

## Is Time Management Really Life Management?

*Heena*

---

### Abstract

*Life's most Valuable possession is time as we can never get back. As we all know time is precious. 24 hours means 24 hours. We can not add or deduct even one second from these hours. No one can manage time. As time has no substitute, it can not be rented or bought. We have to manage ourselves as time is not manageable. Need is to manage life with time. Life is not just passing of time. Life is collection of experiences, their frequencies and Intensity. So we should concentrate on life management rather time management as we can not increase or decrease our time but we can think or produce maximum results with these 24 hours if we manage our life. Most people have the will to succeed but very few have the will to prepare to succeed.*

**Key Words:** Management, Organization, Time, Important, Productivity, development, skills

### Introduction

Life Management is an Important Skill that every person needs. If we are well organized then we can find out solution of our Problems very easily. For this first we have to plan each day that what we are going to do today as per our priorities. First start planning for every day and after that try to do planning for a week then for 2 weeks and after that for 1 month. Only planning is not enough, controlling or checking out the things is very important. We must analyze what we have done as per our planning as the day spent. Now look at the 'Next day', Plan and make necessary arrangements accordingly. So let's prepare successfully in each day by managing our life better each day.

Some experts state that the key to life management is time management. In the words of financial planner, Life management refers to Various decisions that an Individual make regarding their retirement, health, investment to secure and productive final phase of their life. For working Women, Life management means managing their professional life with personal life like how they can satisfy their boss, husband, In-laws, relatives and children at one time. A Yoga guru think life management is nothing but related to meditation. They said all people can manage their life by devoting some time in meditation every day. Doctors relate this concept with their patients and their lives i.e. when and how much medicines they need & how they can live happy & longer life. Some people have different views that thinking about time management also leads to wastage of time as one has to plan all the things and planning consumes time. But in reality Time Management never take our time rather it makes extra time for us.

### Objectives of Study

Main objectives of this paper Includes:

- 1] To Identify Is Time Management really life Management.
- 2] To analyze the effect of time management on our lives.

---

\*Assistant Professor, Department of Commerce, S.D. College, Ambala Cantt| Email Id: [heenascollege@gmail.com](mailto:heenascollege@gmail.com)

---

3] To determine what strategies we can use to manage our time.

4] To judge how we can balance our personal life and professional life by managing our time.

### **Review of Literature**

1] Brigitte J.C. Claessens, Wendelien Van Eerde, Christel G. Rutte and Robert A. Roe<sup>(2007)</sup>:- The review shows that Time Management Positively relate to Job satisfaction, health and perceived control of time and negatively relates to stress. In this it is shown that time management training leads to increase in time management skills but it may not leads to better performance automatically.

2] Trueman and Hartley (1996) in their novel study explained the skills of time management and their relation with student's age. They considered three age groups: - Under 21 years of age, between 21 and 25 years of age, Greater than 25 years of age. After study they concluded that there are significant Variations in the Time-management skills between these age groups. The person who are greater than 25 years of age, are making the greatest use of time-management strategies.

3] Nonis S. , Hudson, G. , Logan, L. , ford, C.(1998) shows the relationship of time Management with level of stress and its effect on lives of students/different persons. They collected the data of 164 persons and result showed a lower level of stress and better performance with good health of those who have Control on their activities and Time.

4] Stephen R. Covey (1998) in his book "7 habits of highly effective people" describe that time management must be perfect if we want to be the winner in our life. He explained all the four quadrants of time management matrix excellently.

5] Clutterbuck(2013) in his study explained work/life balance does not mean a perfect balance between personal life and professional life. But it is about qualitative time that an individual can spend to manage/control conflicts between demands of personal & professional life.

6] Grice et al (2008) mentioned in his study that mainly conflict arises when a person take work of organization at home because of lack of time at work place. The ability to change work hours or ability to implement time Management strategies may resolve all the conflicts.

7] Becker and Mustric [2008] explained quantitative and qualitative time. Quantitative time that can be measured in seconds, minutes & hours and that is uncontrollable and unchangeable but number of activities done within stipulated time period shows qualitative time.

### **Research Methodology**

Both Primary and secondary method is used to collect Information. Data is collected through experience, observation, books, Journals, novels and Internet websites.

### **Time Management Is Really Life Management**

Time management includes planning and controlling of qualitative time spent on various activities, to increase efficiency, effectiveness or productivity. Time management is related to different concepts like project management, attention management and life management. Project management includes project planning and project scheduling, attention management relates to the time that a person allocate his mind to conduct or perform some activity. Life management is how wisely we manage our qualitative time to remain calm and stress free.

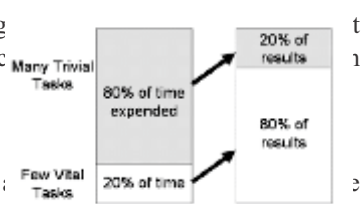
Time is one of the most valuable possession of life as we can never get back our precious time. Time Management is really life management. The only need is to manage time wisely. It will minimize the stress and will improve the overall quality of our life.

