

Time Management as a tool for Higher Productivity in an Organization

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ABSTRACT

Time management is one of the fundamental fixings to achievement of any business today in the contemporary world. 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. Powerful time management is a major obstacle that is being confronted today in India by the managers because of the quantity of obligations they need to do in a limited measure of time. Viable time management will improve staff productivity, make scheduling of jobs easier, make staff to perform tasks at their highest skill level, helping staff to organize and accomplish important task, recording and controlling the organization towards achieving its set goals. This paper concluded that time management has a constructive outcome on organizing, target setting, target accomplishment, and for higher productivity.

1. Introduction

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.

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. 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 today in India by the 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. 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.

2. Time Management

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. 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. Thusly, 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.

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. 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.

2.1 Improving time management skills

What can managers do to improve their time management abilities? Several strategies are offered for consideration.

- i. **Establishing daily goals:** A vital aspect for growing better time management aptitudes is to establish clear goals on a daily basis. These goals ought to be composed and retained for resulting analysis so managers can return and ascertain how well activities were planned and to what degree they were achieved. Such records also help managers to explain why certain activities were undertaken and portray their importance in accomplishing the job successfully. Additionally, daily goals should encourage the achievement of long range goals necessary for successful performance in a manager's organizational job. These goals can be reconsidered as necessary on a daily basis as occasions change and adjustment is required. The absence of daily goals makes it increasingly hard to analyze why things did or went poorly and may bring about time controlling managers instead of tight clamp versa.
- ii. **Prioritizing daily goals:** Once goals are established, they ought to be organized. Managers should seek after goals arranged by priority because unanticipated circumstances may arise and forestall accomplishment of all goals established for that day. In this manner, managers may invest too a lot of energy in lower priority goals to the detriment of increasingly important ones.
- iii. **Making a daily to-do list:** Once goals are organized, managers should make a daily to-do list. This may be done at the start or end of the work day. To-do list presents the activities which the manager hopes to accomplish that day. Maybe such a list ought to be reexamined for significant reasons. For example, an employee may call in wiped out, requiring an unplanned staffing meeting. A to-do list is important because it fills in as a guide for the manager. Without it, a manager is bound to overlook something or become less engaged.
- iv. **Questioning procedures:** When individuals are placed in managerial positions, they ought to initially understand what right now transpires in that department or work unit. Much of the time, there are reports and procedures in place which have been required for quite a while. Managers should audit these with their bosses and question whether they ought to be stopped. A particular report, for instance, may never again fill any valid need. Because something has been done in the past does not mean that it should keep on being done later on. Everything ought to be investigated; nothing is sacrosanct. With increased spans of control and staff shortages, most

individuals in health care organizations today are encountering increased workloads. Along these lines, managers and their employees cannot afford to perform unnecessary tasks.

3. Productivity

Idea Productivity is the ratio among yield and info. It is quantitative relationship between what we produce and what we have spent to create. Productivity is only decrease in wastage of assets like men, material, machine, time, space, capital and so on. It tends to be communicated as human endeavors to create increasingly more with fewer and fewer contributions of assets so that there will be maximum circulation of advantages among maximum number of individuals. Productivity signifies relationship among yield and one or all associated data sources. European Productivity Council states that Productivity is an attitude of brain. It is a mentality of progress of the constant improvement of that which exists. It is certainty of having the option to do superior to yesterday and persistently. It is constant adoption of monetary and social life to changing conditions.

3.1 Importance of higher productivity

Attainment of higher productivity is one of the main aims of any business venture. Higher productivity guarantees lesser expense of creation, higher generation and best utilization of available assets. The idea of productivity is gaining immense popularity among makers, employees, and customers. It is being applied with most extreme accomplishment in Government, private and each other kind of undertakings as has already been called attention to that increased productivity guarantees higher profits which can be additionally used for installing latest innovation and ability affecting further improvements in the venture. Increased productivity is a powerful instrument in guaranteeing greater social and financial development of an economy. These means to productivity improvement:

- Develop productivity measures for all operations; measurement is the initial phase in managing and controlling an organization.
- Look at the framework all in all in choosing which operations are generally critical; it is in general productivity that is important.
- Develop strategies for achieving productivity improvement, for example, requesting ideas from workers (perhaps organizing teams of workers, specialists, and managers), concentrating how different firms have increased productivity, and reexamining the way work is done.
- Establish reasonable goals for improvement.
- Make it clear that management bolsters and encourages productivity improvement.
- Consider motivations to reward workers for commitments. Measure improvements and advertise them.

4. 3Es for effective organizational performance

The 3Es for viable organizational performance incorporates Economy, Efficiency and Effectiveness.

1. Management effectiveness:

Effectiveness can be explained regarding what is achieved. It is about whether targets are met or not and

whether the correct work is being finished. Managers are liable for making sure that this happens. On the off chance that a team is buckling down however not conveying what is required; at that point they are not viable. Effectiveness is measured by setting out clear objectives before work starts and then evaluating whether the objectives have been met or not.

