

Time Management: Imperative Need for Business

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Abstract

Time management is very important aspect it created its need more now a days as people are getting more aware about it depends on people that properly they can manage the entire work with this limited resource more important part is that we can buy everything or we mean make rest all resources for production, but time is the only source which does not have any substitute so need to care more for it The more crucial part is that time is limited, You can accomplish more with less effort, Become more successful in your career, there are many thing to learn, reduce stress, need time for self and that too with self discipline all this can be accomplished only with the help of time management only.

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Paper

Time management is the process of planning and exercising conscious control

over the amount of time spent on specific activities, that increases effectiveness, efficiency or productivity. It is a juggling act of various demands of study, social life, employment, family, and personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" You have to first look at the big picture. Get a handle on why managing your time effectively is important, and what you stand to gain from it. You can get started by reviewing these. There are eight important factors that play crucial role in time management which are as follow:

1. Time is Limited

No matter how you slice it, there are only 24 hours in a day. That applies to you, and to your coworker who only seems able to do half the amount of work you do. But it also applies to the former coworker who consistently accomplishes more than you, and was promoted as a result.

If you want to rise through the ranks, you have to acknowledge the importance of finding a way to manage this limited resource.

2. You can Accomplish More With Less Effort

When you learn to take control of your time, you improve your ability to focus. And with increased focus comes enhanced efficiency, because you don't lose momentum. You'll start to breeze through tasks more quickly (the workday will also seem to fly by).

3. Improves Decision-Making Ability

Whether you rely on a time-chunking technique or discover the power of list-making, you'll soon find that a nice side benefit of good time management skills is the ability to make better decisions. When you feel pressed for time and have to make a decision, you're more likely to jump to conclusions without fully considering every option. That leads to poor decision making.

Through effective time management, you can eliminate the pressure that comes from feeling like you don't have enough time. You'll start to feel more calm and in control. When the time comes to examine options and make a decision, instead of rushing

through the process, you can take time to carefully consider each option. And when you're able to do that, you diminish your chances of making a bad decision.

4. Become More Successful in Your Career

Time management is the key to success. It allows you to take control of your life rather than following the flow of others. As you accomplish more each day, make more sound decisions, and feel more in control, people notice. Leaders in your business will come to you when they need to get things done. And that increased exposure helps put you in line for advancement opportunities.

5. Learning Opportunities are Everywhere

Obviously, the more you learn, the more valuable you are to your employer. And great learning opportunities are around you, if you've got time to stop and take advantage them.

When you work more efficiently, you have that time. You can help out with that new product launch your development team's been working on. Volunteer to help host your company's open house. Even just enjoying a nice lunch with teammates in

other departments can prove eye-opening.

The more you learn about your company and your industry, the better your chances of making a positive impression on the C-suite.

6. Reduce Stress

When you don't have control of your time, it's easy to end up feeling rushed and overwhelmed. And when that happens, it can be hard to figure out how long it's going to take to complete a task. (Think of a time when you were about to miss a deadline and were frantically trying to finish the project. If someone dumped a surprise on your desk at that moment and asked you how long it would take to finish the surprise task, how could you even begin to answer their question?)

Once you learn how to manage your time, you no longer subject yourself to that level of stress. Besides it being better for your health, you have a clearer picture of the demands on your time. You're better able to estimate how long a given task will take you to complete, and you know you can meet the deadline.

7. Free Time is Necessary

Everyone needs time to relax and unwind. Unfortunately, though, many of us don't get

enough of it. Between jobs, family responsibilities, errands, and upkeep on the house and the yard, most of us are hard-pressed to find even 10 minutes to sit and do nothing.

Having good time management skills helps you find that time. When you're busy, you're getting more done. You accumulate extra time throughout your day that you can use later to relax, unwind, and prepare for a good night's sleep.

8. Self-Discipline is Valuable

When you practice good time management, you leave no room for procrastination. The better you get at it, the more self-discipline you learn. This is a valuable skill that will begin to impact other areas of your life where a lack of discipline has kept you from achieving a goal.

Importance of Time Management

It is a meta-activity with the goal to maximize the overall benefit of a set of other activities within the boundary condition of a limited amount of time, as time itself cannot be managed because it is fixed.

Time management is related to different concepts such as:

- Project management: Time Management can be considered to be a project management subset and is more commonly known as project planning and project scheduling. Time Management has also been identified as one of the core functions identified in project management.^[2]
- Attention management: Attention Management relates to the management of cognitive resources, and in particular the time that humans allocate their mind (and organize the minds of their employees) to conduct some activities.

Organizational Time Management is the science of identifying, valuing and reducing wasted time within organizations. Organizational Time Management identifies, reports and financially values sustainable time, wasted time and productive time within an organization and develops the business case to convert wasted time into productive

time through the funding of products, services, projects or initiatives at a positive return on investment. Proper time management in the workplace has a number of positive effects, ranging from making you a more focused and valuable employee to reducing the stress of your job. Time is a precious commodity on any job. Employers appreciate employees who can get the maximum amount of good work done in the limited time

Conclusion

IN short I can say that time management is an essential part of all the activities in the absence of it we are unable to achieve any goal because it is the time which bound us to accomplish any thing, we measure the results on time basis, we grab the opportunities as per the time utility, profitability is also calculated on the basis of time duration nothing in this world is time free we just need to manage the time well.