



AN OVERVIEW OF TIME MANAGEMENT: AN EFFECTIVE TOOL IN ORGANIZATIONAL MANAGEMENT

Dr Tabitha G Murerwa*

Dr Richard Lesiyampe**

Abstract: *Effectively managing time is an important aspect of a person's skill set for achieving both personal and professional success. Typically, time management is the process of planning and balancing responsibilities and the tasks of the day. It helps people to prioritize and ensures that all the activities that are highly important occur on time.*

When a HR learns and maintain good time management skills, they find freedom from deadline pressure and from stress in general. They will be more productive, procrastinate less, and have more time to relax, which helps further decrease stress and anxiety.

*School of Business and Management Studies, Technical University of Kenya, Nairobi Kenya

**Principal Secretary, Ministry of Environment and Natural Resources, Kenya



WAYS OF IMPROVING TIME MANAGEMENT SKILLS

Decide On Your Priorities

People who are good at managing their time are successful because they have the capability to distinguish between tasks that are of high priority and those that can be finished later. Creating a to-do list and highlighting the tasks which have certain deadlines gives a clear idea of which ones are more important over others on the list. Cross out the completed tasks to see progress in your productivity and minimize the confusion about which tasks are still pending.

Create a To-do List

Start your week by making a list of items that you have to finish that particular week. Write them down on a whiteboard, a calendar or in your e-mail task manager. It's important for the list to always be in your sight so that you can remember it and organize your days accordingly. Make sure that your priorities are listed, as mentioned above, according to the importance of the task with a habit of crossing them off as you finish them. Don't forget to revisit the list during the day whenever a new task comes up.

Delegate Tasks

Delegating is not actually running away from your tasks and responsibilities but is a prime function of running a smooth ship. For people who like to be in control, they can get nervous when it comes to delegation. But in all honesty, it doesn't matter how good you are as one person cannot do everything. At times more people are needed to complete a task. Delegation doesn't express weakness, it actually shows intelligence. Understand and learn the art of delegation and use other's capabilities and skills to your advantage.

Don't Multitask

Many of us feel that multitasking is a highly effective way to get things done but, in actuality, it divides your focus and attention. It is better to concentrate on one thing and finish it with all your attention. Multitasking can hamper productivity and is a strict no when it comes to developing your time management skills. Focus on one task and finish it before moving on to another, but do take care that the tasks don't bleed into each other. Multitasking can look like a more efficient method but generally it is not.



Don't be Shy to Say "No"

Many people have a problem saying "no", but it's quite vital for better time management. If you commit to too many projects it can affect the quality of work. Your time is valuable and realizes that sometimes it's fine to say "no" to any extra work which may not be a priority for you. Understand what your priorities are and focus on them first so that you can accomplish those goals most important to you.

Set a Deadline

Always evaluate the nature of the task at hand and set a realistic deadline for its completion. Try to set a deadline that is a few days before the task needs to be completed to make room for other tasks that come along. Challenge yourself and push towards meeting your deadlines. Put all your attention on the task at hand and don't allow others to distract you until you are finished or take a break. Setting deadlines helps to wisely use the time and prepare for everything else that needs to be done. Plan out in such a way that there is enough time to complete your projects.

Stay on Track with Your Goals

To create a number of time management goals is good, but it is also important to see that you don't give up easily when you are faced with challenges. Setting goals isn't sufficient enough, you have to stick with them and change them when needed. Start by specifying the goals that you would like to accomplish and break them down into smaller tasks to make time management easier. Once you have your goals set, it's easier to focus on what is most important. If you wish to use your time in the best way, your day should have a series of goals that have milestones to highlight your achievements.

Take proper breaks

When you work hard on your tasks, it is important that you take breaks at times so that you can relax, rejuvenate and come back stronger. People who don't take breaks can compromise the quality of work for quantity, which isn't a productive outcome. Letting your brain rest and recharge regularly will create a stress-free environment that can help in improving your overall work performance. Breaks do make good incentives too for improving concentration and drive. It doesn't matter what you do with the break as long as it helps to clear your mind and reset it for optimum motivation and focus.



Avoid Procrastination

Procrastination is one of the things that badly affect the productivity. It can result in wasting essential time and energy. It should be avoided at all costs. It could be a major problem in both your career and your personal life.

Reward yourself

When you accomplish something, celebrate it! How you celebrate is up to you. Keep whatever you choose to do healthy, make sure it's something you really enjoy, don't do it in excess, and don't let it cause you to get further behind. Time management skills are an essential part of making your day just a little easier. Find what works for you and stick to it.

Use your downtime

This tip requires some balance. Using all of your downtime for planning and prioritizing is bad and can lead to increased stress and burnout. However, if you find yourself sitting in early morning traffic, this may be a good time to start prioritizing your day or making plans for dinner. If you're waiting in the doctor's office, this may be a good time to write the grocery list. (Just don't forget it.) If you have opportunities like these make the best of them, but also remember to use them for relaxation as needed

CONCLUSION

Developing excellent time management skills takes practice, but the benefits are great. By learning how to manage time in a better way, you can reduce stress by adding more time to relax and still enjoy the satisfaction that comes with knowing that you can cross off every task on your list for the day.

REFERENCES

1. Export Promotion Council's HR manual
2. Export Promotion Council's Service Charter
3. Michael Armstrong , A handbook for Human Resource Management, 10th Edition
4. Richard Koch: 2000; the 80/20 Principle: The Secret of achieving more with less
5. Time management skills : Piedmont Technical College
6. Theories of Time Management Journal: Yarik Raspopov