and then creates a relationship between a leader and a follower or a manager and subordinate where the leader or the manager can apply the four essential functions of management (planning, organizing, coordinating and controlling) to achieve the organizational goal. Notable among these management aspects include; human resource management, operations management or production management, strategic management, marketing management, financial management, information technology management etc. However, one important aspect of management that is not given much attention by both academic and practical field of entrepreneurial management is '***self management***'. This implies that the concept of management can also be related one-self. For instance, past studies have noted that managing people provides the opportunity for one to manage him-self, which indeed is a precondition in attempting to manage others. In fact, the concept of self management is an emerging aspect of entrepreneurship management that has not received much attention.

There is a little theoretical and an empirical literature in self management, however, is related to other disciplines such as health science, fashion, economic and psychology. For instance, Schelling (1978); Cockerham, Lueschen, Kunz, Spaeth (1986); Abrahamson and Fairchild (1999); Norris, Lau, Smith, Schmid and Engelgau (2002) and Kirkman and Rosen (1999) examined self management with respect to Ergonomics, Self-Management of Health, Management Fashion and Lifestyle and Self-Management in Diabetes. It is argued here that these studies have no connection with the entrepreneurs or small business disciplines. One important aspect that can be learned from these studies is that self management is an off shoot of management which also involves the application of the four key functions of management into managing oneself.

The importance of self management cannot be undermined, for instance, Bennett (2007) noted that self management techniques would assist entrepreneurs to become more successful and effective entrepreneurs. Similarly, it assists entrepreneurs to minimize stress and stay motivated in their businesses and entrepreneurial endeavors. This indicates that an effective entrepreneur's self management contributes to his personal effectiveness and consequently led to a better firm performance. Within the context of our research work, four main elements of self management are being examined which are

know yourself, invest time, activities/day planning, and keep off from unnecessary. Entrepreneur has to know first his/her true self. This is to maximize his/her potential as a person and the information or knowledge gained is used to strive in business for success.

Self management can guarantee success through elements like discipline, focus and purpose (Akintola, 2011). Thus, self management in a way is to ensure that an entrepreneur does not waste most of his time doing unnecessary things or engaging in frivolous activities. This is one of the important roles of self management in both personal effectiveness and firm's performance.

**The Conceptual Framework**
The framework includes three main variables such as self management, personal life effectiveness and Performance.
It posits that self management affects both personal effectiveness and performance while personal effectiveness in turn affects performance. Hence, the framework proposes direct relationship between self management and personal effectiveness and between self management and performance. However, the relationship between self management and personal effectiveness will also affect performance. The research framework is presented in the following section. The proposed research framework is presented below.
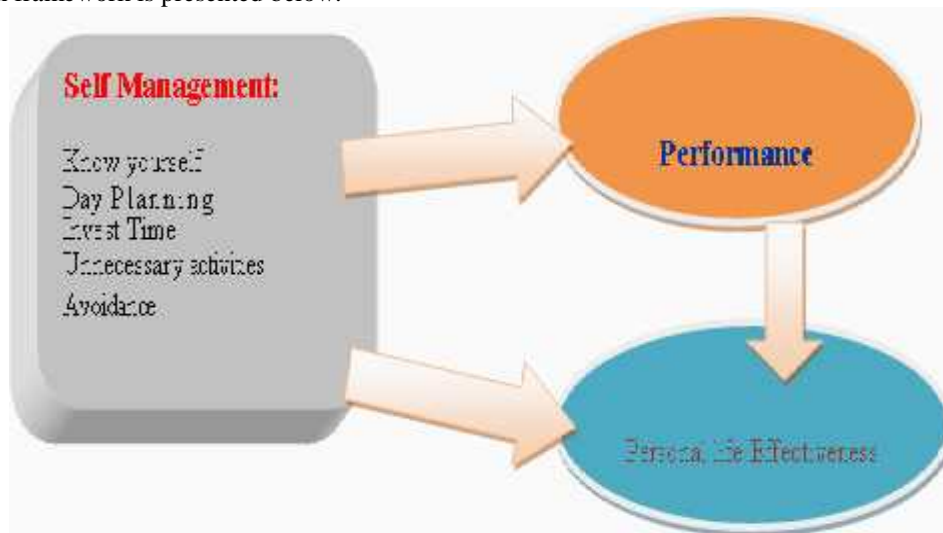


**Figure 1- Research Framework**

Based on the above discussions and also in line with the conceptual framework of this study, the following propositions are made;
1. Self management will effect on personal life effectiveness and will in turn effect on performance.
2. Self management will effect on performance.

