

Psychological Dimensions of Time Management Among Employees

Dr. P. Jeyabharathy

Assistant Professor,

School of Youth Empowerment

Madurai Kamaraj University

Abstract

Past years, many studies have been conducted on the topic of time management and employee performance. Time management is defined as a strategy or tool that helps a person manage their time in a more productive manner, resulting in more work being done in less time. It is known as a method of regulating and controlling one's activities throughout the day at a specific time. It is used to manage time, which makes you more effective, efficient and productive. And employee performance is the end result of the skills he/she uses to perform a given task. The foremost aim of this study is to catch out the effect of time management on employee performance. Also, this study aims to find out the productivity of the employee and what affects it.

Keywords: time management, psychological dimension, benefits of time management, time management practices.

Introduction

It is widely recognized that time is a scarce resource. It is immutable and irreversible. Few things are more important to us than learning how to manage time. Time cannot be bought, it is distributed equally and democratically to all of us. Inequality results only in the way it is managed or wasted. Time cannot be spared. It runs smoothly. Every second one gets older. One cannot save in time. Time cannot be stopped. Lost time can never be recovered. It is certainly brutal in all its laws. Countless philosophical discourses are available on the nature of time. Saint Augustine (Adair, 1987) wrote, "What is time? Who can explain it easily and succinctly? Who understands it in thought? Who expresses himself about it? And what is our custom? We speak more familiarly and knowingly than discourse time, certainly when we speak of it." We understand it well, we understand it, we hear its name when speaking to another. What is time? If no one asks me, I know; but if I want to clarify it to someone who should ask me, I do not know." Things haven't changed much since St. Augustine wrote those words. We all know what time is, but we cannot say what it is. Philosophers and physicists are less certain because their speculations and calculations do not throw much light on the matter. If you travel faster than another person, time moves slower for you. If you traveled around the world at 500 miles per hour, with an atomic clock in the seat next to you, when you returned to where you started, your clock would be one millionth of a second slower than its twin on the ground. Einstein's discovery of this principle of relativity revolutionized human concepts of time and space. At very high speeds, time moves slowly. However, for general or everyday purposes, Einstein's discovery adds nothing to our understanding of time, because we do not travel at the speed he had in mind. But Einstein added to the mystery of time.

The closest we can come to understand the concept of time is to see it as a dimension like space. It is the dimension in which change occurs. The rate of change varies greatly. Mountains form and collapse over millions of years, while humans explode and die over decades. Being human, we measure time and change in terms of our lifespan. Although we know that each hour is actually sixty minutes and each minute is sixty seconds, we experience time in different ways. Sometimes we don't even know it. Sometimes fast and

sometimes slow. It is said that time has its own psychology. Youth has a sense of eternity. Young people are prodigal over time because they feel they have too much of it. Yet, boredom—not knowing what to do with the time—can be the other side of the coin. As we progress in life, we gain a sharper sense of the value of time. For some, nothing else seems to have any effect; In this way they become misers. But for others, time will be heavy again. Time seems to pass more slowly in the dark than in the light, like waiting for the dentists or the train. There are other illusions about time. Usually, when we are looking forward to something seriously, a short period of time seems longer. Time

Spending can fly by fast. That's why, as people get older and engage in more purposeful activities, time seems to fly by—years fly by, days become hours, hours become minutes, etc.

Reviews of related literature

Jackson and Heyen (1974), one key to managerial effectiveness lies in eliminating or minimizing all nonessential activities labeled as time wasters. They feel that the time available to competent managers and top officials should be measured as one of the most significant resources of a country. The financial development of the country depends on how efficiently the administrative and management time is used.

Philip and Srinivasan (1979) conducted a survey of time management practices in the steel industry. The survey revealed what top and senior executives in different steel industries think about what happens to their time and what they consider to be the main time wasters in their work lives. The study was based on a simple questionnaire and interviews with top and senior executives during their two-day program on time management. The survey only reflects the manager's perceptions of what is happening with their time. The study found that many senior managers work overtime at least twice a week because it's the only way they can get some "quiet time" to work on more important things. Many of the managers from various industries sampled for this study work late once or twice a week for this purpose. The highest percentage of time saved from unnecessary meetings turned out to be 30% and the lowest percentage was 12%. The main time wasters in the study were labor problems, firefighting or crisis management, meetings, ineffective delegation and accountability and closure of authority.

According to Marcia (1992), in today's managerial world, managing successfully requires a leadership style that takes a strategic approach to business. At a more casual level, Marcia says, many managers highlight the importance of effective and efficient time management. An important starting point in time management lies in the difference between being efficient and being effective; Being efficient is doing something right, and being effective is doing the right thing. An approach to effective time management begins with the personal intention of reducing rather than expanding work. To stop doing useless things, you need to take time to review what needs to be done. Available time for new work areas will be available later.

According to Auken (1994), both low-tech and high-tech time management systems are pre-occupied with saving time (time efficiency) rather than using time for the right purposes (time effectiveness). In today's complex, global business environment, a new strategy for time management has evolved that emphasizes effectiveness over efficiency. The performance philosophy of time management focuses on: (1) customer needs, (2) achieved goals, (3) task, (4) service attitude, (5) team achievements, and (6) quality of work. At the same time, the efficiency philosophy of time management focuses on: (1) company requirements, (2) labor and time spent, (3) producers' rules and documents, (4) control mindset, (5) personal achievements, and (6) volume of work.

