

Time Management

Time, we say, is the essence of life,
And the only wealth giver all in equal share
To the five billion human beings on your planet
Each is given 24 hours a day
Time is a giant mill wheel that never ceases grinding its grist
A man's years are but a fleeting instant of eternity
But in that instant he can hear the glory of the symphony
That makes music for his path
And see the glory of the picture that is ever present.
Days, months and years follow each other as ordained by the Master Plan.
A man has no control over time, but can use it.
And enjoy the harvest of each season.

And perhaps most important of all
He can start on any day
To overcome the past and reap a richer harvest:
(Telegraph Journal – R D May '95

Time is a unique resource, it is the most socialistically distributed of all resources. The Prime Minister of India and a tramp on the road outside get equal share of this resource, not a minute more, not a minute less. Then what is Time Management. Time Management is all about effective and efficient utilisation of this scarce, most valuable and undervalued resource.

Time

Time can be considered as a series of "NOWS". The only time you have controlled over or which you really have to do anything is "NOW".

Management

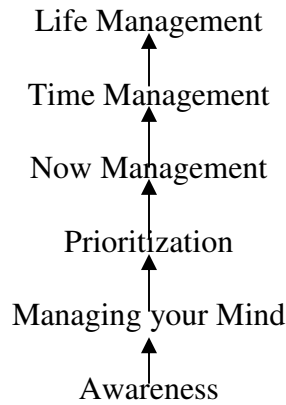
Management process consists of the functions of planning, organizing, motivating and controlling.

Time Management

So Time Management is a process, which consists of the functions of planning, organizing, motivating and controlling the resource Time. Time Management is a skill, an attitude and a technique which one can learn and develop.

Time Management has a wider reach, awareness or knowledge on Time Management techniques and tools can help one to manage one's mind that is it can help in priorities management when one develops the skill of prioritization of one's work he is effectively

managing each and every “NOW.” This is Time Management when one is effectively managing one’s Time, it leads to life management.



Time Planning

Planning is selecting among choices. In order to plan one’s use of time, we should first analyse how time is presently being used. This is time analysis. Time analyzing is a prerequisite to time management. This will give you an understanding of how you utilize your time during the day and more important how your time is wasted during the day.

The major reason for poor time management is lack of daily planning. For effective Time Management one should begin each day with a daily planner. Consisting of list of work items and a time schedule for their accomplishment. When scheduling one’s work some flexibility should be given. It is better to plan for 50% of the available time and the remaining can be set aside for crisis and emergencies.

Time -- Organizing

One should organize oneself, first ie one should maintain a neat and organized desk and filing system. This can be your best friend. A well organized work place reflects a well organized mind.

Delegation is a means of getting greater result through people for better time management. As leader, you should concentrate your time on activities that nobody else can do. It is a way of exercising control and meeting your own responsibilities more effectively. It can help develop the skills of your subordinates.

Remember that delegation boosts morale and builds confidence. But delegate only to those who have the necessary competencies. It is your responsibilities to see that the necessary Knowledge, Skill and tools are available with your delegates.

Time -- Controlling

Planning and controlling are considered to be the Siamese twins of management. Controlling cannot be accomplished unless there is a plan or standard.

The desk calendar

Desk calendar can be a useful tool for noting deadlines, due dates for reports and items requiring supervisory follow – through.

To-do-list

A list of “things to do” for each day and week is a valuable aid to managing one’s time. Put atleast 8 – 12 items on your things to do list, otherwise Parkinson’s law will take over i.e. the work will expand itself to fill the time. Peter Drucker recommended repeating the time analysis at least six months. We must analyse, review and evaluate the To Do list carefully every day to study closely on time wastes or time stealers.

Procrastination

The habit of putting off tasks which you feel is unpleasant, difficult or makes you feel indecisive is procrastination. It is like a virus, difficult to be healed, removed or quarantined if your resistance is low. We must set deadlines on all objectives and priorities, use reminders and reward oneself for even small accomplishments.

Time Tips

1. Schedule long period of undisturbed time for major task.
2. Schedule your most important complex task during your internal prime time, avoid wasting this peak period by working on routine tasks.
3. Move fast on reversible decisions and slower on those that are irrevocable.
4. Set objectives in place : our goals pull our thoughts, feelings and action. Objectives set should be SMART. Specific, measurable, attainable, relevant and time bound.
5. Include time to revise the priority list or “To Do List” prepared every day. This can build your confidence.
6. Block out time for creative planning, preparation and overhead activities.
7. Remember Parkinson’s law, work tends to expand to fill the time allotted.
8. Say ‘NO’ politely but firmly.
9. Put up reminders in your home and office about your goals.

Now put these ideas into practice. Analyse your current style of operation to find out when and how you waste time. You may be surprised to find that time is generally wasted in the same way every day. Time log can help you a lot. Giant steps when looked at closely, are made up of many small steps. In overhauling your management of time you need to take small steps. Start today.

**Yesterday is a cancelled cheque
Tomorrow is only a promissory
note
Today is ready cash
Present is a present given to us
make the best use of it**

**Do not wait; the time will
never be “just right.” Start
where you stand and work
with whatever tools you may
have at your command, and
better tools will be found as
you go along.”**

**You must master your time
rather than becoming a slave to
the constant flow of events and
demands on you time. And you
must organize your life to
achieve balance, harmony, and
inner peace.”**

Reference

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