

Analysing the Role of Planning in Time Management in an Organization Development

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Abstract

It is rightly said "Time and Tide wait for none". An individual should understand the value of time for him to succeed in all aspects of life. People who waste time are the ones who fail to create an identity of their own. Time Management refers to managing time effectively so that the right time is allocated to the right activity. Effective time management allows individuals to assign specific time slots to activities as per their importance. Time Management refers to making the best use of time as time is always limited. Ask yourself which activity is more important and how much time should be allocated to the same? Know which work should be done earlier and which can be done a little later. Time Management plays a very important role not only in organizations but also in our personal lives.

Keywords: Time Planning, Time Management, Organization Development

1.0 INTRODUCTION

Time Management plays an essential role in corporates and helps employees to finish off assignments on time. Doing the right thing at the right time is called Time Management. It is essential for an individual to value time as time once lost never comes back, no matter how much money you spend. An individual who fails to deliver results on time is appreciated by none and is never taken seriously at the workplace. Time Management plays a very important role not only in organizations but also in our personal lives. Time Management includes:

Effective Planning: Plan your day well in advance. Prepare a To Do List or a "TASK PLAN". Jot down the important activities that need to be done in a single day against the time that should be allocated to each activity. High Priority work should come on top followed by those which do not need much of your importance at the moment. Complete pending tasks one by one. Do not begin fresh work unless you have finished your previous task. Tick the ones you have already completed. Ensure you finish the tasks within the stipulated time frame.

Setting Goals and Objectives: Working without goals and targets in an organization would be similar to a situation where the captain of the ship loses his way in the sea. Yes, you would be lost. Set targets for yourself and make sure they are realistic ones and achievable.

Setting Deadlines: Set deadlines for yourself and strive hard to complete tasks ahead of the deadlines. Do not wait for your superiors to ask you every time. Learn to take ownership of work. One person who can best set the deadlines is you yourself. Ask yourself how much time needs to be devoted to a particular task and for how many days. Use a planner to mark the important dates against the set deadlines.

Delegation of Responsibilities: Learn to say "NO" at workplace. Don't do everything on your own. There are other people as well. One should not accept something which he knows is difficult for him. The roles and responsibilities must be delegated as per interest and specialization of employees for them to finish tasks within deadlines. A person who does not have knowledge about something needs more time than someone who knows the work well.

Prioritizing Tasks: Prioritize the tasks as per their importance and urgency. Know the difference between important and urgent work. Identify which tasks should be done within a day, which all should be done within a month and so on. Tasks which are most important should be done earlier.

Spending the right time on right activity: Develop the habit of doing the right thing at the right time. Work done at the wrong time is not of much use. Don't waste a complete day on something which can be done in an hour or so. Also keep some time separate for your personal calls or checking updates on

Facebook or Twitter. After all human being is not a machine. For Effective Time Management one needs to be:

Organized - Avoid keeping stacks of file and heaps of paper at your workstation. Throw what all you don't need. Put important documents in folders. Keep the files in their respective drawers with labels on top of each file. It saves time which goes on unnecessary searching.

Don't misuse time - Do not kill time by loitering or gossiping around. Concentrate on your work and finish assignments on time. Remember your organization is not paying you for playing games on computer or peeping into other's cubicles. First complete your work and then do whatever you feel like doing. Don't wait till the last moment.

Be Focussed - One needs to be focused for effective time management. Develop the habit of using planners, organizers, table top calendars for better time management. Set reminders on phones or your personal computers.

1.1 Benefits of Time Management

Time Management refers to making the best possible use of available time. Managing time well enables an individual to do the right thing at the right time. Time Management plays a pivotal role in one's personal as well as professional life.

Time Management makes an individual punctual and disciplined. One learns to work when it is actually required as a result of effective time management. To make the judicious use of time, individuals should prepare a "TASK PLAN" or a "TO DO" List at the start of the day to jot down activities which need to be done in a particular day as per their importance and urgency against the specific time slots assigned to each activity. A Task Plan gives individuals a sense of direction at the workplace. An individual knows how his day looks like and eventually works accordingly leading to an increased output.

One becomes more organized as a result of effective Time Management. Keeping the things at their proper places minimizes the time which goes on unnecessary searching of documents, important files, folders, stationery items and so on. For better time management, individuals keep their workstations, study zones, cubicles, meeting areas clean and organized. People learn to manage things well as a result of Time Management.

