Optimum Management of Time as an Important Practice for Boosting Productivity in Organizations

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Abstract

Starting point of obtaining skills in time management is individually different. Most people think they can get better than what they are with the help of time management. The best opportunities or the worst ones usually occur at unexpected time which we might not be ready for . Here, the question is "what is time management ?". It can be said it is the best use of seconds and opportunities one faces. Therefore, in this paper, efforts has been done to provide practical ways so as to use the time in an optimum way. By definition, time management is determining main purposes as a first step and writing them down on a paper followed by next and main step: regular planning as well as hard efforts which finally lead to aims access. However ,in the case of absence of one of the mentioned factors ,it would be either impossible to realizing aims or you may be exercised lots of expenses leading to no qualitative results.

Keywords: productivity, optimum, time management, purpose

Introduction

Determining accessible purposes is a way for time management .The main important point is the defined purpose .For if the purpose is not accessible ,you may become depressed and cheerless. Hence, time management is considered as a necessity in life and work at third millennium. Having a purpose or a plan for your personal and family life you require collaboration and synergy of all members of your family. If the purpose is related to your job you will reach it with the help and coordination of your co-workers. You are required to go ahead as much as your ability and your co workers' allow. adjust your speed in such a way that it would be neither too fast nor too low .Although priorities are usually changeable, altering and revising them seem obligatory. Sometimes you may go faster than and beyond your expectations. In such a case, you require altering your purposes . Conversely , understanding not to be able enough to jump toward your purposes at high level, you require revising your purposes yet (Tracy, 2003)

Try not to indulge in past .Rather, define and portray attractive prospects for yourself. Treat with past as a consultant, like an engine which only moves ahead .Bear in your mind the fact that you yourself are responsible .Therefore, you should go toward your purposes by your own efforts. Time management is an activity or a process through which the amount of required time for doing a defined work is controlled intelligently. This is a very important instrument in management especially for increasing productivity and efficiency .Time management help managers in implementing defined works ,projects and purposes using skills, tools and tactics required for administering time.Time management embraces a huge amount of intertwined activities. Designing and allocating required time ,adjusting purposes ,analysing passed time organizing, planning and prioritizing are some of the activities which are put under the umbrella of time management. Time management is used both for business and personal activities.(ibid, p.15)

Time management strategies break up your work into parts and define a time limitation for each of them .This is a method named Time Boxing; a method which is used by software engineers for accomplishing works. However, it is also gen-

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erally regarded as a method of time management. One of the main problems which strikes lots of people in daily time management is the contrast between reality and your decisions. In other words ,you decide to do an enterprise while you are unaware of the required time .This would lead to misuse of time ;you may expend a lot of time for doing a work ,lose your concentration during the work and finally you will be tired out. Time Boxing help you to define a short time duration .For example concentrate on a work for about thirty minutes and do it well as could as possible(Tracy, 2003) .

Then repeat the same way for implementing the next works. This is an appropriate method for those who are not able enough to concentrate.by this method they can practice short duration works increasing their concentration. Before discussion it is needed to draw on the concept of time framework and how to practice it. Time scaffolding is allocating defined time frequentation for accomplishing predetermined enterprise. To put it in other way ,in fact instead of finishing a work you had better to do all or part of work in a defined time duration .Albeit ,putting this concept into practice is not so easy and you should not be deceived by its simple definition Following method in the paper provide you better understanding of time scaffolding .Sometimes, you expend couple of weeks on work engrossed in work in such a way that even you may lose your prospect. Unless you rest a few minutes per an hour of work, you will not reach at maximum amount of productivity and creativity .there is nothing more enjoyable than ticking a work as done in To -do –list meaning that it has been accomplished successfully .On the other hand , you may pass so many days without any ticks. That would be a pity ; why?why such days come to an end without accomplishing any works(ibid, p.35).

