

## **Time Management-An Essential Ingredient For Success**

**Dr. S. Gayathry**

Professor, Department of Management Studies, SRM Institute of Science & Technology,  
Vadapalani  
Chennai-600026

Time is what we want most, but what we use worst.

Received: 14 April 2020 Revised and Accepted: 8 August 2020

### **ABSTRACT**

Time is a valuable resource that cannot be replenished. Time lost is never found again. Time management is an essential ingredient for success. Many people find themselves running out of time very often. Time management helps one to gain control of what they want to achieve and at the same time it also helps them to keep stress at the minimum level. Goal setting, prioritization, managing interruptions, procrastination and scheduling are the vital elements of time management. Proper time management helps the person to work smarter on things that have the highest priority by creating a schedule that reflects their work and personal priorities. With proper time management in place, one can work in a focused and effective way to achieve their goals, dreams and ambitions.

**Keywords:** Goal Setting; Prioritization; Managing interruptions; Procrastination; Scheduling

### **I. INTRODUCTION**

Time is a valuable resource that cannot be replenished. Time lost is never found again. Time management is an essential ingredient for success. Many people find themselves running out of time very often. Time management helps one to gain control of what they want to achieve and at the same time it also helps them to keep stress at the minimum level. Goal setting, prioritization, managing interruptions, procrastination and scheduling are the vital elements of time management. Proper time management helps the person to work smarter on things that have the highest priority by creating a schedule that reflects their work and personal priorities. With proper time management in place, one can work in a focused and effective way to achieve their goals, dreams and ambitions.

### **A. STATEMENT OF THE PROBLEM**

Time and Tide wait for none. Lost wealth may be replaced by industry, lost knowledge by study, lost health by temperance or medicine, but lost time is gone forever (Samuel Smiles). Everyone should recognize the value of time to achieve overall success in their life and career. If the individuals waste their time, they fail to craft their individuality. Time management is the art and science of managing time effectively and efficiently in order to allocate the right time to the right activity. It enables the individuals to consign appropriate time slots to various activities according to their importance and priority. Time management helps everyone to make use of their limited time in the optimum possible way.

### **B. NEED AND IMPORTANCE OF THE STUDY**

Time Management permits an individual to achieve maximum within minimum time and thereby leads to more free time at his or her disposal. The free time so earned can be properly utilized for a holistic professional development. This will also reduce the stress levels and helps the individuals to improve their career focus. One benefit arising out of proper time management leads to another and thus creates a chain reaction. Time is a matchless asset. The value of time is more than that of money in the present fast-paced and competitive business environment. Therefore it is essential for an individual to spend his or her valuable time in the most appropriate manner. This paper makes an earnest attempt to study the different patterns followed by different individuals in efficiently and effectively managing their time. An attempt has been made to study the association between different parameters for evaluating the time management techniques followed by the individuals.

### **C. OBJECTIVES OF THE STUDY**

- To study the different patterns followed by individuals in managing their time.
- To inspect whether there exists any association between different parameters for evaluating the time management techniques adopted by male and female population in the urban and rural areas.
- To suggest valuable propositions to the respondents based on the findings of the study.

**D. REVIEW OF LITERATURE**

The previous research works related to various time management techniques were scrupulously scrutinized besides identifying the research gaps. An attempt has been made to review case studies and the work of individual researchers, magazines, journals, articles relating to the field of time management.

**Alvarez et al** (2019) state that the knowledge society establishes a work set-up in which it is necessary to handle time competently; a non-innate ability that should be learned at the university. This research investigates the mind-set, lifestyle and time management of the Economics and Business students of the UPV/EHU, in order design explicit actions for its accomplishment. Through a self-administered questionnaire, the sample data are acquired, which are analyzed at a descriptive and multivariate level. The decisive factor is not the amount of time available but the management that is made of it. In general, students pay notice to short-term planning and lack habits and attitudes in the long term. Ignorant of the advantages of a proper use of time, students do not widen skills such as self-organization, prioritization of objectives and activities, etc., which is why the intrusion of the educational system is indispensable in order to develop this skill. This study focuses on the importance of developing skills, beyond the strictly technical, essential in professional presentation despite the consequences of the function assigned in the organizational chart/organization. It is about evaluating time management as a vital component of higher education, aptitude expressed on paper, but not developed in practice. The creativity and innovation of this research consists of defining new proportions of time management and put forward some precise actions to be executed to get a better time management.

