

THE IMPACT OF TIME MANAGEMENT IN TODAY'S LIFE AND SKILLS OF TIME MANAGEMENT

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ABSTRACT

Time is a vital resource everyone possesses equally but fails to utilize at the same level due to a variety of reasons. All the material and human resources possessed by organizations can be enhanced in the course of time or be transformed as time goes on; yet the only asset that cannot be changed or purchased or stored is “time” itself. In this research paper the time management cycle, causes of wastage of time, its effective management have been included. This paper is important to people who are very conscious about time and use of resources in efficient way. The paper also include skill of time management.

INTRODUCTION

We have 24X7 in a week, 365 days in a year. This may seem like we have all the time in the world to accomplish the many responsibilities we have in our daily lives but to some people, the time we are given is

not simply enough. The topic I have choosed for my research paper is “**How to manage your time.**” I have choosed this topic because I myself need to know how to manage my time and this is perfect opportunity to help myself as well as other need help with this. “Most people have busy life and it can be overwhelming, but with the right mindset, you can enjoy life stress free. The effect of poor time management in our life including, inefficient work flow, wasted time, missed deadlines and poor quality of work. Time is a vital resource everyone possesses equally but fails to utilize at the same level due to a variety of reasons.

The management play a vital role in improving student academic performance and achievement. Each and every student should have time management ability which include

setting goal and priorities, using time management mechanism and being organised in using time.^[1]

The time management is actually self management. The skill that people need to manage themselves, namely, the ability to organize, direct and control.^[2]

To save and manage time people to want their work faster, eat faster, use fastest modes of transport, work till late night, sleep for less time and make phone call while driving, eating food and working in office.^[3]

Definition

“Development of processes and tools that increase efficiency and productivity.”

OR

“Systematic, priority -based structuring of time allocation and distribution among competing demands.”

“Time is your life.....to waste your time is to waste your life, but to master your time is to master your life and make the most of it”

There is no agreement on the definition of time management in past studies. Although many referred to Lakin(1973), who suggested that time management involves the process of determining needs, prioritising and planning task required to achieve these goal, several other definition are suggested.

Based on the literature, we suggest a definition of time management as “behaviors’ that am at achieving an effecting use of time while performing certain goal-directed activities”. This definition highlight that the use of time ia not an aim in itself and can not be persued in isolation. The focus is on some goal –directed activity, such as performing the work task or an academic duty, which is carried out in a way that implies an effective use of time.^[4]

Smith defined time as “a continuum in which event succed one another from past through present future”^[5]

Time management is defined as the deliberate action aimed at the effective use of time to achieve specific, goal-directed activities is a skill necessary to maintaining scholarly productivity.^[6]

The time management cycle

Time management “systems” often fail because they are born of perfectionism and unrealistic expectations. For instance, some people don’t initiate a time management approach until they’re already falling behind in their work; they undertake time management as a means of catching up. Their initial plans tend to cram in everything they have to do without appropriate regard for the time required. The unrealistic plans that emerge from “catch-up time management” amount to little more than an expression of renewed motivation for change but without the structure to support it. Those who try to follow crammed schedules often fall seriously behind their intended pace and abandon the plan altogether, resulting in continued time trouble. Some conclude somehow that these strategies of planning don’t work for them. But, what is important isn’t being perfect, it is making and using a plan that helps you accomplish your goals.



Time management principle

As a student, there are some basic Principles of Time Management that you can apply.

- 1. Identify "Best time" for studying:** Everyone has high and low periods of attention and concentration. Are you a "morning person" or a "night person"? Use your power times to study; use the down times for routines such as laundry and errands.
- 2. Study difficult subjects first:** When you are fresh, you can process information more quickly and save time as a result.
- 3. Use Distributed Learning and Practice:** Study in shorter time blocks with short breaks between. This keeps you from getting fatigued and "wasting time." This type of studying

is efficient because while you are taking a break, the brain is still processing the information.

4. **Make sure the surroundings are conducive to studying:** This will allow you to reduce distractions which can "waste time." If there are times in the residence halls or your apartment when you know there will be noise and commotion, use that time for mindless tasks.
5. **Make Room for Entertainment and Relaxation:** College is more than studying. You need to have a social life, yet, you need to have a balance in your life.
6. **Make sure you have time to Sleep and Eat properly:** Sleep is often an activity (or lack of activity) that students use as their time management "bank." When they need a few extra hours for studying or socializing, they withdraw a few hours of sleep. Doing this makes the time they spend studying less effective because they will need a couple hours of clock time to get an hour of productive time. This is not a good way to manage yourself in relation to time.
7. **Try to combine activities:** Use the "Twofer" concept. Bring your psychology notes to study while you are waiting on your laundry or for the next class to start. Run through your biology flashcards while you are waiting for the shuttle or are in line for Gamecock football tickets.

