

EFFECTIVE TIME MANAGEMENT AS A TOOL FOR EMPLOYEE PERFORMANCE AND ORGANIZATION SURVIVAL

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ABSTRACT

Time is a basic resource that any administrator requires in order to achieve an affiliation's aims and objectives. It's so fragile that it can't be rescued in the first place and can't be recovered once it's been mishandled. Every administrator is looking for ways to speed up the load up. Regardless of whether an association is looking for ways to grow their business or an individual is looking for ways to offer their energy more quickly, time management is critical to both. The load up's effective time passes on a lot of inspirations to an affiliation, and it goes beyond simply administering time alone.

Keywords: *Time Management, Organisational Effectiveness, Prioritising, Delegating, Scheduling, Profitability, and customer happiness are all words that come to mind When Thinking about time management.*

Introduction

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. Effective time management increases focus and improves productivity. Greater focus allows you to capture bigger opportunities. It also allows you to spend more time on the projects, goals, and people that matter. Time management is important in helping you achieve greater focus and prioritisation. When you better manage your time, you increase focus and take control of your day. Good time management doesn't mean expanding your to-do list and working longer. Time management means working smarter, not harder. When you manage your time, you have a greater focus on your most productive activities. This helps build positive habits. It also ensures you spend more time on the activities that help you reach your goals.

In the modern world, time is seen as an indefinitely divisible and usable commodity. It helps to infuse the concept of time through the institution. All the material and human resources possessed by organizations can be hanced in the course of time or be transformed as time goes on; yet the only asset that cannot be changed or purchased or stored is time itself. The secret to achieving success in life is effectively managing this resource that everyone possesses equally and paying sufficient emphasis to

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planning (Macan, Shahani, Dipboye & Phillips, 2000). Though effective and efficient use of time varies with respect to the tasks performed, the further increase in the level of knowledge and skills expected from modern employees has further increased the necessity of time planning. The road to success in social life passes through effective and efficient working which is only possible via time management. The competitive environment we live in today encourages people from as early as their elementary education to plan and manage time effectively. The high performance required by competitive conditions forces organizations and directors to use time effectively and stipulates the search to control time (Alay&Koçak,2003).

Principles for Effective time Management

The principles below are derived from research on time management, motivation theory and much experience working with university students. Think of time management techniques as tools to help you do what you value the most. Make these tools into an expression of your values-what's most important to you—not just a schedule to get more stuff done. Try to keep these principles in mind as you schedule and calendar your time, and when making the moment-to moment decisions that are crucial to effective time management for balance and well-being. Principles of effective time management are Commitment, Pursue fun with a vengeance, Time v/s task focus, One thing at a time, block out time, first things first, Routine, Flexibility, Respond v/s react, and organising the environment.

Scope of Study

In order to achieve meaningful results through this study , the Himachal Poly fins Ltd of Himachal Pradesh was selected for a period of six months which was the duration of this study. It is assumed that the data collected through this study in order to create a generalisation. Detailed explanations have been created through the information which was gathered on effective time management and its impact.

Objectives of the Study

- To examine organization time management practices and effectiveness of it
- To study importance of what actual time management can do to the performance of employees.

Research Questions

- Which of the time management strategies are used by the organization?
- Which resources are utilized while implementing those practices?
- Which variables are assessed when evaluating employee performance?

Research Procedure

This research started initially by selecting 120 top manager, Supervisory, Middle-level and Low-level managers from the HPL of Himachal Pradesh. The final sample selected for the study contained 100 managers. Stratified sampling method was used in order to finalize the sample of managers which consisted of 20 managers from each department including top manager, Supervisory, Middle-level and Low- level managers. The sample consisted of 30% females. Table 1 below shows the sample of HPL and the sample distribution among them by their gender.

Table 1: Total Managers of HPL of Himachal Pradesh

Level of Manager	Male	Female	Total
Top	30	20	50
Supervisory	30	5	35
Middle	8	2	10
Lower	3	3	6
	70	30	100

Source: Primary Data

Research Methodology

Primary data was used for this study, questionnaires were given to the sample. The questionnaire was designed in order to obtain information regarding time management practices in the firm, their individual and group performances. The data regarding time management implementation practices and employee performance was acquired through the questionnaires. Secondary sources was used to get data about organization and its practices.

Hypothesis of the Study

H₀: The employees in an organizations are impacted by the effective time management.

H₁: The employees in an organizations are not impacted by the effective time management.

Analysis

Quantitative research methods have been utilized in order to collect data and to examine them in order to mitigate the level of error. Statistical techniques were used to analyze the data from the questionnaires. Simple regression analysis was conducted initially using SPSS and the results derived from SPSS were analyzed under standard error and were further developed.

