

Time and events that occur continuously. it is

[Business](#), [Management](#)



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

For example, time has been described as "time nothing more than the occurrence of events in sequences, one 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 in your career and university life but also in your personal lives. Time management includes setting objectives and goals, effective planning, setting deadlines, committal of responsibilities, prioritizing your things to be done according to their importance level and spending the right time on the right activity.

The time management has been offered as the "the process of skillfully applying time to finish and perfect a specific activity within time constraint" (Harris, 2008). Time can be divided into two categories.

First category would be quantitative and the next is qualitative. It is clearly stated that quantitative time is when time is represented as

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quantities where 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 the quality of the time that is spent on an activity. It has been written that time management is about doing something responsibly, carefully, consciously, purposefully not shrinking from difficulties, but engaging them. Time management is not an end itself. It is the means to an end. Related with meeting and setting goals, time management provides a way of getting really high achievement out of individuals and others with whom they come into contact. A situation where the captain of the ship loses his way in the sea is very similar to an individual working without goals and targets in his/her organization or personal lives.

Time management is not about creating more time but rather about making the best use of the time we have. Research has stated that managing time more efficiently and effectively reduces stress and frustration towards studies and in accomplishing our daily life duties. We will become more confident and we will feel much better (Mancini, 2007). Developing a proper time management among individuals is a way to escape from pressure and depression.

Finishing our duties on time might create a great relieve in us instead of worrying about undone tasks in our daily life. Besides that, the possibilities to pursue personal interests are higher, more things can be done in a certain period of time, and we will definitely feel better about ourselves. In other hand, time management principles can be and have to be mastered everyone regardless the nature of their employment age, religion or any other

demographic or other variables. It possible for anyone to improvethair utilisation and to do so markedly of you have not thought about itrecently.