



## Time management essentials and importance

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### Abstract

Time is life. Every aspect of life depends upon time. As human life progress with time, energy and physical strength seem to diminish. It is all-important to perform various tasks during a specific time period. Any act performed after time is of no use. It is also important to live in the present moment. This research paper is an attempt to learn the essentials of time management and also its importance. For this purpose, literature survey was done. It was found that the most important tool for time management is to prioritize the task.

**Keywords:** time management, essentials, importance

### Introduction

Human life has two things in common *viz* birth and death. The period between birth and death is life which is measured by the term time. Everything in life has to be in time. Time is the most crucial element in our life. Time is something that never can come back hence it has a great influence on our life. The famous quotation is by Benjamin Franklin *viz* "Time is money". A person who fails to manage time fails in most activities. Time management has been defined and operationalized in variety ways (Claessens *et al.*, 2007) <sup>[4]</sup>. Anything which is complicated or challenging need time and effort. The fact is that for every human being time in a day is fixed. Every individual on earth has the same amount of time 60 seconds in a minute, 60 minutes in an hour, 1440 minutes in a day, and 52600 minutes in a year. One has to perform in this period.

We have to perform various activities in life. Some of them might be very important some of them might be less important. To perform all these activities time period is limited. If one performs any activity after the stipulated time it will be of no use. Hence for all of us, the work in proper time is very crucial. Many times people often found complaining that they do not have time. In today's life, one has to perform numerous activities hence it is necessary to manage time. For students specially time management plays vital role in their academic success (Mohamed *et al.*, 2018) <sup>[8]</sup>.

### Review of literature

According to (Chansaengsee, 2017) <sup>[2]</sup> we can prevent disappointment in life by practicing time management. This letdown might come in the form of monetary, professional, social, or other types of disappointment. If we make time for proper planning, we can avoid all of these things at once. Everything in our existence is equally powerless. It serves no use to sacrifice one thing in order to achieve another. We will be frustrated if we amass enormous fortune but ultimately maintain our health. But if we successfully manage our time, we can stay away from these setbacks.

In their research stated that (Cyril, 2015) <sup>[6]</sup> Time management is quickly rising to the top of people's concerns in both their personal and professional lives, from top management to operating-level supervisors. Effective time

management is beneficial for projects and operations since it reduces costs. The goal of time management is to spend our free time as efficiently as possible.

(Chase *et al.*, 2013) <sup>[3]</sup> Pointed out that Time management must be acknowledged at the school level as a crucial component of academic performance in order to attain research productivity. In managing responsibilities to achieve high research productivity, chairs, associate deans for research, and faculty mentors can be extremely effective allies. To increase research productivity, researchers should proactively solicit their assistance.

### Essentials of Time Management

#### 1. Effective planning

Everyone has a lot of obligations. The entire task does not have to be completed at once. We have occasionally assigned the preference to the assignment. Those that are important should always come first, then things that are less important. The task should be completed with consideration of the assigned priority.

#### 2. Setting up goals and objectives

The aims and goals must be set in stone. The main component of time management is this. Every action will be focused on achieving our goals and objectives if we have any. There won't be time for other activities. However, caution must be used to ensure that reasonable goals and objectives are met.

#### 3. Setting up deadlines

Due to the fact that deadlines specify the number of times goals and objectives must be accomplished, they are necessary. Time management will be effective as a result. When people have goals and deadlines for those goals, time management will be at its finest. People frequently make goals but do not provide enough time for them, which leaves room for time loss.

#### 4. Delegation of responsibilities

Delegation of responsibility is required. It is not advisable to try to do everything. The highest cost in time management occasionally comes from saying NO. The things that one finds difficult or dislikes should not

be accepted. One should take on obligations that pique his attention and make him happy. Delegating authority will save needless time wastage.

#### 5. **Prioritizing task**

Setting priorities for tasks is challenging. One should be aware of the distinction between significant and urgent tasks. While he must take care of pressing matters, he must also continue to prioritize significant matters. His life will be easier as a result. Due to job prioritization, urgent tasks will be finished ahead of schedule, and other activities will be partially done.