The answer harks back to the to-do-list paper; a good to-do-list can be good instrumental guidance for implementing works .While a long jumble column full of unfulfilled works shows nothing but your inability in doing works resulting in censure .All this depends on the fact that how to organize the To-do-list. Indeed your To-do-list is an instruction intended to separate your inner boss and worker! just like a code of programming .if the instruction and related issues are clear defined and completely separate you should respect the code as a priceless thing .However,if the code is jumble disorder, it will result in fear ,avoidance,postpone

ment,reluctance,hatred of work. Hence, regarding the following while writing to-do-list so as to do work more easily .In any second during days, you are facing a dichotomy either thinking as a boss or practicing as a worker. given a project or a work you first think about how to do it .In such a way, in fact, you are thinking as a boss. The one who is ordering workers to do tasks one by one

Writing an enterprise in To-do-list is the main reason that hinder you to put it into practice! For example, if you enter a phrase like 'cleaning room', it can be said undoubtedly that it is the last and only work toward which you are going .Be aware of the fact that there is a clear difference between project and work .Projects are a set of works .try to accustom yourself to the understanding the difference between project and work for your To-do-list is not a list of projects .

Never enter a multilevel project like 'cleaning a room' in to To-do-list .Rather, divide the project into smaller ,simpler and understandable parts which need not to be analyzed thoughtfully. The more you break up your works into smaller and atomic parts, the better you can manage your works. Sarks who is a famous writer says break up works into five-minutes parts. These are small micromovements through which you can accomplish gigantic works in your life .Once there are no enough time and required attention to be allocated on your works ,five-minutes micromovements are good ways to be drawn on. I always feel I can accomplish any work in five minutes. You should think twice before writing the works in the list and breaking them up into smaller parts.

Draw your attention on the following work

When you have a compound work to do (like replacing the glass of a desk) it should be broken up into smaller parts in the project list then you have to write down the parts one by one in To-do-list after being accomplished. In fact ,your To –do-list should contain following parts of each project which are independent of their previous parts. Imagine ,you are sitting at your desk with ten minutes left till the meeting. Whether you accomplish a work successfully or not depends on your To-do-list :could you find a dentist within ten minutes or learn Italian language? absolutely no(3).However, a viable To-do-list would help you to accomplish even more than one work; for example, you can send an email to your friend and ask a dentist's address or

/and find a training site for teaching Italian language .

Use exact verbs signifying single actions

When you are writing a To-do-list ,you should be aware of the fact that the duty of your inner boss is to write down orders accompanied by enough explanations in the simplest way for your inner workers .For instance, if you want to call somebody enter the name and number of your addressee into your To-do-list. In place of writing "selling old luggage" write the following clause:" calling Ali to agree on the time of taking old luggages..."

Record all information in the list so that you will them all at your access at any required time; for example, if you are sitting in a waiting room at a doctor's office, undoubtedly you cannot sell old luggages. However, if you have had telephone number in your list you would have been able to do a call. So, be a good boss. Help your inner worker and provide it with all required information. Do not expect it to do a work which is out of its duties domain; work such as finding a telephone number which have been included in boss' duties.

The list should repeatedly change

Although my To-do -list has 20 issues, it alters every day. Every day from two to five issues of the list are ticked and replaced by new ones. Bear in mind you have a To-do-list at your hand on which you need to work on all time not an unchangeable written like a contract which are often put in a corner dusted (Hendrickson, 2005).

Because, unchanged list means doing nothing by you. Therefore ,you need to revise and check your To-do-list ,project list ,future wishes list within twenty minutes like a meeting which is hold by a boss with his or her workers .Rewrite works which have been written for a long time and remained intact so far during this meeting .Moreover, erase irrelevant issues from the list and transfer the next stage of your work from project list into To-do-list.