Enjoying healthy diet, adequate sleep, exercising regularly are possible only if we are delegating appropriate time and it is essential to improve our efficiency, focus and concentration.

Some of the best times throughout our day to do all those things that we wished to do is while travelling in bus or train or while in traffic. Time management does not mean to do the tasks in silence. Some people love to have music in their ear buds while doing work. Some work efficiently from their bedroom or dining room rather than from library. While doing work never hesitate to get a break to fresh your mind. Break may be in the form of exercise, walk, gym or music. Operating the life in healthy and organized fashion results in efficient task, increased productivity, reduced stress and overall satisfaction.

### Time Management strategies

Normally strategies are get linked with goals. Best strategy is to set goals and prioritize. And then set gravitational goals to attract activities. This can be done by different ways given by different authors:



### Pareto Analysis

As per this concept, author proved that for our day to day tasks in two groups i.e. one those which are important or takes our time and other those which takes less time. According to him productivity can be improved by 80-20 rule i.e. if we first complete those 20% tasks which takes 80% time rather than to do those 80% tasks which takes only 20% of time.

### ABC Analysis

It is selective approach popularly known as Always Better Control. Tasks which are very urgent and important comes under A category. Tasks which are not urgent but important comes under B category and tasks which are neither important nor urgent comes under C category.

### The Eisenhower Method

He said there can be two kinds of activities i.e. Urgent/Not urgent and Important/Not important. Some activities may be urgent but not important and some may be not urgent but important and vice-versa. So he gave a solution to these problems in a form of box i.e. "Eisenhower Box". As per this method we can manage our time effectively and efficiently and can make our life in smooth manner if we do first urgent & important work and last not urgent & not important work.



### Domino reaction method

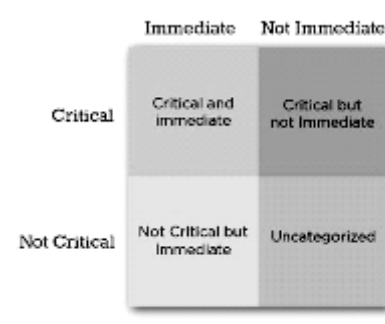
In this an idea is given that initially if any person do all the tasks at their right time it will serve him for long time. An example of book is given here that as book requires one time effort and serves you for long time, in the same way the action which you invest once at your work place pay you in the same manner for long period of time.

### **POSEC Method**

This method emphasizes on personal responsibilities as well as collective responsibilities. As per this method a person first prioritize his time to set goals and then must organize things to accomplish those goals. After that streamline those tasks which you may not like but you have to do and also economize those things which are not very urgent but you like to do. At the end contribute by paying attention to those remaining tasks that can make some differences.

### **The key to Good Time Management**

When we wake up a lot of challenges and some big tasks come in our mind whatever we have to do. But normally we do easy tasks first and postpone the difficult one because our mind avoids pain and accept pleasure. But after sometime it creates stress and result in overthinking. Habit of overthinking is very dangerous. Sometimes we think about various events simultaneously. It wastes our time if desired result doesn't come out. Ultimately it creates stress and stress disturb our focus from present and in result we can not give our best, it affect our present moment. So there is a need to understand the difference between urgent and important. Answering the phone call is urgent but going to dentist regularly is important, picking the child from school is both urgent and important but reading funny messages on Facebook or whatsapp is neither urgent nor important. Urgent tasks always need immediate action; if not given; results in stress.



There is a need to prioritize our time whether we are at home or at work place. We can follow this matrix for this:

1. Avoid Multitasking: if a person is good at multitasking then it is fine otherwise it is better to finish off one task before moving to another.
2. Place for everything and everything in that place: most of the time at work place or at home, we waste our time in searching of important documents. If things are kept at proper place it will save our time and we can enjoy that moment of life.
3. Schedule everything: we must schedule our each task for different time period. Urgent work first and non-urgent & non-important tasks at the end. Sometimes we procrastinate, we delay our important work but the best way is to do that work on priority basis to stay relax and free from tension.
4. Stay Calm: it is the most important thing. Because of too many tasks feeling overwhelmed can be stressful. There will be no effect on the world if sometimes we fail to achieve our last task of the day at proper time.

### **Time Management for Work-life & Personal-life Balance**

Balancing our private life and work life has also become difficult as employers expectations and demands are increasing day by day. We have 24 hours a day and 168 hours a week. Roughly if we take an idea, we spent 7-8 hours every day in sleeping, approx. 2 hours in cooking and eating. It means we spent approximately 56 hours in sleeping and 14 hours in cooking and eating and we are left with 98 hours (approx.) for professional and personal life and if we are spending 7-8 hours daily at our work place then we are spending 56 hours per week with our boss and colleagues and again we are left

with 42 hours for our personal life. It seems a lot but in practical we find less time. The reason behind this is only that we don't manage time. The result is that today time management experts are in great demand in industries as well as in individual's life. We can easily manage our life and time if we learn to prioritize our demands and commitments.