#### 6. **Spending the right time on the right activity**

The proper amount of time must be spent on the right activity. One shouldn't spend all of their time working. There must be time set aside for spending with family, and friends, and having fun. This will help the person unwind. Additionally, it will boost productivity in useful things. The final component of time management is thus about allocating the appropriate amount of time to each activity.

### **Importance of Time Management**

In opinion of (Malita, 2011) <sup>[7]</sup> every individual spends time on an activity. At the same time there are several options available. Hence it is absolute vital to manage time.

1. **Maximum utilization of resources:** When we use our time as efficiently as possible, we may use our resources to the fullest extent. There are several resources, including cash, equipment, and labor, all of which are crucial for a while. If we don't use them when we should, we'll be in trouble for the rest of our lives. Time management is crucial since it will enable the best possible use of resources.
2. **Efficiency:** Efficiency is the art of getting the most out of what is at hand. If we put forth the effort to do better work, productivity will increase. This will improve life. Avoiding time, money, and resource wastage is the goal of time management. If we manage our time well, practically everything will be managed well.
3. **Decision making:** The appropriate option must be made while making a decision. Being in a rush often causes you to worry since we don't manage our time well. We may occasionally have time for self-reflection if we adopt a balanced approach. This self-reflection will provide us with the knowledge we need to know about what to do and when this is nothing more than decision-making.
4. **Stress relief:** Today, practically everyone who complains about stress—whether it is at work, at home, or elsewhere—is also found to have poor time management skills. One must focus on positive aspects of life while avoiding negative aspects if one wants to live without stress. In the opinion of (Bajec, 2019) <sup>[1]</sup> time management influences attitudes, job related stress.
5. **Discipline:** Everything benefits from discipline. Self-control is absolutely necessary. If appropriate time is

spent on appropriate activities, self-control is possible. Additionally, discipline comes from avoiding bad things and bad people. The practice of time management will result in life discipline.

6. **Learning new opportunities:** Time management will force us to acquire new knowledge. This could be a result of authority delegation, prioritization, etc. The objectives we establish for time management frequently encourage us to take on new challenges in life. If we're going to manage our time successfully, we'll need to learn new methods and tools.
7. **Get rid of distraction:** The goal of time management is to maximize our potential. We must focus every effort toward achieving this goal. This will assist us in avoiding distractions that lead to confusion, stress, etc. We occasionally need to talk about what is right and wrong. We must concentrate on doing what is right while avoiding doing what is wrong.
8. **Enjoy life:** Time management is not just about working all the time. It also implies that, in addition to our work obligations, we have time to do things we enjoy or that are important to us. We will be liberated and able to unwind stress-free thanks to this extra time. This is nothing more than living it up.
9. **Spend time on what we desire:** Working in the right direction and completing tasks on the schedule are key components of time management. This will imply that we are devoting time to what we want and what is essential for our growth. The dreams we have seen can only come true if we put time into making them a reality.
10. **Better planning and better forecasting:** As we allocate our time to different tasks based on their importance, time management helps us to a better plan. We can better plan as a result of this separation since we can anticipate the time needed for each task. All of these will make forecasting and planning simple tasks. Sometimes we make predictions about what will be significant in our lives both now and in the future, and we make time plans based on those predictions.
11. **Avoid disappointment:** We can prevent disappointment in life by practicing time management. This letdown might come in the form of monetary, professional, social, or other types of disappointment. If we make time for proper planning, we can avoid all of these things at once. Everything in our existence is equally powerless. It serves no use to sacrifice one thing in order to achieve another. We will be frustrated if we amass enormous fortune but ultimately maintain our health. But if we successfully manage our time, we can stay away from these setbacks.

### **Conclusion**

Time is the most vital element of human life. We all have arrived in this world as guests. This research confirms the opinion of (Crossan *et al.*, 2011) <sup>[5]</sup> as they state that time is fundamental topic which exist in human life. Within this one has to perform many task as well as enjoy this

wonderful journey. Although due to industrialization various types of machinery have evolved the various task of life also have also increased immensely. It is important to manage time so that we are neither over-burden nor under-burden. There are various tools available for it. The best way to manage time is to priorities the task.

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