

# [Time and events that occur continuously. it is](https://assignbuster.com/time-and-events-that-occur-continuously-it-is/)

[Business](https://assignbuster.com/essay-subjects/business/), [Management](https://assignbuster.com/essay-subjects/business/management/)

Time is defined as a relation connected openly tomore than one interpretation. It is said that time isn’t expressed clearly andit is the forward movement of reality and events that occur continuously. It isclearly an irreversible succession from a situation of phenomenon in thefuture, through the present, to a state of definiteness in the past. When itcomes to time management, it is stated that today, we human beings need tomanage our time to encompass our own personal life. Our life would improve tobe more balanced and our general happiness will be encouraged through a goodtime management. Time management is a combination of two words, ‘ time’ and ‘ management’. It has a large-scale in various administrative and managerial section (Macan, 2010).

For example, time has been described as “ time nothing more than theoccurrence of events in sequences, on after another” (Olpin and Hessen, 2012, p. 167), and “ a resource that, when lost or misplaced, is gone forever”(Kerzner, 2009, p. 286). Time management plays a very important role not only inyour career and university life but also in your personal lives. Timemanagement includes setting objectives and goals, effective planning, settingdeadlines, committal of responsibilities, prioritizing your things to be doneaccording to their importance level and spending the right time on the rightactivity.

The time management has been offered as the “ the process of skilfullyapplying time to finish and perfect a specific activity within time constraint”(Harris, 2008). Time can be divided into two categories. Firstcategory would be quantitative and the next is qualitative. It is clearlystated that quantitative time is when to time is represented as quantitieswhere time can be measured and counted into seconds, minutes, days, weeks, months and years” (Wu, 2009, p.

5). Qualitative time comes with a meaning of thequality of the time that is spent on an activity. It has been written that time management is aboutdoing something responsibly, carefully, consciously, purposefully not shrinkingfrom difficulties, but engaging them. Time management is not an end itself. It isthe means to an end. Related with meeting and setting goals, time managementprovides a way of getting really high achievement out of individuals and otherswith whom they come into contact. A situation where the caption of the shiploses his way in the sea is very similar to an individual working without goalsand targets in his/her organization or personal lives.

Time management is not about creating more time butrather about making the best use of the time have. Research has stated that managingtime more efficiently and effectively reduces stress and frustration towardsstudies and in accomplishing our daily life duties. We will become moreconfident and we will feel much better (Mancini, 2007). Developing a propertime management among individuals is a way to escape from pressure anddepression.

Finishing our duties on time might create a great relieve in usinstead of worrying about undone tasks in our daily life. Besides that, thepossibilities to pursue personal interests are higher, more things can be donein a certain period of time, and we will definitely feel better aboutourselves. In other hand, time management principles can be and have to bemastered everyone regardless the nature of their employment age, religion orany other demographic or other variables. It possible for anyone to improvetheir utilisation and to do so markedly of you have not thought about itrecently.