Effective Time Management boosts an individual's morale and makes him confident. As a result of Time Management, individuals accomplish tasks within the stipulated time frame, making them popular in their organization as well as amongst their peers. People who understand the value of time are the ones who manage to stand apart from the crowd. Individuals who finish off work on time are looked up to by others and are always the centre of attention everywhere.

Individuals who stick to a time plan are the ones who realize their goals and objectives within the shortest possible time span. Managing time effectively helps employees to meet targets way ahead of deadlines and finish off task just when it is required. Effective Time Management helps an employee to reach the pinnacle of success quickly and stay firm at the top for a longer duration. An employee who works just for the sake of working fails to create an impression and is never taken seriously at work. Effective time management plays a pivotal role in increasing an individual's productivity. Output increases substantially when people manage their time well.

Better Time Management helps in better planning and eventually better forecasting. Individuals learn to plan things well and know where exactly they stand five years from now.

Research says that individuals who accomplish tasks on time are less prone to stress and anxiety. Remember there is no point in wasting time and cribbing later. Finish off pending work on time and then you would have ample time for your friends, relatives and family members.

Time Management enables an individual to prioritize tasks and activities at workplace. It is foolish to stay overburdened. Do not accept anything and everything that comes your way. Time Management helps an individual to adopt a planned approach in life.

1.2 Time Management Techniques

Time management refers to the judicious use of time for achieving success in life. Time Management helps an individual to make the best possible use of time. It is essential for individuals to value time and allocate the right time to the right activity.

Set your Priorities. Know what all needs to be done on an urgent basis. Prepare a "TO DO" List or a "Task Plan" to jot down tasks you need to complete against the time slot assigned to each activity. High Priority Tasks must be written on top followed by tasks which can be done a little later. Make sure you stick to your Task List.

Make sure you finish your assignments within the stipulated time frame. Tick the tasks you have already finished. Treat yourself with a chocolate if you finish your assignments ahead of deadlines.

Understand the difference between urgent and important work. Manage your work well. Do not begin your day with something which is not so important and can be done a little later. First finish off what all is urgent and important. Do not wait for your Boss's reminders.

Stay focused. Do not leave your work station if some urgent work needs to be done. Going for strolls in the middle of an urgent work breaks continuity and an individual tends to lose his focus. Individuals who kill time at work find it difficult to survive workplace stress.

Do include time for your tea breaks, net surfing, personal calls and so on in your daily schedule. It is important. Human being is not a machine who can work at a stretch for eight to nine hours. Assign half an hour to forty five minutes to check updates on social networking sites, call your friends or family or go for smoke breaks etc.

Set realistic and achievable targets for yourself. Know what you need to achieve and in what duration? Do not lie to yourself. Assigning one hour to a task which you yourself know would require much more time does not make sense.

Do not overburden yourself. Say a firm no to your boss if you feel you would not be able to complete a certain assignment within the assigned deadline. Don't worry, he will not feel bad. Probably he can assign the same to any of your fellow workers. Accept tasks which you are really confident about.

Be disciplined and punctual. Avoid taking unnecessary leaves from work unless there is an emergency. Reach work on time as it helps you to plan your day better.

Keep things at their proper places. Files must be kept at their respective drawers. Staple important documents and put them in a proper folder. Learn to be a little more organized. It will save your time which goes on unnecessary searching.

Do not treat your organization as a mere source of money. Change your attitude. Avoid playing games on computer or cell phones during office hours. It is unprofessional. Do not work only when your boss is around. Taking ownership of work pays you in the long run.

Develop the habit of using an organizer. It helps you plan things better. Keep a notepad and a pen handy. Do not write contact numbers or email ids on loose papers. You will waste half of your time searching them. Manage your emails. Create separate folders for each client. Do not clutter your desktop.

2.0 TIME MANAGEMENT IN CORPORATES

Time Management refers to making the best possible use of time and doing the right thing at the right time. Managing time well plays a pivotal role in finishing off tasks within the stipulated time frame and also increases productivity of an individual. Employees must learn to manage time well at the workplace to achieve targets ahead of deadline and make a mark of their own. One who understands the value of time is never overburdened and enjoys each and every moment to the fullest.

