



# Time Management in The Workplace

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**Abstract:** *The infrastructure of our society considers work as a factor likely to make changes in the world. In the early stages of human civilization, the work was organized in simple tasks involving physiological needs. Time is a basic, limited and dynamic resource. Employees in their activities need to manage time, as they have to keep up with the time, to renew policies and strategies and to implement them in their organizations. The process of time management in an employee is a very complex task and is often essential for its development and organization. Time management is the discipline from the business-oriented and rational use of time as a valuable resource by developing methods and techniques for an efficient use of time. They all "compete" with each other to get a piece of our time. Our problem is not to find what we do but what to do first and when to do it.*

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## INTRODUCTION

Employees who want to manage time or have deadlines may encounter problems that make these deadlines fail. This causes them a loss of confidence in the ability to use deadlines. Understanding these problems, individuals should be able to design a time management plan containing solutions to all these problems, thus having success in time management (Tracy, B, 2013: 1).

At the core of every organization is the smallest unit of its constituent which is the employee. Humans are for organizations like molecules for our body. Each molecule has issued a well-defined function that performs autonomously in accordance with the main goal, the continuation of life and function of our body.

Every organization works according to deadlines. An individual must be constantly in coherence to finish within the time limit. It is essential that employees understand the value of time.

### 1. Time management in the workplace

Analyzing the use of time is important, because that way you will understand how to use your time more efficiently. Managing time is not superficial, but it is fundamental. A way of creating a peaceful atmosphere in the workplace is the consistency with values and wishes of employees to determine priorities (Adams, G. & A. Jex, S. M. 1997: 266).

If every employee in an organization has good time management skills and therefore is more productive, then the organization itself is more efficient and productive (Orlikowsky, J. & W. Yates, J. 2002: 685). Businesses need to train their employees to be more effective in time management. As the classic cliché says: "Time is Money".

Understanding better how important is Time Management, we must know (Radonshiqi, R, 2013: 154):

- Things that we plan to do require about twice the time that we have planned for them.
- Everything that can go wrong will go wrong if we do not take measures to prevent it.

The two statements above are often described as Axiom from researchers. Time management means to do things right. Benefits of time that we get from a better time management are vain if we do not have a plan on how to use them.

“Time management is a set of principles, practices, skills, tools and systems that work together to help you get more value from time to improve the quality of life” (Kwok, H., Milevsky, M., and Robinson, C., 1994: 120).

Time management in the organization is not a universal practice, so there is a better way to do things for everyone. It is closely related to employees' personality as well as their commitments. Employees in a variety of organizations are characterized by various problems related to time management.

## **2. Factors that affect time management**

For the best time management in the workplace, an employee should have a clear job description and therefore defined tasks. Without a clear and detailed job description, employees cannot be held responsible for tasks that they have not committed. The job description should be related to the mission of each department in particular and the mission of the institution in general. Labor analysts and managers of organizational units should engage in job description (Dobjani, E, 2007: 317).

Time management in the workplace is very important because they make employees' life easier and makes them more effective and a productive organization too. If an employee of an organization does not direct his activity on the basis of time management principles, it does not mean that he does not know how to manage his time. There are many people who have a natural talent about time management. Many of us instinctively follow all the concepts that will explain below, although we do not know that they are part of a time management technique. Time management is really self-management in terms of time; as a result, there is a way to self-management for everyone because it depends on the nature of the employee (Koch, CJ, & Kleinmann, M. 2002: 201).

The nature of employees in an organization (Radonshiqi, R 2013: 155):

- Ego;
- Desire to have good relationship with colleagues;
- Fear that the other might be offended;
- Fear of new challenges;
- Curiosity;
- Uncertainty;
- Overestimation of personal skills;
- Envy of others;
- Ambition;
- Perfection.

These are all features of human nature to manage time effectively. If we want to take control over our time, we must recognize these powerful features, appreciate what they really are and then we teach ourselves to modify our behavior. It is likely that we will not be able to eradicate these traits, but at least, we can learn

how to control them. They generally focus on the symptoms, not on the causes. Before we can solve a problem, we need to understand it.

