

# **Time Management**

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- Time is money
- Time and tide waits for none.
- A stitch in time saves nine.

Peter Drucker: “Time is the scarcest

resource unless it is managed, nothing else can be managed

- Successful people do not do different things. They do things differently. They do not start with their work. They start with their times.

- secretary on his late arrival in office:

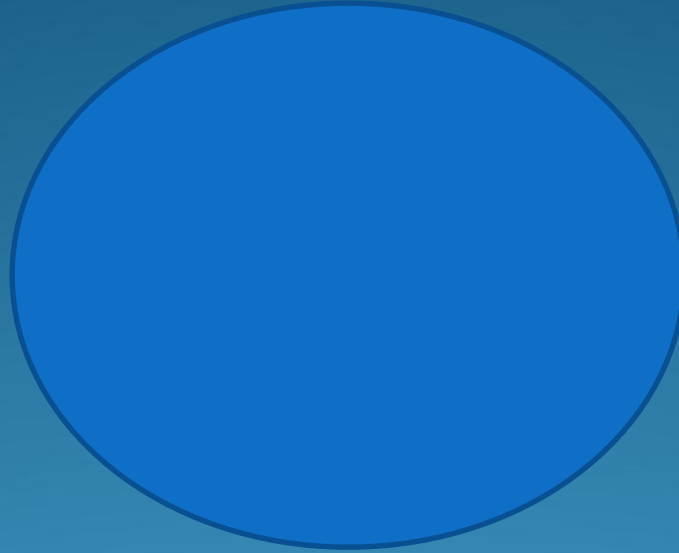
“ My wrist watch is slow, it dose not reflect right time.

George Washington : Please ,Change your watch or I shall have to change my secretary

- The best time to start any productive work is “NOW”
- Save time, time will save you.

- Serventies : “ Take care of your minute. It will care of yours hours. Take care of your day. It will take care of your years.

# • Circle Image of Time



- We Indians generally believe in circle image of time.
- Today will return tomorrow.
- There is no need to worry.

# • Straight Line Image of Time



- Western world generally believes in straight line image of line.
- Today does not return tomorrow.
- Time once lost can not be compensated.

# Concept of Time

- The concept has been viewed differently through the ages. Different cultures and different individuals in these cultures attach different meanings to time. In fact, the concept of time is an integral part of one's personality and culture.
- Einstein described time as the fourth dimension. If space is the dimension within which things exist, time may be described as the dimension within which things change.

- From the viewpoint of managers, time is a resource just like labour, and capital. As a resource time is completely inelastic. It can not be physically stretched even by a single second.



# Significance of time management

A . Time is a very precious resource for an individual as well as for an organization. Unlike other resource time cannot be renewed or replaced.

B. In order to manage time effectively, F.W. Taylor and associates developed the technique of time study. Time study experts can assist managers and administrators in making better use of time.

C. Time is the scarcest resource. Unless it is managed nothing else can be managed.

D. Time is indispensable and irretrievable. It can neither be preserved nor purchased.

E. Time management is concerned with planning, scheduling and controlling of time.

# Fundamental truths about time

- A. Everybody has the same amount of time – 24 hours per day.
- B. Time flies or time drags.
- C. A busy man must use his time wisely and effectively.
- D. Time cannot wait for us. One may let it pass or make full use of each moment.
- E. Time is inelastic and we cannot phase our use of it.

F. Time is finite. Nobody has any more of it than you have.

G. Time cannot be stored and put by for use in future.

H. Everything we do involves expenditure of time.

I. Time is costly.

# Time wasters

## 1. Poor Communication

Practical suggestion

- Give clear and short instruction
- Examine whether your letter contains all the facts.
- Talk face to face
- Use common terminology.
- Words mean different things to different people. Check whether your message has been understood or not.

## **2. Procrastination**

- Start with the most difficult job first.
- Avoid talking up too much work at a time.
- Alternate difficult task with easy task.
- Promise yourself a reward on completion.

### 3. Inability to say “NO”

- Say “no” firmly and politely without offending others.
- Stick your decision.
- Recognize that “nice fellow” image is not always advantageous.
- Realize that as a manager or superior, you cannot satisfy demands of all for all time. Learn to say “No”

## **4. Worry and stress**

- Develop positive attitude
- Express emotions
- Try to enjoy what you are doing.
- Avoid self-pity
- Cultivate tolerance and understanding about other's feelings.
- Take care of your diet.
- Take adequate rest and relaxation
- Develop sense of humor.