Time management is not emphasized sufficiently by most of us both in personal and professional life. The effective use of time management depends on self analysis, self control, planning, prioritizing, controlling and efficiency.
The benefits of effective and effective time management visualized in the following,
a) Improved Productivity
b) Less energy consumption for each activity and hence more number of activity can be taken care of.
c) Stress levels will be low.
d) Able to see the things that are needed.
e) Can be role model for others as per time management concerns.

The following time management strategies are proposed for this betterment in an origination.
**1. Give First Priority for Time Management**
Take a few moments to prioritize your daily action items. The best time for this is either first thing in the morning or the last thing before you leave the office. Use whichever time slot works best for your schedule, but make sure you do it consistently. It will help you manage your projects and stay in control.

**2. Do Not Prolong the Works to Finish**
Nagging Unfinished Tasks (NUTs) can easily zap your energy. After a week or two of putting off an unpleasant task it can

start affecting your attitude and productivity. When an action item stays on your "to do" list too long, either buck-up and get it done or agree with yourself to let it go and stop worrying about it."

### 3. Find out What Works for You
There are many time management tools available. Some people prefer date books or calendars. Some prefer software applications or programs like Outlook with built-in features like Task Lists. Ask your colleagues what tools they use to manage their time. Try several and then settle on the one that works best for you."

### 4. Give Yourself a Break
As your time management improves you'll see an increase in your personal productivity. It can be exciting and even a little addictive. If you find yourself frequently exhausted or working into the evening remember to pace yourself with occasional downtime. Schedule breaks or rewards to add a little balance to your workday.

### 5. Keep Purpose Top-of-Mind
It's easy to follow familiar routines. Once a regular meeting is set-up or a process established it's easy to just go with the flow. But things change. Try to keep the larger purpose in mind when you find yourself following the usual routine. If the purpose is valid, fine. But when routines are losing value or efficiency encourage a better use of the time.

### 6. Stay on Track
In todays fast-paced, demanding workplace it's easy to get sidetracked. Keep your priority action items in mind throughout the day. Take a moment to reprioritize when an unexpected disruption occurs. The best time managers find a practical balance between dedication-to-task and flexibility.

### 7. Get Organized
Being organized doesn't necessarily mean being neat. An organized person is one who can find what they're looking for quickly. If that's not you—whether it's your physical desktop or your computer desktop—take some time to get organized. You'll know you've been successful when you can find what you need fast."

### 8. Don't Waste Time Waiting
It's only a matter of time before you find you delayed or stuck waiting for something or someone. With a little preparation you can put the unexpected time to good use by reading, making notes, or catching up on email or phone calls if you have a mobile device in hand. Much better than watching the minutes tick away.

### 9. Take Charge of Your Time
Open calendars fill up quickly. If your workdays are often full of meetings with little time for your task list, try scheduling some time for yourself. Block out an hour or more on your calendar for working through your daily action items. And if you want to avoid a working lunch, you may need to schedule a daily lunch period too.

### 10. Track Your Time
If you can't figure out where your time goes, try keeping a time tracker. As you go through your day jot down everything you do in 15- or 30-minute intervals. In a week, you'll have enough data to see where improvements can be made.
- Providing sufficient time gap between the activities will help in improving.
- Given importance based on the urgency of the activity will help to manage and achieve the goals.
- In most of time different tools are used such as calendar, data books or even software tools. One can find comfort in using any one of the tools. According that tools only be practices in prioritizing and exestuation.
- When a task is taken, that should be completed as per the schedule. If deviation across do to multi task or any other factors, no task can be completed in the scheduled time and future distraction may also happen.
- Time Consumption for each task has to be stranded. So that wastage of time can be avoided. This requires proper monitoring time consumption for the given task.
- Procreation is dangers thing. At the same time prolonging the compliance of activity should also be avoided.
- Perfect planning and organizing is very much required for any task to be completed with the scheduled time. Therefore efficient planning and organizing of the sequence of the activity achieve the goals of the organization.
- The basic purpose of the task should not be neglected because the tasks are designed to achieve the basic purpose in terms of result.

- At the time of compliance of the activity the waiting time, if any should be minimizing if not possible to make it zeros. Therefore time required for the task will be minimizing.

