TIME MANAGEMENT

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Every job has its importance in an organization; each contributes to its effectiveness, efficiency, and productivity. In a workplace each personnel have his own job and assigned task needed to be done within the day, week or month. Some employees can do so much more in their assigned task while others can’t. It is, therefore, of paramount importance to know how to manage time properly.

What Is defines Time management as “a coordination of tasks and activities to maximize the effectiveness of an individual's efforts. Essentially, the purpose of time management is enabling people to get more and better work done in less time”. Management knows in this sense that each employee in the system has his or her own specific role and task to discharge; that no job is meaningless whether it is as an employee or as a manager; each leads to the successful execution of any project.

According to Wikipedia, the definition of Time management is “the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time”. To bring it literally, time is precious to everyone. In our daily lives, we have plans that we want to fulfill, but we may or may not be able to achieve then, as hindrances are along the way. This is why it is important to carefully plan everything and set goals to achieve, be it just for a day or a week. This will help us work smarter than harder.
How can we manage our time? The use of techniques and approaches can help to properly manage time for completing and performing the different tasks at hand. The following are the steps to be considered to help make the most of the time available.

Set Goals and Target. Goals and target must first be set before preparation takes place. What is the expected performance? The response dictates the direction and speed at which each action is directed.

Prepare a course of action. To accomplish the goals that have been set, planning is important for a project to be carried out carefully. Without planning, a lot of time is wasted, which, can otherwise be spent productively. It is also necessary to remember that changes of plan can occur once in a while and when these arise, flexibility is the answer.

Prioritize activities by importance and urgency. Significance and criticality must be calculated in a way that urgent and important matters are given top priority and given more time, next are the important tasks but not urgent and, lastly, those tasks with the least amount of time needed.

Have things done. It's time for action. Each task has to be carried out with zest and dynamism. The goal is to ensure that preparations are carried out as quickly as possible with the best results. There is no space to be idle and hesitant since outputs must be completed quickly without compromising quality.

Time is never enough, therefore its management is really valuable personally and professionally. Use it efficiently and effectively not just for the benefit of the organization but for self-improvement.
Reference:

https://whatis.techtarget.com/definition/time-management