## 5. Disorganized Personality

- Plan your work systematically
- Maintain a time log
- Avoid leaving tasks half-way.
- Prioritize activities

## **6. Failure to Delegate**

- Have confidence and trust in your staff
- Delegate authority with responsibility.
- Delegate challenging tasks rather than routine tasks.
- Allow your subordinate the right to be wrong.
- Ensure that delegation is result-oriented

## 7. Inadequate Planning

- Avoid crises management
- Develop priorities and deadlines
- Provide for flexibility in your plan
- Adopt a systematic problem- solving approach by asking

WHY : Purpose

HOW : Process

WHEN : Time

WHERE : Place

WHO : Person (s)

## 8. Taking on more than what can be managed

- Differentiate between “urgent” and important
- Realistically assess your capacity
- Provide for the unforeseen
- Control the desire to be liked by all and appear cooperative

## 9. Telephone

- While calling, have all the relevant information before you
- While on phone, get to the point quickly. Avoid formalities
- Recognize that telephone is not a means for socializing. Telephone is a time saving machine.
- Learn to say “no”. It is easier on telephone.

## **10. Visitors**

- Let your assistant or secretary be a “buffer” between you and visitors.
- Remove all personal objects from your office.
- Keep less chairs so as to discourage too many people from visiting you simultaneously.
- Keep a wall clock in full view.
- terminate conversation by standing up.
- Keep your door closed for some time
- Meet your subordinates frequently, informally.

## 11. Meetings

- Adopt a problem solving approach
- Limit attendance to those who are directly concerned.
- Set and enforce time limit for each item.
- Dispatch agenda papers to members well in time so that they may come prepared.
- Keep records of all meetings
- Meeting by standing.

## 12. Travel

- Is it absolutely necessary ? Can it be handled on telephone or by some one else ?
- Delegate routine touring to subordinates.
- Provide for delays. Missed connections, etc.
- Analyze if some other work can be combined with trip.



## 13. Paper work and correspondence

- Be familiar with the filing system.
- Report reading can be delegated
- Develop speed-reading
- Give due importance to various periodicals and journals.

## **14. Procedures and Systems**

- Evaluate Whether the present system is out dated.
- Determine your information requirement and evolve systems and procedures accordingly.
- Get necessary clearance.
- It is not always necessary to follow precedents.

## 15. Subordinates

- Avoid too much socializing
- Problem-solving is best done at their work-place.
- Discourage too much dependency upon you. Encourage them to solve problems ,them selves.
- Keep subordinates informed about routine office matters

## 16. Secretary

- Keep him/her informed about your where- about.
- Give clear instructions.
- Allow him/her to deal directly with others on your behalf about certain matters.
- Encourage him/her to present view-points freely and frankly.

# • Successful Time Management :

We need to know four things.

1. Where does my time go ?
2. Where should it go ?
3. What are the Time Wasters ?
4. Master or control these time wasters.

# How to make effective use of time

## (A) Time Recording.

➤ Experience shows that an individual's perception of how he uses his time varies widely from the reality. Systematic recording of how one spends his time will help in revealing wastage of time and in devising a correct programme.

A time log may be kept to find out

(a) repetitive time wasters like visitors, meetings, repetitive communications, etc.

- (b) time spent on key result areas and peripheral areas and
- (c) discretionary ( undisturbed and uncommitted) time

## B. Planning and budgeting.

- Prepare a time budget for repetitive tasks such as weekly review meetings.
- Prepare a to do list both for your self and your subordinates.
- Lay down priorities for various tasks.

- Delegate routine tasks to your secretary or subordinates.
- Plan your day the night before.
- Handle your mail just once and decide what is to be done to be it.
- Recognize and use your individual bio-rhythm to your advantage.
- Keep a quiet hour to allow for concentrated work without interruption.



# Self management

- Planning is Necessary
- Budget your time
- Keep Moving
- Make habits work for you
- Be a controlled person
- Daily schedules are must
- Watch your performance

- Set your sights high
- Work with your own personality
- Work at being liked
- Guard your health
- Be an effective speaker
- Be mentally alert
- Become a leader
- cultivate a healthy attitude

- Character is an asset
- Stay informed
- Plan a long range programme.

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THANK YOU

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