## Time Management Matrix

Time management Matrix give important events are ones that need positive results. Urgent events are ones that must be completed as soon as possible. It combining urgent or not urgent events with important or not important events will help you manage your time into four quadrants within a time management matrix.

| Activity / Factors | Urgent | Not Urgent |
|---|---|---|
| **Important** | *Q-I. Important/Urgent*<br>• Crises,<br>• Emergencies,<br>• Critical Meetings,<br>• Pressing problems,<br>• Deadline-driven projects,<br>• Planned task due now,<br>• Demand from the boss | *Q-II. Important/Not Urgent*<br>• Strategic Planning,<br>• Developing changes,<br>• Prevention,<br>• Relationship building,<br>• Opportunity Recognition,<br>• True Recreational Activities,<br>• Attending classes, |
| **Not Important** | *Q-III. Not Important/Urgent*<br>• Personal Interruptions,<br>• "Popular" Activities,<br>• Some calls and E-Mail,<br>• Meetings and reports,<br>• Attending parties. | *Q-IV. Not Important/Not Urgent*<br>• Time wasters,<br>• Trivial Issues,<br>• Surfing The Net,<br>• Day dreaming,<br>• Busy work,<br>• Phone calls, |

- **Quadrant I**, This type of task is Important and Urgent, these task contains events that are essential and need to be completed quickly.
  Example: A six page essay due the next morning.
- **Quadrant II**, This type of task is Important and Not Urgent, these contains events that are essential, but do not need to be completed right away. This type of quadrant should be where most time is spent.
  Example: Writing an essay that is not due for next week.
- **Quadrant III**, This type of task is Not Important and Urgent, it contains events that do not need to be completed, but others seem like it is very important event.
  Example: Going to play valley ball with friends even though you don't want to.
- **Quadrant IV**, this type of task is Not Important and Not Urgent; these should be avoided at all costs. These events are distractions that are not necessary.
  Example: Going to the movies because work is affecting stress.

## Conclusion

Time management is crucially important, not just in the business world but in everyday life. Learning to take on several tasks at once is not a good idea because it causes a loss of focus. The aim of this paper is to examine self management in relation to time management and how it significantly impacts of the personal success and professional performance. Self management is therefore regarded as any methods, skills, and strategies that give management an opportunity to effectively plan, organize, coordinate and control towards attaining his both personal and professional goals and objectives. It includes elements such as include, Know yourself, Invest Time, Activities/day planning and Keep off from Unnecessary. It is a vital strategy that would guarantee an individual to become a successful the personal success and professional performance to minimize if not avoid stress and remain much motivated towards his/her goals or objectives.

Finally, the study provides vital information and techniques that would assist improving time management skills will help people become better at performing daily activities. An effective use of time management will not only help organization skills and planning but it will help create one more efficient person at a time. Remember that successful time management today can result in greater personal happiness; greater accomplishments at home and at work, increased productivity, and a more satisfying future.

**References**

1. Akintola, G. (2011) Time Management vs. Self Management. Http://www.thisdaylive.com/articles/time-management- vs-self-management/91901/.  Retrieved Monday 30 May, 2011).
2. Kirkman, B.  L.  And Rosen, B. (1999) Beyond Self-Management:  Antecedents and Consequences of Team Empowerment. The Academy of Management Journal, 42(1), 58-74.
3. Macan, T.H. (1996), "Time-management training: effects on time behaviours, attitudes, and job performance", The Journal of Psychology, Vol. 130, pp. 229-36.
4. Ancona, D.G., Goodman, P.S., Lawrence, B.S. and Tushman, M.L. (2001), "Time: a new research lens", Academy of Management Review, Vol. 26, pp. 645-63.
5. Britton, B.K. and Tesser, A. (1991), "Effects of time-management practices on college grades", Journal of Educational Psychology, Vol. 83, pp. 405-10.
6. Slaven, G. And  Totterdell,  P.  (1993), "Time management training:  does it transfer to the workplace?", Journal of Managerial Psychology, Vol. 8, pp. 20-8.
7. Williams, R.L., Verble, J.S., Price, D.E. and Layne, B.H. (1995), "Relationship between time management practices and personality indices and types", Journal of Psychological Type, Vol.34, pp.36-42.
8. Brigitte J.C. Claessens,  Wendelien van Eerde and Christel G. Rutte Technische Universiteit Eindhoven, Eindhoven, The Netherlands, and Robert A. Roe Universiteit Maastricht, Maastricht, The Netherlands "A review of the  time management literature" http//www.emeraldinsight.com/,Personnel Review Vol. 36 No. 2, 2007 pp. 255-276.
9. Time Management from the Inside Out (2000). Julie Morgenstern. New York: Henry Holt.