

TIME MANAGEMENT: HOW IT HELPS OUR PRODUCTIVITY?

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Time is one of the most essential and vital assets we have, but many people waste it. This is frequently due to a misunderstanding of the significance of time management and how it may improve the performance of any job available today. Time management has an impact on workplace performance and productivity. It will increase employee productivity, help them meet deadlines, and produce higher-quality work. Time management is important for organizations to prioritize all work duties and reach goals more quickly. You may take on new possibilities and successfully build your business if you have an excellent time management plan. Time management is the act of organizing and controlling your time so that you can work smarter, not harder. With the aid of proper time management, you can organize your time between your most important responsibilities. Effective time management is the act of using your time to arrange your days so that you can complete your work more efficiently and effectively. Controlling it allows you to produce more and better results in less time and with less stress. We frequently slack off at work and put off duties for no apparent reason. Mastering time management will improve your job, boost your efficiency, and allow you to achieve your goals with less effort.

Time management has several advantages. The act of making the most of the given resources has been used to demonstrate intelligence. We, as humans, should at least strive to be constructive with our time. Recognition is required for time management. We must recognize our incapacity to comprehend time and begin working immediately to conserve it. One of the most significant advantages of time management is that you perform better at work. If you set a block of time during your day for your most critical

chores, you'll have a clearer understanding of what you need to do and how much time each job will take. Making a flawless calendar aid in time management, and adhering to a rigorous schedule reduces the likelihood of procrastinating. When you stick to a timetable, you will spend less time determining what to focus on and more time doing vital chores. Knowing the time-wasting components in your plan will also offer you a better estimate of how long it will take you to complete the activity. Time management allows you to focus on the most important activities while avoiding distractions. You can accomplish work on schedule if you manage your time wisely. To efficiently manage your time, assign each job on your list a separate time slot. Tasks that are assigned a certain amount of time to complete are more likely to be finished on time. It may be tough to keep track of deadlines - and if you're not diligent, you can easily miss them. If you are striving to fulfill a deadline, you must allow for unanticipated difficulties. To keep on track with your task and complete them on time, make sure you start on time. If you carefully arrange the time necessary to complete your task, you will always meet your deadlines. The reason for this is that you are not spending time on trivial chores and are finishing your work as soon as possible without sacrificing quality. That does not imply rushing your job and sacrificing quality; it simply means making the most of the time you have. When you are busy with irrelevant chores, your total productivity declines, but time management skills allow you to do urgent and vital duties at the same time. When you stop wasting time on useless things and start working on time, you naturally become more efficient. The most essential advantage of time management is improved work-life balance. Work-life balance is finding a happy medium between your professional and personal lives. You grasp the importance of time with the aid of time management. You can get more done at work in less time and spend more time with the people that matter at home.

Effective time management allows you to become more productive and motivated. A good time management approach alleviates stress, allows you to focus, and allows you to work smarter, quicker, and more efficiently. Effective time management abilities may

benefit both your professional and personal lives. You can control your life and have more power and freedom once you master the art of time management.

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