2.1 Why Time Management is Important in Corporates?

Every organization works on deadlines. Time Management helps individuals to finish work within the assigned time and stay stress free and relaxed throughout the day. Time Management helps you plan specific time slots for all your day to day tasks at workplace. Time Management helps an individual to prioritize things. It is important for an employee to understand what is important and urgent at the moment. Staying overburdened at work leads to frustration and eventually one loses interest in work. You can't do anything and everything. Pick up all that is important and urgent at the start of the day and finish it off first before starting with something which can be done a little later. Know what is important for you. Allocate specific time slots to activities as per their relevance and make sure you stick to the same.

Effective Time Management makes you a favourite amongst your superiors, clients as well as fellow workers. Do not keep work pending from your end. Finish off tasks as and when required. Ignoring critical issues is pointless. You have to do it in any case. Discuss with your co-workers or immediate

reporting boss and find out a solution. Keeping a check on your time helps your complete task just when it is needed.

Managing time well helps an employee to plan his career path effectively. Doing things on time helps you reach the top of your career within the shortest possible time frame. Employees who just work for the sake of doing work and do not pay attention to deadlines are never taken seriously at the workplace. They are the ones who always crib and complain of excessive work load. Time Management makes you an organized individual. One needs to keep things at their respective places. Avoid keeping heaps of paper and stacks of files on your desk. Not only it gives a cluttered look to your workstation but also wastes half of your time in searching important documents, files, folders and so on. Individuals should prefer writing on notepads instead of loose papers.

Effective Time Management helps an individual to identify the time wasters at the workplace. It is foolish to waste time on unproductive things which yield no results. No one expects you to work at a stretch for the whole day. Assign some time in your daily schedule to check updates on social networking sites or calling up your friends but do know where to draw the line. Your office does not pay you for gossiping and loitering around. Time Management makes an individual disciplined and punctual. One gets in the habit of reaching work on time as a result of effective time management.

3.0 ROLE OF MANAGERS IN INCULCATING TIME MANAGEMENT SKILLS IN EMPLOYEES

"Remember time once gone never comes back." Doing the right thing at the right time is an art and comes with planning and understanding. Time Management is nothing but making the best possible use of time.

Managers and superiors play an important role in inculcating time management skills in employees: The role of superiors is not only to sit in closed cabins but also to monitor subordinates.

Managers must lead by example. The best way to finish work on time is to be punctual at workplace. If you expect your team members to reach office on time, you yourself have to be disciplined. Almost everywhere superiors are given some liberty but one should not misuse his power. The rules and regulations of an organization are not only meant for subordinates but also for team leaders and superiors. Managers must adhere to guidelines of the organization for their team members to respect company's policies.

Ask your employees to keep their work stations organized. Go to each of their desks and check whether files and folders have been arranged properly or not? Make sure there are no heaps of paper on their desks. Instruct your employees to clean their drawers at least once in a week.

Ask your administration supervisor to issue notepads, registers, pens, folders etc to all your employees. Point them out if they write on loose papers. As managers it is your responsibility to tell them their mistakes so that they manage things well. Personally check their drawers once in a while.

Delegate their responsibilities as per their specialization, educational qualification and background. Design their key responsibility areas after discussing what they are best at for them to take interest in work and complete assignments on time. Convey them their targets and deadlines from the very beginning. Make them aware of the goals and objectives of the organization. Keep a track of employee performance. Install software which tells you when an employee enters and leaves the office. Implement a strong reporting system. Give them deadlines and ensure they finish work within the stipulated time frame. Appreciate employees who finish their work on time in the presence of all. It is essential for the superiors to know what their employees are up to. Try to find out what they do the whole day. Motivate them to prepare a TO DO List. Check their task plan and make sure they do important and urgent tasks first. Promote various training programs to instill time management skills in employees. Conduct various workshops where employees can be given certain tasks apart from their daily work. Ask them to finish off activities within the assigned time slots. Reward them suitably.

Be a good listener. Employees must have an easy access to their Boss's cabin. Proper coordination between employees and their team leaders is essential for effective time management. Do not keep tasks pending at your end. Give approvals on time and make sure your team members do not indulge in unproductive tasks.

4.0 EFFECTIVE TIME MANAGEMENT AT WORKPLACE

Time Management refers to assigning specific time slots to activities as per their importance and urgency in order to make the best possible use of time. In a layman's language Time Management is nothing but to manage time well and doing things when they actually need to be done. Every organization works on deadlines. An individual constantly needs to be on his toes to finish off assignments within stipulated time frame. It is essential for employees to understand the value of time for them to do well and make a mark of their own at the workplace. How to practice effective time management in organization?