We also must learn to categorize our lives so that attention is given where it is actually needed and at proper time. Individual should think about this work only if he/she is at their work place but if they are at home then they should concentrate only on personal matters and family. As we all know time, once gone never come back. It is even precious than money. Proper time management results in satisfaction and contentment. One author define time management as "A set of Principles, practices, skills, tools and systems that help us use time to accomplish what we want. It refers to the techniques, and strategies that individuals use in utilizing and maximizing the work that they do. There are some innumerable hacks by which time and life (both personal and professional) can be managed life very easily:

- Take only those commitments for which we have enough time. Learn to say NO especially for those tasks which are not important and beyond our control.
- Select two or three tasks everyday which are most important and do with full enthusiasm. Don't take too much burden every time.
- Sleeping for at least 7-8 hours a day is very essential to hack productivity.
- Take break of at least 10-15 minutes between two different tasks. Break may be in the form of exercise, short walk, music or meditation.
- Working smarter is important not harder. Doing the task is not so much important but important is doing it in most simplified manner.
- In case of frustration, reschedule everything and start all over again.

### **Conclusion**

Our journey is full of expectations and surprises which makes our life interesting. Our experiences can be in the form of joyful events or stressful events based on our Karma. Everyone start doing struggle with the first breath. He perform all the tasks/karma without knowing the result. Life is series of lot of adjustments. Need is to approach the balance in a balanced way to bring balance in professional and personal life. For this healthy mind, conducive and supportive environment, love and healthier relationship is required urgently. And this is possible only with the help of effective time management. Time management is one which makes the difference to our lives that how we manage or use the same time to create happy family and growing businesses. No doubt time management requires efforts, it takes time, and it may be week, month or a year but it leads to effective use of time by focusing on important tasks. It enables all of us to take control of our own time.

### **References**

Abel, K M; Heuvelman, H P; Jørgensen, L; Magnusson, C; Wicks, S; Susser, E; Hallkvist, J; and Dalman, C (2014): Severe Bereavement Stress During the Prenatal and Childhood Periods and Risk of Psychosis in Later Life: Population based Cohort Study, *British Medical Journal*, 348, 76-79.

Ahmad, Musheer; Emmanuel, Vivian; Jain, Niharika; Chaplot, Vikrant (2013): Relationship between

Work-Family Balance, Role Ambiguity, Autonomy and Job Stress and its impact on Employee Performance in Indian IT Context, SAMVID Students' Management Journal, 2 (1), 9-20.

Performance in Indian IT Context, SAMVID Students' Management Journal, 2 (1), 9-20.

Ahmad, Anis (2013): Job Stressors towards Organizational Change: A Study of Textile Industries of Northern India, IOSR Journal of Humanities and Social Science, 16 (1), 10-19.

Aggarwal, Sandeep (2012): Balancing Professional and Personal Life: Work Life Balance Study at Indian Oil Corporation Limited, International Journal of Business and Management Tomorrow, 2 (2), 24-31.

Ahmed, Fakruddin Ali S and Sivasankar PR (2013): Perceptions and Practices of Work Performance: A Comparative Study on Select Public and Private Companies, ACADEMICIA: An International Multi-disciplinary Research Journal, 3 (2), 49-68.

Atheya, Ritu and Arora, Renu (2014): Stress and its Brunt on Employee's Work Life Balance (WLB): A Conceptual Study, IOSR Journal of Humanities and Social Sciences, 19 (3), 57-62.

Aryashi, Ramachandra A and Babu, Suman S (2007): Work-Life Balance – A Holistic Approach, Siddhant: A Journal of Decision Making, 7 (1), 1-11.

Bhattacharya, Sanjay (2008): Social Work: An Integrated Approach, Deep and Deep Publications Private Limited, New Delhi, India.

Bhatnagar, Sangeeta and Jain P K (2014): Management of Work Life Balance with Special Reference to its Professionals in Metro Cities, International Journal of Science and Research, 3 (2), 243-248

Brunt H. (2004) "The Importance of Scheduling for time Management."

Bloom, Nick and Reenen, John Van (2006): Management Practices, Work-Life Balance, and Productivity: A Review of Some Recent Evidence, Oxford Review of Economic Policy, 22 (4), 457-482.

Becker, H & Mustric, F. (2008) "Can I Have 5 Minutes of Your Time?" Morgan James Publishing

Colman J. (2007) "The Happy Manager: a better way to manage."

Miller John, (1988) "The Importance of Time Management: How to optimize your time."

Milind A. (2010) "Importance of time management and tips on effective delivery of Presentations."