Time Management?

Do you ever feel like there isn't sufficient time in the day?

We all get the same 24 hours - so why do some people achieve more with their time than others?
Answer: Good time management.

Time management is the process of organizing and planning how to divide your time between dissimilar activities. Get it right, and even when time is tight and pressures are high, you'll work smarter, not harder, to get more done in less time.

High achievers manage their time well. By using MindTools' time management resources, you too can make the most of your time - get started now!

Benefits of good time management

If you know how to manage your time effectively, you can unlock many benefits. These include:

- Greater productivity and efficiency.
- Less stress.
- Excellent professional reputation.
- Opportunities for advancement will increase.
- More opportunities to achieve your life and career goals.

Overall, you start to feel in control, with the confidence to choose how to best use your time. feeling happier, more relaxed , and able to think better, you're in a better position to help others achieve their goals.

How well do you manage your time?

Start by evaluating your current approach. How good are you at organizing your time to get the most important things done? Can you balance your time between different activities? When you set aside time to do something, can you focus — and get it done?

General time management tools

MindTools has a variety of resources designed to improve your overall time management. They offer practical solutions to common time management challenges and ways to change key habits for the better.

[How to Get Organized](#) explains why your environment needs to be organized, just like your thinking! There are practical tips from highly organized people and ideas for using technology to manage your time.

We explain some of the best-known tools for doing this, including [activity logs](#) , [to-do lists](#) , and [action plans](#) .

priority

You can accomplish more when you start making time for the right things. But how do you know what those things are?

[Eisenhower's urgency/priority theory](#) is a way to differentiate demands so you prioritize them wisely.

[Action Prioritization Matrix](#) includes a downloadable worksheet for figuring out how much time to give to different activities (if you even need to do them!).

Our article, [Managing Conflicting Priorities](#) , explains what to do when priorities collide.

planning

You may know what you need to do – but when do you need to do it? Timing is everything. [Is this a "morning" task?](#) As we explain in , it's best to complete difficult tasks while you're still fresh.

[learning how to meet deadlines](#) , you can increase your performance, gain people's trust, and use adrenaline to your advantage.

Goal setting

The most successful "time managers" have clear goals. It allows them [to create smart goals](#) and allocate their time effectively.

[Treasure mapping](#) is a powerful way to see your goals clearly – so you're motivated to give them the time they need. [Personal mission statements](#) can help you stay organized and stay focused on your plans.

Concentration and focus

It's not good to make time to pursue your priorities. Make good use of that time too. We have a collection of resources dedicated to doing just that, including advice on [reducing distractions and getting into a focused state of " flow ."](#)

There are also detailed guidelines for making the best use of your time while [working from home](#) and [doing your job](#) .

Time management in practice

Even with the best intentions and many powerful tactics, it's very easy to fall back into bad time management habits. So MindTools offers many resources that can help you stay on track.

[How to Stop Procrastinating](#) , for example, explains why it's so tempting to put things off - and how to stop it.

[9 Ways to Use Your Dead Time Wisely](#) to Ensure You Don't Waste a Moment

[In Self-Discipline](#) , we explore the key skills you need to embed in long-term time management techniques.

Conclusion

The main objective of the present study was to identify the important psychological dimensions of time management by identifying the correlations between different dimensions of time management, personality variables and managerial creativity variables. The investigator would also like to suggest that another study can be conducted on a wider population that includes middle and junior level managers along with senior level managers. It is also suggested that factor analysis of the Time Management Questionnaire may be done with a view to identifying important time management factors and uncovering their factor structure.

References

1. Adair John (1987), *'How to manage your time'*, Talbot Adair Press, England. Ann McGee-Cooper (1991), Seibert and Kleiner (1991), *'Right brain approach to time management'*, Management Decision, Vol.: 2, pp.46-48 .
2. Anonymous Authors (1987), *'Time Management, Part 2—Making the Mist of a Limited Resource'* , Small Business Report, Vol: 12, p. 52-55.
3. Anonymous Authors (1994), *'Effective Time Management'*, Pennsylvania CPA Journal, Vol: 65, p. 16-18.
4. Atkinson, PE (1988), *'Achieving Results Through Time Management'*. Pitman Publishing 128, Long Acre, London.
5. Aken Vaughn, Bill (1994), *'A New Strategy for the TM Area /'*, Joomla - Review , Vol: 55.
6. Bachman, JG & O'Malley, PM (1977), *' Self-Esteem in Youth: A Longitudinal Analysis of the Influence of Educational and Vocational Achievement'*. Journal of Personality and Social Psychology, Vol: 35.
7. Baker H. Kent and Steven Holmberg (1981), *'Stepping up to supervision - managing time and work pressures'*, p. 89, cited in Le Boeuf (1995), *'Essence of time management'*, Jaico Publishing, Bombay.
8. Baron Frank (1969), *"Creative Person and Creative Process"* , New York : Holt, Rinehart and Winston.