

# [Mastring management 4330](https://assignbuster.com/mastring-management-4330/)

The Case of Missing Time Question Effective and efficient time management is essential in ensuring that duties and responsibilities are discharged in a timely manner. Chet seems to be caught up in a situation where he does not have enough time to do all the things he has to as a manager. This situation is worsened by the fact that there are a number of time management principles that are being violated in the process of ensuring that Chet meets his managerial obligations. The principle of making daily accomplishments’ list is violated. Chet is caught up in a mix of things he wants to achieve and those that he wants to do.   
Chet fails to do advance daily planning, leading to reliance on memory. This wastes time in relation to trying to remember each and every single detail that fits in the daily schedule of discharging managerial duties. Only one accomplishment list should be made for effective and efficient time management (Watson and Idinopulos 126). However, this is not observed in the case. Another violated time management principle in the case is the failure to prioritize tasks. Chet wants to address all issues that are brought to his attention. He even tries to address issues that he cannot resolve. Other violated principles include the principles of setting deadlines, reserving personal time when on is not accessible, and listing long term objectives (Watson and Idinopulos 127).   
Question 2   
Chet’s level of stress can be attributed to organizational problems in his place of work. Managers need to maintain constant communication and functional relations among themselves. However, plan managers in the case operate as single entities and do not have time for each other. Constant communication and discussions regarding organizational operations and performance are essential in ensuring managerial coherence. Since this aspect is lacking in the organization, Chet’s stress levels build up. The organization is made up of a number of firms. Chet is required to work across these firms from time to time. Transfers between firms leaves Chet stressed, especially due to the fact that shelving of ideas occurs in the process of transferring Chet between firms (Watson and Idinopulos 152). The structure of the organization does not account for Chet’s absence in any given firm.   
Question 3   
Personal productivity in the workplace is highly influenced by individual personality and character. Chet’s personality significantly influences his performance in the workplace, and subsequently exacerbates his stress level. Chet is ignorant of external elements that do not relate to the task at hand. Therefore, he does not pay attention to details that are not directly involved in the immediate task, but which are critical to his productivity as a manager. Chronic sense of being in a hurry is a personal characteristic that inhibits worker productivity (Watson and Idinopulos 136). Chet has this problem alongside wanting to simultaneously deal with several things. He is also impatient and interrupts other people’s conversations.   
Question 4   
Chet needs to consider the outcome of his actions. He needs to know that he cannot achieve everything at once and that he needs to work with his colleagues and subordinates to achieve high and productive outcomes. The strategy of small-wins fits Chet’s need to increase personal effectiveness and lower stress levels. Another recommendation pertains to the need to work on and achieve concrete outcomes bit by bit. The success of an organization cannot be realized in a day, and neither can Chet’s personal visible success.   
Works Cited   
Watson, Charles, and Idinopulos Thomas. Are You Your Own Worst Enemy?: The Nine Inner Strengths You Need to Overcome Self-Defeating Tendencies at Work. New York: Greenwood Publishing Group, 2008.