

# 305t, process description



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Lecturer "Time Management" The problem of time management affects the entire population of the world either directly or indirectly. Poor time management leads to loss of manpower in human resource for every company and this can be put to an end by implementing training on time management within the company. Ward tries to define time management as "The development of processes and tools that increase efficiency and productivity" (Ward). It is therefore noteworthy that time management is not solely a chronology matter and it is as well guided by other external processes and tools. Blair maintains in his paper that trying to manage time begins with 'the three Eff words'. "The three "Eff" words are Effective - having a definite or desired effect; Efficient - productive with minimum waste or effort; Effortless - seemingly without effort; natural, easy." (Blair) If any company embraces this and passes it on to its workers, then a culture of time management can be inculcated effortlessly. Clemmer lays emphasis on personal organization. True to his work, time management is greatly affected by personal prioritization and scheduling. Lack of these two on personal levels could lead to a highly disorganized work area hence more inefficiency. He has a customized approach abbreviated as PODS. P reflects prioritization, O for organization, D for disciplines and S for systems (Clemmer). The approach he advises, is bound to run only if there are set goals and targets. Organization just like multitasking is not common for many. Therefore one needs discipline to manage time and systemization of tasks. Downs holds it that time management is a five step process. "It generally involves a five-step process: setting priorities, analyzing, filtering, scheduling, and executing" (Downs 1). The suggestion by Downs is interlinked with that of Clemmer. They are all about planning. Both scholars give a step by step

rationale for time management hence the notion that time management is all about planning creeps in. This is further supported by another author; Hellsten whose rationale has seven important steps. According to Hellsten, “Time management is most commonly defined by: (a) time analysis, (b) planning, (c) goal setting, (d) prioritizing, (e) scheduling, (f) organizing, and (g) establishing new and improved time habits”( Hellsten 21). Hellstens approach is broader but it culminates to the same school of thought. In light of all these scholarly contributions, institutions should put in place measures that aim at time management and focus on planning on both personal and institutional levels as impetus towards a time conscious unit.

#### Works Cited

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