Table 2: Results ANOVA Test

p < 0.005						
		Sum of Squares	Df	Mean Square	F	Sig.
Have you heard about management or practiced time management before?	Between Groups	1.097	3	.366	1.580	.199
	Within Groups	22.213	96	.231		
	Total	23.310	99			
Do you think management you need effective time management in organization?	Between Groups	6.356	3	2.119	2.309	.081
	Within Groups	88.084	96	.918		
	Total	94.440	99			
Does HPL practices or pursues you to practice effective time management ?	Between Groups	2.894	3	.965	.980	.406
	Within Groups	94.496	96	.984		
	Total	97.390	99			
Has effective time management been helpful in the achievement of your personal goals?	Between Groups	11.234	3	3.745	3.465	.019
	Within Groups	103.756	96	1.081		
	Total	114.990	99			
Is it true that effective time management improves output?	Between Groups	2.541	3	.847	.725	.540
	Within Groups	112.209	96	1.169		
	Total	114.750	99			
Do you agree that the type of objectives set in HPL determines the height of organizational performance?	Between Groups	3.763	3	1.254	1.291	.282
	Within Groups	93.237	96	.971		
	Total	97.000	99			
Is performance susceptible to or affected by poor time management?	Between Groups	1.081	3	.360	.372	.773
	Within Groups	93.029	96	.969		
	Total	94.110	99			
Do you agree that when inefficient staffs are retrenched faults are minimized and performance will improve?	Between Groups	6.079	3	2.026	2.554	.060
	Within Groups	76.161	96	.793		
	Total	82.240	99			
Do you think effective time management will increase HPL's performance?	Between Groups	7.443	3	2.481	1.620	.190
	Within Groups	147.067	96	1.532		
	Total	154.510	99			
Does the management hold seminars on time management?	Between Groups	7.196	3	2.399	2.376	.075
	Within Groups	96.914	96	1.010		
	Total	104.110	99			
Did any workers get laid off due to poor time management?	Between Groups	7.380	3	2.460	2.679	.051
	Within Groups	87.247	95	.918		
	Total	94.626	98			
Do you believe that time management has been helpful in increase of your productivity?	Between Groups	1.186	3	.395	.410	.746
	Within Groups	92.524	96	.964		
	Total	93.710	99			
Has time management being helpful in your personal life?	Between Groups	7.796	3	2.599	2.731	.048
	Within Groups	91.364	96	.952		
	Total	99.160	99			
Are you in support of effective time management?	Between Groups	2.221	3	.740	.770	.514
	Within Groups	92.369	96	.962		
	Total	94.590	99			

Can effective time management have negative effect on productivity?	Between Groups	4.329	3	1.443	1.489	.222
	Within Groups	93.031	96	.969		
	Total	97.360	99			
Do you think lack of time management is one of the problems affecting HPL today?	Between Groups	12.205	3	4.068	.391	.760
	Within Groups	999.505	96	10.412		
	Total	1011.710	99			
Do you believe having to stop people from visiting you during working hours will have effect on your performance?	Between Groups	1.758	3	.586	.666	.575
	Within Groups	84.432	96	.879		
	Total	86.190	99			
Does procrastination was testime?	Between Groups	.433	3	.144	.174	.914
	Within Groups	79.757	96	.831		
	Total	80.190	99			
Would it be helpful if you made a list of tasks to do daily?	Between Groups	1.599	3	.533	.387	.762
	Within Groups	132.161	96	1.377		
	Total	133.760	99			
Are the repenalties for poor time management?	Between Groups	2.577	3	.859	1.042	.378
	Within Groups	79.133	96	.824		
	Total	81.710	99			
Planning is key in effective time management?	Between Groups	.408	3	.136	.151	.929
	Within Groups	86.182	96	.898		
	Total	86.590	99			
Istimemanagementtheonlydeterminantforhig hperformanceinorganizations?	Between Groups	2.789	3	.930	1.222	.306
	Within Groups	73.051	96	.761		
	Total	75.840	99			
Do you agree that an organization can know all about time management but still not put it into practice?	Between Groups	1.943	3	.648	.514	.674
	Within Groups	121.057	96	1.261		
	Total	123.000	99			

Conclusion

Time management has a positive effect on organizing ,objective setting, objective accomplishment, and on time. Apart from this time management has been considered in distinctive studies in the past for the most part indicate the advantages of time management and how it can affect the execution of understudies and representatives in their individual line of work. A study shows that there is a good connection between the dependent and independent variables which affect the performance of the workers at HPL. There is a positive relationship between the time management and the employee performance. There are few set back to the study one of them is that the study was conducted at only one organization which makes it a little weak due the number of surveys that were taken, so in this case it cannot account for the whole population of the companies working in Himachal Pradesh. If more organizations were studied it would have been better to compare the results and to see if they both correlate with each other because like mentioned about that culture of the company is an important aspect in the performance of their workers.

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