

TIME MANAGEMENT



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INTRODUCTION

- Time management is concerned with planning time usage so as to carry out planned activities effectively and efficiently to achieve intended objective.
- The purpose of time management is to realise set goals as scheduled.
- Time is money i.e time not used well translates to loss of important resource since time is a non-renewable resource.
- Time is an important organizational resource which need be used efficiently .

BARRIERS TO EFFECTIVE TIME MANAGEMENT/CAUSES OF TIME LOSS

1. Chatting too much on personal matters not related to work.
2. Long held and unnecessary meetings i.e lazy people hide in meeting.
3. Too many interruptions during working hours due to unplanned visits.
4. Very little or no delegation at all i.e cannot do everything.

5. Indecisiveness and inability to act promptly when faced with alternatives of equal importance.
6. Poor employee motivation leading to unproductive work habits e.g reporting to work late
7. Delay or postpone in starting a task e.g not knowing how to start.
8. Fatigue due to physical or mental exhaustion e.g caused by poor ventilation
9. Unnecessary memos

APPROACHES TO IMPROVING ON TIME MANAGEMENT

1. List what is to accomplished each day and prioritize by taking important tasks first.
2. Set specific and realistic and achievable deadline/SMART objectives (specific, measurable, achievable, realistic and time bound).
3. Use notebook/diary to keep record/appointments on things to do and contacts of people to deal.
4. Avoid doing everything by delegating where possible.
5. Communicate effectively when delegating authority with clear terms, hence save time on consultations later.
6. Be punctual as this puts you in command since this can assist in planning.
7. Make effective use of peak time such as morning hours when the mind is fresh.
8. Develop respect for time as a valuable and also as a non-renewable resource which should not be wasted.
9. Be self motivated/committed. This is key a ingredient in accomplishing a task.
10. Be assertive and also action oriented. Plan and go ahead to act.
11. Plan your work at all times and at the end, look back and examine time wasted.
12. Be reflective thinker. This acquired through learning from past experience.
13. It is advisable to brake work and assign it into blocks i.e related work.
14. Budget the time i.e identify activity and allocate enough time for critical activities.
15. Unless very necessary, avoid absenteeism and personal business during official hours

16. Develop routine and habits of effectively and efficiently utilizing time.
Then review and refine habit only when circumstances warrant change.
17. Make use of time log as this enables one keep track of planned and implementation daily tasks through review where necessary.

CONCLUSION

- It is important that managers consider time as an important asset hence invest wisely in managing time.
- Must concentrate on what is important, recognize that there is time constraints, hence minimize disruptions then get information quickly.
- Time management assist to create time to perform all managerial activities or tasks effectively.