2. Management efficiency:

Efficiency can be measured as far as the sources of info required to generate the outputs. It is about the way wherein work is finished. It is part of a manager's job to help improve efficiency. For example, if the same work can be finished by utilizing less asset or all the more rapidly, efficiency has improved. Measuring efficiency means that the procedure followed to finish the work must be characterized and then each part of the procedure concentrated to perceive what assets are required. This turns into the starting point or benchmark for measurement.

Future work is then measured against the benchmark to check whether it has taken pretty much asset. Procedure changes are also measured to check whether they are pretty much effective. It is also helpful to measure one team's efficiency against another and then adopt the most productive strategies as best practice – always assuming that effectiveness is maintained.

3. Management economy:

Economy is the third element of the three Es model, covering the financial aspects of work being done. It could be argued that economy or finance is only one of the factors to consider while improving efficiency, but since finance is so important in organizations, economy has become the third element. Economy is measured by taking a gander at the cost of the assets expended and the value of the output conveyed.

4.1 The best effectiveness, efficiency and economy mix

It very well may be hard to locate the best mix of effectiveness, efficiency and economy as there are so many ways to obtain value. For example:

- It may be that the attention is on giving a particular output (effectiveness) for the least cost – this may be to the detriment of efficiency.
- It may be that the emphasis is on maintaining a particular cost (economy) and creating the best output for that cost.
- It is important that the needs of senior management are established as this will at that point drive the most appropriate measures to be utilized and lead to the best effectiveness, efficiency and economy mix. This mix will change after some time contingent upon the focal point of the organization and external factors too.
- Each manager can be a superior manager and understanding the 3Es Effectiveness, Efficiency and Economy can help improve business performance.

5. External Factors Influencing Organizational Performance

The external factors that influence organizational performance range from the aptitude level of the labor power to the nature of today's business environment. Obviously, these elements are dynamic, not just influencing the requirement for

organizational performance today yet affecting how businesses will make progress toward peak performance later on.

- a. **Talent and skills of workforce:** If businesses are to turn out to be elite organizations, they should have employees who have the correct skills, abilities, and attitudes. At the point when adequate quantities of appropriately talented workers cannot be found or trained, organizational performance will undoubtedly endure. Keeping talented employees on board can be problematic, too. Workers' influence on organizational performance is undeniably crucial. Formal programs in place to recognize and create gifted workers and superior talent reliably achieved higher rates of shareholder return.
- b. **Global competition:** Globalization practices an immediate impact on organizational performance. Leading organization globalization initiatives can situate firms for progress across different business units. The two recommend seeing international expansion as "development and quality improvement openings". As well as a mechanism for transforming such factors as company structure, process plan, communications, capabilities, and more. Business expansion across international outskirts logically opens doors to new markets, however it also opens organizations to new competitors—a double-edged sword for certain companies.
- c. **Technology:** Technology and performance have been interwoven since the dawn of human civilization. In learning to create and abuse new advances, humankind has had the option to capably influence the world. For example, how the developing understanding of heat and ignition prompted advances, for example, metallurgical procedures, wood stoves, steam controlled motors, coal-fueled plants, power, automobiles, large-scale machinery, and, eventually, the greater part of what comprises the cutting edge workplace. Attempt to imagine the performance levels of workers without such advances. Future innovations are probably going to show the same patterns, raising performance levels when utilized well however impeding performance when utilized ineffectively. Many different kinds of technology—from robotics to biotechnology to nanotechnology guarantee to help the performance of individuals and organizations in coming decades. Be that as it may, the truth will surface eventually how effectively organizations can leverage these innovations to their upper hand.
- d. **Political and regulatory changes:** As most managers understand, laws and regulations can have a major impact on their businesses. "The challenge is to discover a way for companies to incorporate an awareness of sociopolitical gives all the more systematically into their center strategic basic leadership forms," perceiving that such issues can exhibit hazards as well as open doors as well. The keys to managing threats and openings are the ability to plan proactively, craft industry alliances, and stay educated about social and political patterns.

e. Influence of ethics: An ethical atmosphere in an organization is useful for efficiency and the bottom line. Ethical attitudes will in general translate into ethical behavior, thusly enabling the individuals who deal with the organization to create trust in the framework. A lack of trust in an organization's fair dealing means all transactions must be monitored all the more intently, which takes time and drives up costs.

6. Conclusion

Viable time management will improve staff productivity, make scheduling of jobs easier, make staff to perform tasks at

their highest skill level, helping staff to organize and accomplish important task, recording and controlling the organization towards achieving its set goals. The writer concluded that time management has a constructive outcome on organizing, target setting, target accomplishment, and on time. Plus, time management has been considered in particular examinations remembering a larger part of concentrates for scholarly environment and associations. The majority of the investigations in the past generally indicate the advantages of time management and how it can affect the execution of understudies and representatives in their individual profession.

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