- Know your targets well. Do not hesitate to speak to your Boss if targets are unrealistic and unachievable within the allocated time slot. It is always better to discuss things at the initial stages than cutting a sorry figure later on. Accept tasks only when you are confident.
- There is absolutely no harm in discussing work with your fellow workers. You can't do almost everything on your own. Distribute work amongst your team members. It is foolish to over burden yourself. One must share his work load with others to finish assignments within the stipulated time frame. Know your capabilities.
- Organize yourself. Be very careful about your files, important documents, visiting cards, folders etc. Keep them at their proper places so that you do not waste half of your time in searching them.
- Be loyal to your organization. Do not work only when your superiors are around. Remember you are getting paid for your hard work. Concentrate on your own work rather than loitering and gossiping around. Do not waste time by playing games on computer or finding out what your fellow worker is up to.
- It is absolutely okay to call up family members or friends once in a while but make sure you do not end up in long phone calls while at work. Phone calls and messages are one of the biggest distractions at work.
- Plan your things well in advance. Do not work just for the sake of working. The first thing an employee should do in the morning is to jot down what all tasks he need to do in a single day against the time slot assigned to each task. Preparing a Task Plan right at the start of the day always helps and provides you a sense of direction at work. A "TO DO" List suggests you way forward. Tick off completed assignments. Make sure you finish tasks within the assigned deadlines.
- Keep a notepad and pen handy. Avoid writing on loose papers. You will never find them when you actually need something. Prefer using an organizer as it helps you plan your work better.
- Eat only during lunch hours. Eating while working not only makes you feel sleepy but also breaks continuity.
- Be punctual. Avoid taking frequent leaves from work unless it is an emergency. Make it a habit to reach office on time.
- Do not keep things pending at your end. Escalate matters immediately which need approval of higher authorities. Do not keep ignoring things. They would create problems for you sooner or later.

5.0 CONCLUSION

Time Management plays an essential role in corporates and helps employees to finish off assignments on time. Doing the right thing at the right time is called Time Management. It is essential for an individual to value time as time once lost never comes back, no matter how much money you spend.

An individual who fails to deliver results on time is appreciated by none and is never taken seriously at the workplace.

Planning plays a pivotal role in effective time management. An individual need to plan his day well in advance to make the best possible use of time. There is no point in working just for the sake of doing work. Planning gives an individual a sense of direction in the organization and motivates him to complete assignments on time. Plan how you want to move forward. It is important for an individual to set a goal and objective for himself and work hard towards achieving the same. Detailed planning suggests you the steps towards realizing your goals at the workplace within a defined time frame.

Planning helps an individual to know what all he needs to do urgently and what all can be done a little later. To plan things better, employees should prepare a Task Plan where he can jot down tasks against the time slots assigned to each activity. High priority activities must come on top followed by the ones which do not require immediate attention. Planning helps you accomplish urgent and critical tasks way ahead of deadline. Plan as to how your day should look like. Develop the habit of using an organizer. It helps you plan things better. You can also use a table top calendar for the same. Individuals who adopt a planned approach finish off work on time as compared to those who just accept anything which comes their way.

This is how a Task Plan should ideally look like:

Date -

Day -

9 AM - Day Begins.

9.15 - 10 AM - Reply urgent emails.

10 AM - 12 noon - Work on client A's proposal, prepare reports and necessary data. (Most Urgent).Also work on comparative analysis of competitors. (Urgent)

12 Noon - 12.30 PM - Sit and discuss with team members on pending issues (Have to clear all pending work by end of the day).

12.30 - 1.30 PM - Lunch Break (Enjoy with fellow workers).

1.30 - 1.40 PM - Call up spouse.

1.40 - 3 PM - Work on Client B's Proposal (Still have two days).

3 PM - 4 PM - Sit with Boss for approvals and other critical issues.

4 PM - 5 PM - Call up existing and potential clients.

5 PM - 5.15 PM - Check personal mails.

5.15 - 6 PM - Collate reports and send to immediate reporting Boss.

6 PM - 6.15 PM - Organize Work Station.

Day Ends

Stick to your schedule. If you have assigned fifteen minutes to check your personal emails, make sure you do not keep doing it for say an hour. An individual should strive hard to finish off tasks as per the time slot allocated to each activity; however last minute changes can't be ignored.

Planning in a way also helps in predicting where you stand five years from now. Plan as to how you would reach a certain position and in what time. Planning makes things easier and helps you realize your dreams in the shortest possible time span.

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