

Time Management in Workplace: Missing Deadline (Manage Time Balance Life)

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Abstract- 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 a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time. Using time effectively gives the person "choice" on spending/managing activities at their own time and expediency.[1] 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.

Indexed Terms- Peace, Stress, Mindful, Pressure

I. INTRODUCTION

Time management is very crucial for working in any organization. Without time management there is lot of pressure in the mind of people, so one can has to manage his time in workplace for maintenance of his work life balance ...and with these there is a few pressure in the mind of people so one have to follow following points :

1. Complete most important task first.
2. Devote your entire focus to the task at hand.
3. Get an early start.
4. Turnkey task into habits.
5. Create organizing system.

II. ELABORATIVE APPROACH



Source: - 123rf.com Dia 1.1.

III. FINDINGS

- Question yourself
- Consolidate routine action
- Clear the clutter
- Set the goals
- Plans ahead
- Eliminate distractions
- Delegate more often
- Track your time

IV. CONCLUSION

Time management is a very important skill to be learned and to be mastered in order to have a better lifestyle. By managing well time, you will no longer suffer from stress and your works/tasks will be done on time and with great quality. Remember that it is important to have the attitude to change your schedules and to change procrastination. Also, take into account all of the explained strategies that are very helpful to achieve a better time management. It is important to add, that sports also provide a helpful hand for time management, and also permit your body to be healthy and to have a better social circle.

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APPENDIX

Diagram 1.1

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