

RESEARCH PAPER

Organizational time management among public and private sector employees of Udaipur city: An assessment

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ABSTRACT

The aim of this study was to assess time management skills of managers employed in public and private organization and examine the role of demographic variables on the time management skills of both public and private sector groups. The methodology entails a survey of 60 managers *i.e.* 30 from public organizations and 30 from private organizations, were selected randomly for the present study in Udaipur city, India. An online questionnaire technique was used for data collection. Secondary data was also used to get a better insight into the research problem. Frequency, percentage, mean weighted score were used for analysis of data, Results showed that majority of respondents were males, in 35-45 years age group and had 11- 20 years experience. Managers had excellent time management skills in both public and private organization *i.e.* 60 per cent and 80 per cent, respectively. Overall mean weighted score for time management skills were same in both private organization and public organizations. The major limitation of this study is that it was conducted in Udaipur city alone, while the work culture of organizations other than in Udaipur city may be different.

KEY WORDS : Time management, Manager, Managerial skills, Private organization, Public organization

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Managerial skills are what the manager uses to assist the organization in accomplishing its goals. Specifically, a manager will make use of his or her own abilities, knowledge base, experiences,

and perspectives to increase the productivity of those with whom they manage.

Management of time can be defined as the ability to prioritize, schedule and execute personal responsibilities to personal satisfaction. Organizations who desire greater productivity invest their own time and money in creative consultants to train and educate their employees to manage time more efficiently. According to Seaward (2003), time management is actually a part of larger coping skills referred to as social engineering. Social engineering is a cognitive strategy employed to help minimize stressors without avoiding them. This technique is a reorganization process to

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manipulate factors and elements in the environment or to manipulate time in a well-organized fashion so that it can bear the fruit of productivity is the essence of time management. According to Greenberg (2002), time management refers to a range of skills, tools, and techniques utilized to accomplish specific tasks, projects and goals. These techniques can help with most precious possession- time. Initially time management referred to just business or work activities, but eventually the term broadened to include personal activities also. Time management is necessary to get rid of daily stress. The most important thing to manage time is to set goals; daily, weekly, monthly, yearly and long range. Time management is necessary because of: faster pace of life, acute competition, quicker means of communication, and globalization. According to Haynes (1987), time management is a personal process. It requires many efforts on behalf of any person e.g., to explore the needs, resources, priorities. It can be achieved through determining goals, planning, scheduling, by making lists. When someone really wants to alter one's lifestyle, it involves persistence, commitment and sacrifices.

Objective:

To study Time Management skills of managers employed in public and private organizations.

METHODOLOGY

The study was conducted with employees of public and private organizations within the municipal limits of Udaipur city of Rajasthan state. The list of managers was procured from the offices of public and private organizations. A total of 60 managers *i.e.* 30 from public and 30 from private organizations from this list were selected randomly. The online questionnaire technique was used to get the information from the respondents.

The manager's email I.D were procured after prepared Performa was sent their contact electronically and response were received electronically for same. The questionnaire comprised of subtopic namely general management. It was given to a panel of 5 experts for content and construct validity of the developed questionnaire. Pilot testing of tool was done on a sample of 10 respondents other than the sample of the study. The collected information was suitably tabulated and analyzed in terms of mean weighted score.

ANALYSIS AND DISCUSSION

Time management is the process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

Background information:

Profile of manager according to each background variables has been explained as follows:

An insight into Table 1, highlights that majority of respondents in both public and private organization were males (70% and 67%), in the age group 35-45 years (56% and 64%) and had 11- 20 years experience (63% and 62%).

To study time management skills of managers employed in public and private organizations:

Being able to apply good time management at work can help to achieve more in a day. In today's workplace, time seems to be in short supply. An employee confronted with an increasing number of tasks required to be done on a daily basis, in a very busy workplace, can be very stressful. However, no task is insurmountable if you only know how to apply good time management at work.

