

Time Management as a Tool for Higher Productivity in an Organization

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ABSTRACT

Time is a special/worthy commodity that is given equally to everyone regardless of age, station, whether public or private sector. Time is always ever present to everyone, but no one ever seems to have enough of it. Time management helps in achieving individual and organizational goals in view of the limited amount of time available to man. Effective time management is a set of principles, practices, skills, tools, and systems working together to help organisations get more value out of their time with the aim of improving productivity. Time management helps staff to be proactive and dynamic, prioritizing of their duties, making out list of tasks to be attended to daily, weekly or monthly, identifying personal hours of efficiency and using same to attend to challenging and most complex tasks. It helps to know when to permit interruption and fixing deadline for all jobs, acquiring new ideas and skills; avoiding pressures of deadlines as such may be counter-productive; encouraging team-building and effective delegation of duties. It helps members of the organisation to avoid excessive socialization and too many meetings as they hamper effective time management stride. The article examines the concept of effective time management together with tips and importance of time management.

Keywords: Organization, Management, Performance, Productivity, Efficiency, Time.

INTRODUCTION

Time is universally static irrespective of geographical location. There are 24 hours in a day all over the world. This has remained constant. However, our activities are numerous; so to achieve all our goals within the limited time depends on how we manage the time available for us. Managing one's time can efficiently and effectively lead to a better performance, both at work and at home. Time in an organization is an intangible factor of production that cannot be reclaimed once lost. Time is our most precious asset, yet we mismanage it.

Time is a significant asset which is accessible to everybody on the planet; a few people have short of what others as a result of the errands they need or need to complete. Be that as it may, the management of time is the thing that draws out its significance characterized time in a quantitative manner which one can't purchase, lease, or put something aside for some other time [1] [2] [3]. This tells how significant time is, just as that it

is accessible to everybody and simultaneously the way that it can't be put something aside for later use so it must be utilized. Thus, it is an asset which is restricted and is accessible for everybody to utilize, and yet not all people will have the information on it on the most proficient method to utilize it. Ones who use it the correct way and utilize it are the best individuals on the planet today.

Ultimately, the efficiency and effectiveness of any organization, whether private or public sector, largely depends on the effective utilization of the available scarce resources by its employees. It should be noted that one of the greatest challenges of the Nigerian bureaucracy is non-performance of the civil service. It seems that there is never enough time in a day. But, since we all have 24 hours in a day, a question that comes to mind is, why do some people achieve much more with their time than others, especially in the public service?

The answer lies in good time management. Time management is one of the fundamental fixings to achievement of any business today in the contemporary world. The decisions and prospect of the any business (organization) on the management, yet settling on sure that the decisions are made the correct way and the activity is followed up on punctually relies upon the person's time management. One of the significant investment or resource is time management today: it aims to get generally out of assets which are there to be utilized; it includes esteem or gets most profit. The management of time is an issue which is essential to job performance. Previously, regard for the connection among time and job performance was limited to manual workers and at that point, by methods for organization and strategies to administrative workers. The thought of time usage for managerial and professional evaluations has not gotten a lot of consideration up to this point current methodologies depend on the supposition that individual viability at work is principally a component of the individual management of their time [4] [5].

For productivity to be high the wise time use is significant, without the best possible use of Time, there will be lower productivity inside an organization. As a manager in an organization one must be exceptionally cognizant on the utilization of time, for poor usage of time will influence the whole organization's yield. On the off chance that a manager utilizes his time successfully and effectively, the organization will be in a way to development and improvement. The subordinates will likewise be inspired to place in their best for the organization, been that the manager has impeccably exhibited to them the significance of time usage [6]. On the off chance that there is no time focus on a specific undertaking; productivity will be low, which is going to antagonistically influence the organization contrarily.

Powerful time management is a major obstacle that is being confronted by managers because of the quantity of

obligations they need to do in a limited measure of time. Time is one of the most significant assets which managers need so as to achieve the goals, aims and objectives they have set of the organization. Hence we can say that time management can be depicted as a period, it tends to be short or it very well may be long, which comprises of ways the individual uses this period cautiously to make results [7]. Time management has its worth which is in the way that how people may need to do loads of various assignments that are should have been done yet time is restricted to do them. This is the place time management comes in to assist the people with pointing out which errand can be considered as need and which undertaking can be considered as need by underlining on the significance of them to the people and assists with finding the time and extra assets which may be expected to complete them inside the timeframe they have [8].

Time management has gotten noteworthiness as time goes on as a result of globalization and the nature's area finding a workable pace paced has said that life of an individual or life in specific has gotten pace and turn out to be quicker after some time, people developed a propensity for working more and dozing less just as the measure of work which has placed people in a circumstance in which they even use their noon for doing work [9] [10] [11]. There are a few people who couldn't care less or understand how significant management may be and simultaneously there are other people who become so great at management and will in general make generally out of this restricted asset we call time. Time management can be known as an aptitude of a person which can assist anybody with utilizing their time that is restricted and it guarantees that their errands are organized just as wrapped up inside the breaking point of period that is there. Procrastination is something which can be the reason for ailing in time management, which is the point at which one postponement doing significant work on account of something that isn't or is less earnest. This can turn into a propensity for an individual and

soon it is difficult for a person to play out any errand on time, which drives them to outcomes and disappointment [12].