**Sarfraz, H.** (2017), cites that the universal notion is that transformational, transactional, and other types of leaders employ related time management skills; however, this paper aims to state that this is not true to a very large extent. The features of transactional, transformational, and other leadership styles are defined, while the popular and latest time management principles are integrated with this portrayal. There are eight time management groups, and this paper unites the relevant categories to nine leadership styles based on each style's nature. Cross-cultural leadership's approach to time management is used to underline and provide simplification for this process. Together, this displays the magnitude and need to further inspect the link between leadership style, time management, and time conception. This time management differentiation between transformational, transactional, and other leaders needs to be acknowledged, as this will deliver insight about how leaders can advance their leadership style. This differentiation brings superior understanding of the connection between leadership and time management thus giving leaders deeper attentiveness on how they form their groundbreaking policies and, with the cross-cultural leadership's time management approach, mold their personal traits and experiences in coordination with this link. This review states and highlights the difference in time management skills between nine leadership styles. The cross-cultural leadership approach helps identify three time and behavioral conceptions and the countries to which these conceptions are prominent in. The time conceptions assist leaders in understanding why they portray certain time management behaviors based on their cultural background, thus providing simplification in applying the time management skills for their leadership style.

**Grissom and Mitani, H.** (2015), states that Time demands faced by school principals make principals' work increasingly difficult. Research outside education suggests that effective time management skills may help principals meet job demands, reduce job stress, and improve their performance. The objective of this paper is to investigate these hypotheses. The authors administered a time management inventory to nearly 300 principals in Miami-Dade County Public Schools, the fourth-largest school district in the USA. The authors analyzed scores on the inventory descriptively and used them to predict time-use data collected via in-person observations, a survey-based measure of job stress, and measures of perceived job effectiveness obtained from assistant principals and teachers in the school. Principals with better time management skills assign more time in classrooms and to managing instruction in their schools but spend less time on interpersonal relationship-building. Perhaps as a result of this tradeoff, the authors find that associations between principal time management skills and subjective assessments of principal performance are mixed. The authors find strong evidence, however, that time management skills are associated with lower principal job stress. Findings suggest that building principals' time management capacities may be a worthwhile strategy for increasing time on high-priority tasks and reducing stress. This study is the first to empirically examine time management among school principals and link time management to key principal outcomes using large-scale data.

**E. MATERIALS AND METHODS**

The research is conducted using primary and secondary data. The secondary data is collected from various published and unpublished sources. A structured questionnaire has been used to collect primary data from working people across rural and urban locations. Simple random sampling method was used to collect primary data. 140 questionnaires were distributed and 129 were collected by the researcher and 100 questionnaires were chosen for the purpose of the study. A pilot study was conducted to validate the questionnaires and to confirm

the reliability and feasibility of the study. A sample of 30 questionnaires was distributed for pilot study. The Cronbach's Alpha Criterion was applied to test the reliability. The value was determined as 0.984. This also explains that the statements in the questionnaires are understood by the respondents at 98.4% level. The quality of the questionnaire was ascertained and the test showed high reliability. The variables considered for the analysis are satisfying the normal probability distribution. Based on the pilot study, the questionnaires were modified suitably to elicit response from the sample group.

## **II. TIME MANAGEMENT- FIVE VITAL PARAMETERS**

Time management facilitates one to achieve direct power on what they want to achieve and at the same time it also helps them to keep their anxiety at the minimum level.

- Goal setting
- Prioritization
- Managing interruptions
- Procrastination
- Scheduling

are the vital elements of time management. Appropriate time management enables the person to work better on things that have the utmost priority by generating an agenda that echoes their vocational and individual priorities. With suitable time management in position, one can work in an alert and valuable way to accomplish their aspirations, ideas and desires.

### **A. GOAL SETTING**

Goal setting is the primary element of time management. Goal setting provides a road map for the entire process of time management. The efforts will become futile without proper goal setting. Individuals do not concentrate on goal setting because it involves time and effort. They fail to realize the fact that a little time and effort involved in goal setting could save mammoth amount of time, effort and frustration in the future. Goal setting is a predominant factor in determining the future course of action. It will help the individual to turn the vision of future into reality. The process will help the individuals to choose where they want to go in life, what they want to achieve and where should their efforts be concentrated. This will also enable the individuals to spot the distractions that would allure them from their main course of action.