Fig. 1, depicts majority of managers had excellent

Profile of managers		Public organization (n=30)		Private organization (n=30)		Total (n=60)	
		Frequency	%	Frequency	%	Frequency	%
Gender	Male	21	70.00	20	67.00	41	68.00
	Female	09	30.00	10	33.00	19	32.00
Age	<35 Years	08	27.00	07	23.00	15	25.00
	35-45 Years	17	56.00	19	64.00	36	60.00
	>45 Years	05	17.00	04	13.00	09	15.00
Experience	1-10Years	09	30.00	08	23.00	17	28.00
	11-20Years	19	63.00	18	60.00	37	62.00
	>20Years	02	07.00	04	13.00	06	10.00

Table 2 : Mean weighted score for time management skills (n=60)

Sr. No.	Time management	MWS	
		Public	Private
1.	The tasks I work on are the ones with the highest priority.	3	4
2.	I find myself completing tasks at the last minute, or asking for extensions.	3	2
3.	I set aside time for planning and scheduling.	3	4
4.	I know how much time I spend on each of the various tasks I do.	4	4
5.	I find myself dealing with interruptions.	3	3
6.	I use goal setting to decide what tasks and activities I should work on.	4	5
7.	I leave contingency time in my schedule to deal with "the unexpected"?	3	4
8.	I don't know whether the tasks I am working on are high, medium, or low value.	3	3
9.	When I am given a new assignment, I analyze it for importance and prioritize it accordingly.	3	4
10.	I am not stressed about deadlines and commitments.	2	2
11.	Distractions keep me from working on critical tasks.	4	3
12.	I have to take work home in order to get it done.	4	3
13.	I prioritize my to do list or action programme.	4	4
14.	I confirm my priorities with my boss.	3	3
15.	Before I take on a task, I check that the results will be worth the time put in.	3	3
	Overall MWS	3	3

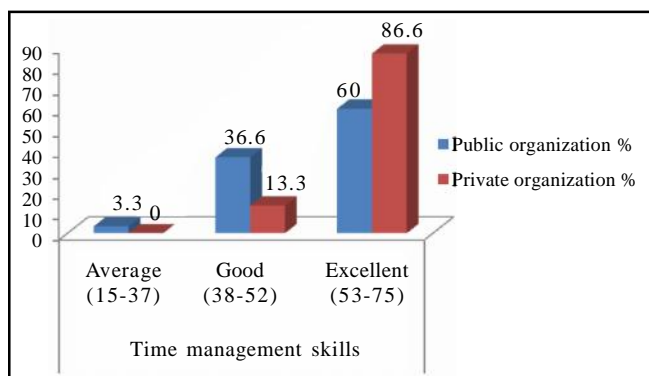


Fig. 1 : Time management skills among managers of public and private organizations

time management skills irrespective of the type of the organizations they belonged to *i.e.* 60 per cent and 86.6 per cent from public and private organizations, respectively. Contrary to this, Mohammadian *et al.* (2006) concluded that time management skills were at a very good level among 15.4 per cent of managers, being higher in female managers than in the male counterparts.

In time management mean weighted score was quit similar for managers of both public and private organizations. While sometimes in public organization managers completed their assignments in last movement and even after extension. While in private organization this was rarely a point of concern. The public organization managers often took the office work home while it was

sometimes for the private organization managers. In the statement ‘I am not stressed about deadlines and commitments’ both were of the opinion of rarely with a MWS of 2. This shows that stress of time management exists in both types of organization.

Goal was often to very often set for completion of tasks by both public and private organization managers with MWS=4 and MWS of 5, respectively.

Conclusion :

Thus, it can be concluded that Managers had excellent time management skills in both public and private organization *i.e.* 60 per cent and 80 per cent, respectively. Very few had average time management skills in public organization. Overall mean weighted score for time management skills were same in both private organization and public organizations. Trainings are needed in public organization so that the managers can be relaxed at work and increase efficiency.

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