One aspect of the work related to time management that creates many obstacles is that employees have a hard time accepting that they themselves are to blame for their problems related to time. This is another aspect of human nature; no one prefers to declare his weaknesses. Instead, we find easier to blame others. When people talk about their problems about time, they tend to blame things or phenomena that they think are beyond their control. Another reason why people have problems with the adoption of good time management techniques is that these techniques are often in conflict with their personal habits. In changing our outputs, we must first change our inputs.

Using time management in the workplace allows employees to set priorities for daily homework. Ordering the tasks in order of importance, will hold employees to their duties. Each employee works with targets. It is always better to discuss things at an early stage than make them more difficult later (Macan, T. H. 1996: 233). So, the employees should accept tasks only when it is safe in their performance. There is nothing wrong with discussing a task between manager and co-workers. Employees should share their duties with others to complete them within time frames. Employees must plan daily what tasks need to be achieved before.

Preparing a fair plan tasks in advance always helps and provides a sense of direction to work. Setting short and long term goals will allow you to schedule deadlines so that workers can adapt if necessary. Many leaders use short-term and long-term goals for the improvement of their work. Another great reason to manage time at work is that it increases productivity. By focusing on projects and deadlines, employees will find ways to make their organization more efficient and will perform their duties successfully. Employee performance will increase as a result of increased productivity. This will allow employees to move forward and undertake projects with long-term goals. Time management in the workplace can eliminate delays. Sayings like "I will do it later" or "I will do it tomorrow" will never be heard again.

Some strategies are appropriate for most of people as (Radonshiqi. R, 2013: 157):

- Setting priorities;
- Planning;
- Delegation.

But other strategies require an approach to personality and way of life of the individual himself. Unfortunately, much of the literature on time management seems to avoid this fact and assume that one style fits all. Experience has shown that this is not true. Some people prefer to go to the end of the task before they start another task so they have a linear trend in duties performance, while others prefer to perform part of different projects working simultaneously in view of some projects that they have to do. There are also people who work with "explosions" in a short period of time during which perform most of the work and they need periods of low activity in order to regain power. Time management to be effective must fit the personality, working way and their thinking (Macan, T. H. 1996: 224). If this is not done, strategies of time management and its techniques will be invalid.

### **3. Time management importance in organization**

The importance of time management in the workplace has experienced positive effects to employees. The organization will have more effective employees (Macan, T. H., 1996: 223). Each organization may have to pay attention to time management and it needs to communicate these to their employees. Efficient use of time can reduce costs and simultaneously cheer up and motivate employees (Radonshiqi. R, 2013: 158). If the organization determines the roles, it will help employees knowing what their roles and responsibilities will be because one of the reasons of time misuse is that some employees do not know their responsibilities

and duties (Walker. S, A. Wysocki, Kepner. A., Farnsworth D., and Clark. J 2002: 1). Time management is basically not necessary to routines but to discipline themselves. Effective time management gives us the opportunity having time and being creative. It helps us being independent of small concerns which raise major obstacles to creative thinking. If you plan appropriately your working time, you will have time to devote to creativity.

Time management should be done for two main reasons, which are related to each other. First, because the ignorance or lack of management is the main source of stress at work developing the saying "It should be done much more work in a very short time". The second reason is that time management is important to create appropriate strategies finding time to carry out successfully all activities, and having a good performance at work (Radonshiqi. R, 2013: 159). Good time management should include finding time to pursue objectives related to work (Walker. S, A. Wysocki, Kepner. A., D. Farnsworth, and Clark. J 2002: 2), those in which we believe will bring us pleasure and include activities that stimulate us. We will give our best if we like what we do, when we have faith in our ability to do well, when can react spontaneously to new opportunities and when we are not distracted by doubts that we should have been doing other thing.

### CONCLUSIONS AND RECOMMENDATION

- Leaders who are strong in time management will have the ability to schedule tasks in frames and the right time.
- The goal of time management is not to create a universal methodology which is strict and applicable to all people, but to create a time management style that fits the person who will exercise.
- Good time management can encourage employees to engage in activities, to achieve the goal.
- Employees should not hesitate to talk to their managers if targets are unrealistic and unattainable in the required time.
- By managing time, employees can minimize stress and can improve the quality of their lives. Building alternatives in the way that we spend time and how we perform our duty may reduce stress and make our work more satisfying. Efficiency at work will be improved significantly if you have the situation under control.
- Time management is essential in having a successful life, but if employees are not motivated to work, time management can be a struggle.
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