Time Management Tips to Increase Productivity in an Organization

Advance Preparation: First, prepare your work list for the following day the evening or night before. The best exercise is for you to plan your entire next day as the last thing you do before coming home from work. When you plan your day the night before, your subconscious then goes to work on your plans and goals while you are asleep [13]. Very often you will wake up in the morning with ideas and insights that apply to the work of the day. A major benefit of preparing your daily list the night before is that this exercise lets you sleep more soundly. A major reason for insomnia is you lying awake trying not to forget everything that you have to do the following day. Once you have written down everything you have to do on your list, it clears your mind and enables you to sleep deeply [14]. This will help you increase productivity throughout the next work day.

Time Scheduling: Scheduling your time reduces stress and releases energy. The very act of using your organizational skills to plan your day, week, and month gives you a greater feeling of control and will help increase productivity throughout your day. You'll feel in charge of your life. It actually increases your self-esteem and improves your sense of personal power.

Start Early: To increase productivity, start your day early. The more time you take to sit, think, and plan, the better organized you will be in every area of your life [15] [16] [17]. In the biographies and autobiographies of successful men and women, almost all of them have one thing in common. They developed great organizational skills and the habit of going to bed at a reasonable hour and rising early.

Many successful people arise early so that they can have enough time to think and plan for the coming day. As a result, they are always more effective than those who sleep in until the last possible moment [18]. A few minutes of quiet reflection before you begin any undertaking can

save you many hours executing the task. When you get up early and plan your day in advance, you tend to be more calm, clear-headed, and creative throughout the day.

Organisational Skills: Resolve to improve your organizational skills and use a filing system both at home and at work. As much as 30 percent of working time today is spent looking for misplaced items [19]. These are things that are lost because they have not been filed correctly. There are few activities so frustrating as spending your valuable time looking for misplaced materials because no thought was given to a filing and retrieval system. The best and simplest of all filing systems is an alphabetical system when using manual filing or generic file management system when using a computer system to keep office records. In conjunction with a filing system, you should have a master list or record of all your files in a single place [20]. This master list gives you the title of each file and tells you where the file is located.

Prime Time Management: Organize your life so that you are doing creative work during your internal "prime time." Your internal prime time is the time of day, according to your body clock, when you are the most alert and productive. For most people, this is in the morning. For some people, however, it is in the evening [21] [22] [23]. Occasionally, a writer, an artist, or an entertainer may find that her prime time is in the early hours of the morning. It is important that you be aware of your internal prime time so that you can schedule your most important projects accordingly to increase productivity. Your most important work usually requires that you be at your very best, rested, alert, and creative. You must also be aware of external prime time. This is the time when your customers or clients are most readily available. Each person should give some thought to structuring their day for both their external and internal prime time's [24].

Time Management and Performance

There are so many studies that have examined the relationship between time management and performance. In their pioneering study, for instance, [25]

studied the effects of reading a time management manual on four university faculty and staff members. The manual's aim was to help people spend more time on high-priority tasks and less time on meetings and interruptions. The authors asked participants to record the time they spent on meetings and high- and low-priority activities and to report their weekly subjective assessment of effectiveness at work. The main effect of the intervention, the authors found, was a marked increase in time spent on high-priority tasks. With no control group and a sample of only four people, however, results from this study provided preliminary evidence only. Subsequent research by [26] [27] demonstrated a positive relationship between time management and performance but similarly relied on people's self-reported performance (i.e., employees were asked to assess their own performance compared to that of colleagues along such dimensions as customer relations, communication, and job-related expertise).

Conclusions about the positive effects of time management on performance have not been consistent when studies relied on other types of designs and measures. For example [28] used supervisory ratings (as opposed to self-report) in her quasi-experimental study and found that time management training failed to boost job performance. More recently, [29] [30] experimental intervention consisting of a one-day training session featuring exercises and practical cases revealed that time management had no impact on

Effective time management is a universal remedy to administrative effectiveness and not an excuse. Effective time management will improve staff productivity, make scheduling of jobs easier, make staff to perform tasks at their highest skill level, helping staff to prioritize and accomplish important task, recording and guiding the organization towards achieving its set goals. Being well organized in respect of the use of time does not necessarily means a fixed state

indicators such as timely project completion and overall performance as assessed by supervisors.

[31] used sales as an objective measure of performance in car dealerships and found no direct effect of time management on job performance. Research by [32] showed that using quiet time, a time management technique in which people dedicate uninterrupted time to work on important tasks (i.e., a form of time protection), actually lowered job performance as measured by the number of errors in a given task.

Clearly, results concerning time management and performance conceptualized as results or outcomes (e.g., sales, project completion) are mixed. However, individual performance can also be conceptualized as behaviors rather than results [33]; [34]. For instance, [4] study on time management and organizational citizenship behavior concluded that skilled time managers "do a better job of managing their citizenship contributions as well as the reciprocal exchanges that emerge as a consequence of these behaviors." Another study linked time management to higher levels of creativity [21]. Last, a handful of experiments have shown time management training to reduce procrastination [11]; [12]. In summary, the existing evidences suggest a complex relationship between time management and performance. Time management seems to have more consistent effects on performance defined as behaviors compared to performance defined as results or outcomes.

CONCLUSION

of quality. It can be acquired through learning and developing through consistent practicing and experience. Time will only work if the person is committed fully to it thereby removing any shred of doubts. In order to create a time-conscious organisation that will have to become more time efficient, the institution must itself streamline its processes. The benefits an institution will reap in future depend on what it does with its time now.

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