



## TIME MANAGEMENT FOR WORKING WOMEN

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### **Abstract**

*Many people fail in life, not for lack of ability or brains but due to failure in recognizing the importance of time management. Managing time is crucial in today's highly competitive world. Time management plays a key role in everyone's life especially in a woman's life. A woman is a change-agent. She can feed her family. Build her business. Raise her kids. Employ her neighbours. She can inspire sustainable transformation and create a new story for herself, her children and her entire community. The study will examine some time management issues more in detail and the study has taught us that time management for working women is most important because when women are fully involved, the benefits can be seen immediately. This is possible as a woman is powerful and full of often-untapped potential and she can change the world. But first, she needs to be given an opportunity. The study undertaken at one of the local area at Hyderabad, and distributed questionnaires to working women. The study explains clearly that working women had great potential to bring a positive change in socio economic conditions of the country.*

**Keywords: Time Management, Managing the Activities, Managing Time, Change Agent.**

### **INTRODUCTION**

#### **WORKING WOMEN IN INDIA**

Working Women in India have commenced in various fields, such as politics, entertainment and movies, corporate world, music, sports, modeling, entrepreneurship and business world. Companies are also interested in hiring and recruiting women at work. Companies are taking steps to improve the working condition of women at the workplace. Flexible Work Arrangements supports their unique needs. Women in India are given 3 months maternity leave. Women's Mentoring Programs are organized at the workplace. Senior Female executive's mentors, virtual workshops and conferences provide networking tips to ensure the advancement of women. Women's participation in agriculture sector cannot be ignored as their contribution helps to increase agricultural production. Working women had great potential to bring a positive change in socio economic conditions of the country.

The women have really been successful in moving ahead neck-to-neck with their male counterparts. The best part of employing women is that, they are very responsible towards their job in most of the case. They also turn out to be much focused to their assignments and complete it in the best possible manner.

#### **WOMEN IN THE WORKFORCE**

Women in the workforce earning wages or a salary are part of a modern phenomenon, one that developed at the same time as the growth of paid employment for men, but women have been challenged by inequality in the workforce. Until modern times, legal and cultural practices, combined with the inertia of longstanding religious and educational conventions, restricted women's entry and participation in the workforce. Economic dependency upon men, and consequently the poor socio-economic status of women, have had the same impact, particularly as occupations have become professionalized over the 19th and 20th centuries.

Women's lack of access to higher education had effectively excluded them from the practice of well-paid and high status occupations. Entry of women into the higher professions like law and medicine was delayed in most countries due to women being denied entry to universities and qualification for degrees; for example, Cambridge University only fully validated degrees for women late in 1947, and even then only after much opposition and acrimonious debate. Women were largely limited to low-paid and poor status occupations for most of the 19th and 20th centuries, or earned less pay than men for doing the same work. However, through the 20th century, public perceptions of paid work shifted as the workforce increasingly moved to office jobs that do not require



heavy labor, and women increasingly acquired the higher education that led to better-compensated, longer-term careers rather than lower-skilled, shorter-term jobs.

The increasing rates of women contributing in the work force has led to a more equal disbursement of hours worked across the regions of the world. However, in western European countries the nature of women's employment participation remains markedly different from that of men. For example, few women are in continuous full-time employment after the birth of a first child.

Restrictions on women's access to and participation in the workforce include the wage gap and the glass ceiling, inequities most identified with industrialized nations with nominal equal opportunity laws; legal and cultural restrictions on access to education and jobs, inequities most identified with developing nations; and unequal access to capital, variable but identified as a difficulty in both industrialized and developing nations. Women are prevented from achieving complete gender equality in the workplace because of the “ideal-worker norm,” which “defines the committed worker as someone who works full-time and full force for forty years straight,” a situation designed for the male sex (Williams 100). Women, in contrast, are still expected to fulfill the caretaker role and take time off for domestic needs such as pregnancy and ill family members, preventing them from conforming to the “ideal-worker norm.” With the current norm in place, women are forced to juggle full-time jobs and family care at home.

Although access to paying occupations (the "workforce") has been and remains unequal in many occupations and places around the world, scholars sometimes distinguish between "work" and "paying work," including in their analysis a broader spectrum of labor such as uncompensated household work, childcare, eldercare, and family subsistence farming.

### TIME MANAGEMENT

The idea of time management has been in existence for more than 100 years. Unfortunately, time cannot be managed, time is uncontrollable. The best we can do is to manage ourselves and use our time.

For those who do not know the things that steal their time, the study will examine some time management issues more in detail. The main reasons which steal our times are:

1. **The telephone.** The telephone- our greatest communication tool can be our biggest enemy to effectiveness if you do not know how to control its hold over you.
2. **Lack of priorities/ objectives.** This is probably the biggest/ most important time waster. It affects all we do both professionally and personally. Those who accomplish the most in the day know exactly what they want to accomplish. Unfortunately, too many of us think that goals and objectives are yearly things and not daily considerations. This result in too much time spent on the minor things and not on the things which are important to our lives.
3. **Attempting too much.** Many people feel that they have to accomplish everything and they do not give themselves enough time to do things properly. This leads only to half-finished projects and no feeling of achievement.
4. **The inability to say “no”.** The general rule is, if people can dump their work on your shoulders, they will do it. Some of the most stressed people around, lack the skill to ‘just say no’ for fear of upsetting people.

### OBJECTIVES OF THE STUDY

1. To know about the time management of working women.
2. To know how working women prioritize their activities.
3. To know about the time wasting activities.