### **B. PRIORITIZATION**

Prioritizing is the process of identifying the important tasks to be accomplished. Without prioritization, an individual would not be in a position to achieve the desired results. To work efficiently, an individual needs to work on the most important and highest value tasks. Prioritization is the indispensable skill required to make the best use of efforts. It becomes all the more important when the availability of time is limited and the demands are unlimited. This helps the individual in optimum allocation of available time to the most needed activities.

### **C. MANAGING INTERRUPTIONS**

Interruptions are external or internal disturbances hindering the smooth flow of work. It is extensively accepted that individuals get very little uninterrupted time to work on the important tasks. Interruptions affect proper usage of time and act as a barrier to success. They break out the focus and the individuals have to spend time in re-engaging with the thought processes to complete the work. The key to control interruptions is to know what they are and whether they are necessary. But sometimes, interruption is a natural and necessary part of life. The individuals should work towards minimizing it in a sensible manner.

### **D. PROCRASTINATION**

Procrastination refers to the tendency of individuals in postponing the work to be done. This is highly dangerous. It is as tempting as it is deadly. According to a researcher, 95 percent of the individuals procrastinate. It is an active process and involves ignoring an unpleasant but an important task. The best way to overcome is that the individual should recognize that he is procrastinating. Then he should find out the reasons for the same. Then they can plan to get out of the same. The individuals should realize the benefits of getting jobs done and the consequences of not doing the job. Procrastinators work long hours in the wrong tasks. They fail to understand the difference between urgent tasks and important tasks.

### **E. SCHEDULING**

Scheduling is the concept of understanding the factors that affect the time available for work. Effective scheduling is the crux of time management. Scheduling will help individuals to stay on track and will protect them from stress. An individual should schedule the priority task leaving room for interruptions. Contingency

time for unexpected issues and events should also be taken into consideration while scheduling. A robust schedule reflecting the priorities and the personal goals will become a winning combination.

**III. RESULTS AND DISCUSSION**

The study aims to analyse the association between the different parameters for evaluating the time management techniques adopted by male and female population in the urban and rural areas.

**Table 3.1: Gender-Wise & Location-Wise Classification of Respondents**

Gender Location	Male		Female		Total	
	Frequency	Valid percentage	Frequency	Valid percentage	Frequency	Valid percentage
Urban	25	25%	25	25%	50	50%
Rural	25	25%	25	25%	50	50%
Total	50	50%	50	50%	100	100%

From the above table, it is obvious that 25% of the respondents belong to urban male category and 25% belong to rural male category. Out of the remaining, 25% fall under urban female group and 25% fall under rural female group.

**Table3.2: Association between Gender and Goal Setting**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	4.797	4	.310
Likelihood Ratio	4.865	4	.304
Linear-by-Linear Association	.006	1	.941
No. of Valid Cases	100		

**Table3.3: Association between Location and Goal Setting**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	6.095	4	.195
Likelihood Ratio	6.239	4	.186
Linear-by-Linear Association	.631	1	.431
No. of Valid Cases	100		

From the above tables, it is clear that there is no association between male and female respondents residing in urban and rural areas as far as goal setting activities are concerned. Both of them exhibit similar type of goal setting skills in efficiently managing their time.

**Table3.4: Association between Gender and Prioritization**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	1.748	4	.785
Likelihood Ratio	1.771	4	.783
Linear-by-Linear Association	.439	1	.511
No. of Valid Cases	100		

**Table3.5: Association between Location and Prioritization**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	.635	4	.985
Likelihood Ratio	.638	4	.985
Linear-by-Linear Association	.272	1	.599
No. of Valid Cases	100		

From the above tables, it is clear that there is no association between male and female respondents whether they stay in urban or rural area as far the prioritization aspects are concerned. Both of them follow related type of prioritization policies in achieving their related targets.

**Table3.6: Association between Gender and Managing Interruptions**

	Value	df	Asymp. Sig. (2-sided)
--	-------	----	-----------------------

Pearson Chi-Square	9.179	4	.059
Likelihood Ratio	10.153	4	.045
Linear-by-Linear Association	6.335	1	.014
No. of Valid Cases	100		

**Table3.7: Association between Location and Managing Interruptions**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	11.111	4	.029
Likelihood Ratio	12.138	4	.019
Linear-by-Linear Association	7.737	1	.008
No. of Valid Cases	100		

From the above tables, it is clear that there is no association between male and female respondents residing in urban and rural areas relating to the methods adopted by them in managing interruptions. Both of them handle their interruptions effectively and efficiently. But, urban male respondents have a better interruption management activities class control than the rural male respondents.

