

# Time management

## What is time management?

Time management is making optimal use of available time. Time is managed properly because it is a valuable resource. Learning to use it requires both leadership skills and management functions. Using time effectively is an integral part of management skill.

## Principles of time management:

1. Plan the work to be performed ahead.
2. Delegate the work effectively within team members
3. Effective communication
4. Exercise staff discipline & self control in work
5. Control to limit unnecessary interruptions
6. Make good use of time management tools such as work plans, calendars, diary etc
7. Prioritize goals by analyzing activities

## Matrix of time management-

1. Urgency and important
2. Urgency but not important
3. Not urgency but important
4. Not urgency and not important

## Steps in time management:

1. Allow time for planning and establishing priorities
2. Complete the highest priority task whenever possible and finish before beginning another
3. Reprioritize based on the remaining tasks and on new information that may have been received.

## Barriers of effective time management:

1. Habit

2. Work development
3. Over supervision
4. Under delegation
5. Losing sight of objectives

### **Leadership roles & functions in time management-**

#### **Leadership roles in time management-**

1. Self aware regarding personal barriers to effective time management
2. As a role model to subordinates
3. Assist followers in working co-operatively to maximize time use
4. Prevents interruption that helps to effective time management
5. Present a peaceful environment and reassuring good performance

#### **Management function in time management-**

1. Prioritize appropriately day to day planning to meet the organizational goal
2. Builds time for planning into the work schedule
3. Analyze how time is managed
4. Eliminates environmental barriers to effective time management
5. Breaks down large tasks and delegate into subordinates
6. Utilize appropriate technology to facilitate proper communication in time management.