

Signs of Poor Time Management and How to manage from it?

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SUMMARY

Time management is important because it helps individual control his/her workday so he/she can build the business without compromising the work-life balance.

INTRODUCTION

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves the balancing of various demands upon a person relating to work, social life, family, hobbies, personal interests, and commitments with the finite nature of time. Using time effectively gives the person "choice" on spending or managing activities at their own time and expediency. Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects, and goals complying with a due date. Initially, time management referred to just business or work activities, but eventually, the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Time management is usually a necessity in any project management as it determines the project completion time and scope. Time management is the strategy of planning out individual available time and controlling the amount of time individual spend on specific tasks in order to work more efficiently. Effective time management comes easier to some people than to others, but everyone can develop habits to improve their time management skills.

Time management how it affects the individual

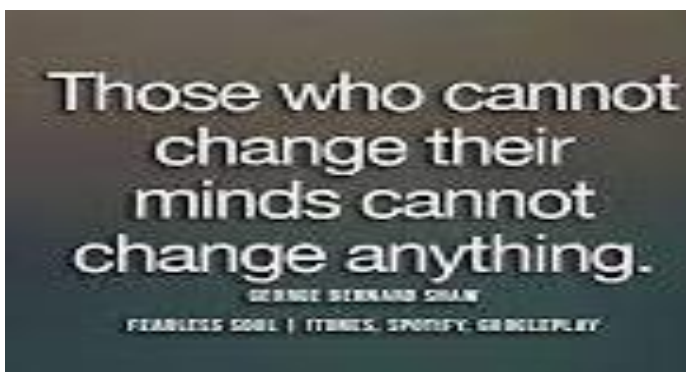
Without strong time management, individual work and wellbeing can suffer, and it can lead to:

- Producing poor quality work
- Missing deadlines
- Increasing individual stress levels
- Ruining individual work-life balance
- Harming his/her professional reputation

Signs of poor time management

These are the most common signs of poor time management.

- Easily distracted
- Poor punctuality
- Missing deadlines
- Always rushing
- Burnout



Benefits of proper time management

1. Improve Self Performa
3. Deliver Work on Time
4. Reduce Stress
5. Improved Career Opportunities
6. Boost the Confidence
7. Become More Efficient

Statistics:

- 1: 18% of people have a dedicated time management system.
82% of people do not have a dedicated time management system.
- 2: 33% of people use a to do list to manage their time and tasks.
- 3: 24% of people use their email inbox as their time and task management system.
- 4: 12% of people schedule all of their tasks in their diary in advance.
- 5: 25% of people “just deal with whatever seems most important at the time”.

(Development academy 2021)

Tips of time-management:

If person never seem to have enough time, better time management may help individual regain control of the days.

- Work out the goals
- Make a list
- Focus on results
- Have a lunch break
- Prioritise important tasks
- Practise the '4 Ds'.

Delete: Individual can probably delete half the emails person get immediately.

Do: if the email is urgent or can be completed quickly.

Delegate: if the email can be better dealt with by someone else.

Defer: set aside time later to spend on emails that will take longer to deal with.

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