**Table3.8: Association between Gender and Procrastination**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	.003	4	1.500
Likelihood Ratio	.003	4	1.500
Linear-by-Linear Association	.003	1	1.500
No. of Valid Cases	100		

**Table3.9: Association between Location and Procrastination**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	17.022	4	.003
Likelihood Ratio	18.236	4	.002
Linear-by-Linear Association	13.937	1	.001
No. of Valid Cases	100		

From the above tables, it is clear that there is no association between male and female respondents from both the locations relating to their procrastination habits. Both of them follow similar procrastination handling techniques to properly manage the available time. But between urban and rural respondents, the urban respondents are very strong beating the ill effects of procrastination and work tirelessly marching towards their task accomplishment.

**Table3.10: Association between Gender and Scheduling**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	.286	4	1.000
Likelihood Ratio	.299	4	1.000
Linear-by-Linear Association	.012	1	.900
No. of Valid Cases	100		

**Table3.11: Association between Location and Scheduling**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	20.463	4	.003
Likelihood Ratio	21.173	4	.001
Linear-by-Linear Association	11.112	1	.002
No. of Valid Cases	100		

From the above tables, it is clear that there is no association between male and female respondents staying in urban and rural areas as far as scheduling is concerned. Both of them adopt typical scheduling mechanism

towards optimum utilization of the available time. But between urban and rural, the rural respondents follow a robust scheduling protocol for proper allocation of limited time among demanding alternatives.

**Table3.12: Association between Gender and Overall Time Management Skills**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	11.682	4	.033
Likelihood Ratio	13.371	4	.019
Linear-by-Linear Association	6.631	1	.014
No. of Valid Cases	100		

**Table3.13: Association between Location and Overall Time Management Skills**

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	2.084	4	.935
Likelihood Ratio	3.118	4	.964
Linear-by-Linear Association	.686	1	.526
No. of Valid Cases	100		

From the above tables, it is clear that there is a strong association male and female respondents from urban and rural areas as far as the overall time management activities are concerned. The female respondents irrespective of their location are masters in managing their time and allocating the same between official and domestic commitments. But there is no association between male respondents as far as their overall time management skills are concerned. Both of them exhibit similar type of characteristics in managing their time.

**IV. FINDINGS OF THE STUDY**

The rural male respondents should practice better interruption management techniques to have seamless concentration towards their work. The rural respondents procrastinate their work to a very great extent not realizing the ill effects of the same. Therefore, the rural employers should conduct various workshops and executive development programmes to hone the time management skills of their employees. Due to the life style pattern, the rural respondents follow a robust scheduling protocol for proper allocation of limited time among demanding alternatives. The urban counterparts can learn the scheduling etiquette from rural employees. The female respondents irrespective of their location are masters in managing their time and allocating the same between official and domestic commitments. Women play a key role in supporting their households and communities in achieving food and nutrition security, generating income and improving livelihood and overall well-being.

**V. CONCLUSION**

Time management is an essential skill that helps every individual to keep their work under control, at the same time it helps them to keep stress to a minimum. Everyone would love to have an extra couple of hours in every day. Seeing as that is impossible, individuals need to work smarter on things that have the highest priority, and then creating a schedule that reflects their work and personal priorities. With this in place, individuals can work in a focused and effective way, and really start achieving those goals, dreams and ambitions that are cared so much about.

**REFERENCES**

1. Alvarez Sainz, M., Ferrero, A.M. and Ugidos, A. (2019), "Time management: skills to learn and put into practice", Education + Training, Vol. ahead-of-print No. ahead-of-print. <https://doi.org/10.1108/ET-01-2018-0027>
2. Sarfraz, H. (2017), "Differentiated time management skills between leadership styles: simplified with a cross-cultural approach", Development and Learning in Organizations, Vol. 31 No. 6, pp. 14-18. <https://doi.org/10.1108/DLO-02-2017-0009>
3. Grissom, J.A., Loeb, S. and Mitani, H. (2015), "Principal time management skills: Explaining patterns in principals' time use, job stress, and perceived effectiveness", Journal of Educational Administration, Vol. 53 No. 6, pp. 773-793. <https://doi.org/10.1108/JEA-09-2014-0117>