Tips for more effective time management

1. **Spend time Planning and Organizing:** Using time to think and plan is time well-spent. In fact, if you fail to take time for planning, you are, in effect, planning to fail. Organize in a way that makes sense to you. If you need color and pictures, use a lot on your calendar or planning book. Some people need to have papers filed away; others get their creative energy from their piles. So forget the "shoulds" and organize your way.
2. **Set goals:** Goals give your life, and the way you spend your time, direction. When asked the secret to amassing such a fortune, one of the famous Hunt brothers from Texas replied: "First you've got to decide what you want." Set goals which are specific, measurable, realistic and achievable. Your optimum goals are those which cause you to "stretch" but not "break" as you strive for achievement. Goals can give creative people a much-needed sense of direction.
3. **Prioritize:** Use the 80-20 Rule originally stated by the Italian economist Vilfredo Pareto who noted that 80 percent of the reward comes from 20 percent of the effort. The trick to

prioritizing is to isolate and identify that valuable 20 percent. Once identified, prioritize time to concentrate your work on those items with the greatest reward. Prioritize by color, number or letter — whichever method makes the most sense to you. Flagging items with a deadline is another idea for helping you stick to your priorities.

4. **USE TO-do list:** Some people thrive using a daily To Do list which they construct either the last thing the previous day or first thing in the morning. Such people may combine a To Do list with a calendar or schedule. Others prefer a "running" To Do list which is continuously being updated. Or, you may prefer a (4)combination of the two previously described To Do lists. Whatever method works is best for you. Don't be afraid to try a new system — you just might find one that works even better than your present one!
5. **Be flexible:** Allow time for interruptions and distractions. Time management experts often suggest planning for just 50 percent or less of one's time. With only 50 percent of your time planned, you will have the flexibility to handle interruptions and the unplanned "emergency." When you expect to be interrupted, schedule routine tasks. When interrupted, Alan Lakein's asked crucial question, "What is the most important thing I can be doing with my time right now?" to help you get back on track fast.
6. **Take stock regularly:** Pause at a regular interval to check that you are on track, and if you are not, be prepared to make some adjustment to your style of working.
7. **Do not waste time:** Think about all the activities that you do that waste your time (Such as browsing idly on the internet) and try and cut down on them.^[7]

How to use the time management Self-Assessment questionnaire

Learning to manage your time effectively is much more difficult than many imagine. It requires conscientious efforts at developing new work skills and awareness of time as a valuable resource. This self-assessment questionnaire is designed as a tool for identifying your current time management skills, habits, and practices. Use it periodically as a self-check. If you are daring, you might ask a co-worker to rate you on many of these items, their perceptions might help you identify areas you didn't realize needed attention.

The Time Management Self-Assessment Questionnaire is a self-assessment tool is designed to be used by professionals, management and staff to assess how well you manage your time and deal with the following:

Timewasters

- Telephone
- Drop in visitors
- Meetings
- Procrastination
- Indecision
- Paperwork
- Other people's priorities.



What is good time management?

Strictly speaking, we cannot really manage time –we can only manage ourselves. As we acquire new skill in time management, we gain control over our lives. A key to managing yourself is to know who you are and where you are going.

Time management has been described using many different term including spontaneity balance, flexibility, and having control over time.^[8]

The basic problems or constraints related to time management are like

- Spending hours on social – networking sites.
- Talking too much on phone
- No proper schedule

- Working for the organization
- No proper guidance
- No goals, objectives, mission, vision or targets
- Hanging outside with friends.

Effective time management

Effective time management involves three skills:

- I. Prioritization
- II. Scheduling
- III. Execution

I. Prioritizing techniques

- First, make a to-do list for the day. Write down all the things you need to get done today, with no regard to the order.

Date: _____

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

II. Scheduling techniques

- Once you have a solid idea of what needs to get done, there are several choices you can make about scheduling your responsibilities. If you have a few major projects to do, try the boxing method.

a. Boxing

Divide your day into five parts: morning, noon hour, afternoon, dinner hour, and evening (or designate other parts of the day if these don't fit your particular daily routine). Then write down the significant tasks and assign them a block of time that is most suited to your schedule.

8a – 12p _____

12p – 1p _____

1p – 6p _____

6p – 7p _____

7p – 10 p _____

Tip: To be effective you will want to take small breaks during these large blocks of time.

b. Time mapping

If you have many little things to do, try the time mapping schedule.

8:00 _____

8:30 _____

9:00 _____

9:30 _____

10:00 _____

III. Execution techniques

Execution is the implementation of your prioritized schedule (what you have accomplished with the first two skills of prioritization and scheduling).

Here are some tips to help you execute your daily schedule

- a. Assign a deadline (goal) for each task or project
- b. Break large projects down into smaller tasks, and assign a deadline for each task.
- c. Work on one section of the project or task at a time. Work until it is complete. Experts indicate that it is better to have one or two completed tasks than a handful of unfinished ones.
- d. Reward your accomplishments with small pleasures to motivate yourself to accomplish designated goals. Avoid immediate gratification—that is, reward yourself after satisfactory completion of each job, not before.

CONCLUSION

All in all, we found out that time management is related performance of the people. That is, as our research study has shown that successful people are good time managers. The effect of poor time management in our life including, inefficient work flow, wasted time, missed deadlines and poor quality of work. Time is a vital resource everyone possesses equally but fails to utilize at the same level due to a variety of reasons.

Self –report of time management have been shown to be related to academic achievement age and gender. Good time manager appear to prefer planning and organization.

This particular data set, we have inferred that student are very inclined to SGP but not have the tactical time management skill to relize these goal and priorities efficiently.^[9]

We can create happy family, grow business and release personal goals in the time available to us if we change our life style.^[10]

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