Recording what has been done

You as a worker need to show your ability to your boss like a good and skillful worker. So record what you are doing in a separate list so that whenever you look at it enjoy yourself because of what you have done. Besides the list contribute you to remind what you intend to remember from the past .since this list would be a good yardstick to show your productivity or unproductivity ,you can find the reasons for

which you have failed to add new issues to the list after passing days ;it may tell you rewrite the list.

Practice is the best teacher

The teacher might seem less effective in writing an apparently easy task such as writing a To-do-list (Hendrickson, 2005) .While ,in fact ninety percent of accomplishing a project depends on a good planning .A thing which is thought of as a trifle easy task by many people .Like other good habits ,practice is the best way to teach how to plan well. The more you practice writing an effective To-do-list artfully ,the simpler and quicker you will be able to devise following plans .Consequently ,more works will be ticked as done that makes you feel delightful due to accomplishing them while you are leaving the place of your work.

Determining the framework of time

Timetabling is the most effective known tool in time management .Even though you have been familiar with it ,this paper provide you with an opportunity in such a way that help you use it in a best way .In fact Time tabling is allocating defined time frequentation for accomplishing predetermined enterprise. To put it in other way ,in fact instead of finishing a work you had better to do all or part of work in a defined time duration .Albeit ,putting this concept into practice is not so easy and you should not be deceived by its simple definition. Following method in the paper provide you better understanding of time scaffolding (Hendrickson, 2005)

Time tabling tells you exclude irrelevant works from the specific works whose windows are open. If you are seeking to multiply your efficacy you need to zero your mental concerns. As such ,coming out of trifle challenges and entertainment through time tabling results in motivation increase. You will come out with a considerable progress if you commit to the time tabling during work. Sometimes we can only improve some of the works but not so much as we expect regarding what have been exactly defined in our mind in advance. Reaching one hundred percent of the aims would not be a necessity. If you want to optimize your time you need to do fuzzy works along with the works need to be concentrated and accomplished by limited time applying time tabling . Projects which require high amount of creativity are not appropriate works to start with through time tabling. The most effective way to embark on such works is to have a floating starting stage; forget about the work for a while

.In this way you would give an opportunity to your unconscious mind to work on it for a couple of time .Then it gives you the answer (Sandberg, 2005) .

The starting mental storming stage is a good chosen example for time tabling while you are unaware of its consequences. How much time do you usually waste wandering ? Being aware of the passed time would be one of the most valuable activities upon which you both recognize how you are passing your daily time and determine how you should expend it (Lakein, 1973).

Timing daily activities contribute to have a better dominance over what you are doing. Increasing awareness of how appropriate you are expending your time helps you to resist against trifle and unimportant works. Your efficacy will be boosted only when you make balance between time frequentation of the work and that of resting .Time tabling is a suitable instrument to realize this balance . However, you will not reach this aim unless find how to make balance individually .Frequentation among different types of timetabling such as work/rest or hard work/easy work, not only boost the amount of your energy but also empower you to accomplish more works (Lakein, 1973).

Conclusion

Doing very important works at the very beginning is a classical advice so as to increase the value as well as volume of your daily activities .Bear in mind that using the time tabling is not only for job activities. Rather, it can be used at different topics such as passing free time ,visiting friends and entertaining. Allocating time package for what you are going to do would be a very good factor in making balance in your life .In fact devising time tabling would be the center of prioritization system of which we can use. 1-Time tabling: a defined time tabling gives an appropriate frame for accomplishing activities.2-avoiding extra works:it increases

the outcome of works .Is it not correct to say that most of works are accomplished at the last days or minutes of a given time or just before holidays? For such reasons it is thought that work's outcome usually reaches at its maximum amount at the end of the specified time frequentations 3-time tabling of activities removes work pressures and it has a great advantages in accomplishing works provided that we make sure the work has been accomplished within the time allotted .4-great works usually decrease motivation no matter how important they are because They require so much time to be accomplished .great works are usually put off because launching easy and quick works is much easier and they will be sooner accomplished successfully.

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