**For working women, there are many ways through which they can manage themselves. Below are some strategies they can use to manage their time (Time Management):**

The importance of time management is never taken seriously by most of the people till they end up in a crisis situation. With good time management it will be possible to balance your work, reduce stress and increase



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productivity. With productivity playing a vital role in the success of any business or in the lives of people it is natural that good time management has an even greater role to play. Here then are the ten tips to success.

**1. Plan Your Work**

Plan your work on a monthly, weekly and daily basis. This will make you aware in advance what you are in for. Prepare a to-do-list every day and identify those tasks that are more important.

**2. Prioritize Your Tasks**

With too many tasks to handle, you can get confused by not knowing where to start and how to complete them before the day is over. Sit quietly and identify the tasks you consider as urgent, important and unimportant. Prioritize them in this manner and start working in the order of priority. Do not waste your time on unimportant tasks.

**3. Best Time for Difficult Tasks**

When there are difficult tasks to handle always do it at the time of the day when your mind is fresh and alert. This will enable you to get over the problem and put you in a great frame of mind for the rest of the day thus increasing productivity.

**4. Seek Outside Help**

If however you find some tasks too daunting or beyond your capabilities, it will be wise to seek outside help or professional help and continue with your other tasks. This is the best way to be productive and avoid stress.

**5. Do One Thing at a Time**

In spite of having your work prioritized, you may yet find quite a few tasks that need your immediate attention. The very thought of having to handle all of them can be very stressful. Stop worrying. You must first accept the fact that you cannot do all the tasks at the same time though they are urgent and important. Do one thing at a time, complete it and move on to the next urgent task. Thus you will be able to avoid stress and increase productivity.

**6. Avoid Procrastination**

The tendency to procrastinate commences when you start postponing the difficult jobs and do the easier ones. Over a period of time these will snowball into unmanageable proportions. If there are difficult tasks to do, seek external help and ensure that the tasks are completed. Never ever allow procrastination to take control of your life.

**7. Learn to Say No**

One of the important tips you should be aware to manage time efficiently is to cultivate the art of saying NO as and when the occasion demands. Saying No to certain requests can save your valuable time which can be utilized in a productive manner. Say it diplomatically, politely and firmly without hurting the feelings of the people concerned.

**8. Delegate**

If you have subordinates working under you, you can delegate some of your work to them. The secret of success of this time management strategy is to identify the correct persons and the jobs that could be delegated to them. This is a smarter way of increasing productivity.

**9. Take a Break from Work**

Avoid working continuously for long periods of time. Too much stress can be harmful to your health and is unproductive. Take a break, do some stretches or go out for a short walk. If you are over stressed and find your energy sapping, go out on a short vacation and return reenergized and revitalized.

**10. Sleep Well**

How well you sleep at night will be reflected on how emotionally balanced and productive you are during your working hours. Leading a healthy lifestyle and sleeping well will motivate you to remain focused on your work and manage your time efficiently.

**STRESS BUSTERS FOR WORKING MOMS**

Even following the below stress busters will help you to manage time tomorrow if not today.

- **Celebrate work:** whether you are in a business, service, self-employed or stay-at-home mom, love your work. Separate home and official work. Don't let office stress encroach upon work at home and vice versa.
- **Celebrate motherhood:** Do not let the life's minor quirks ruin the great feeling of being a mother. As you sow, so shall you reap. Good mothering today will bear fruits in shape of dutiful, caring and



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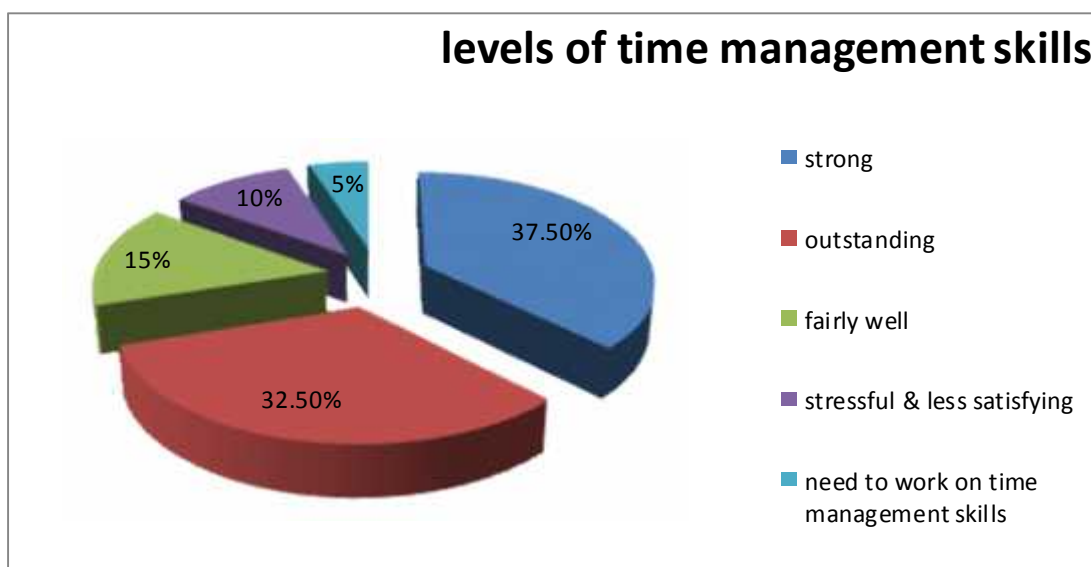
successful children and better citizens. Be a gentle yet assertive mom. Instill discipline without being an authoritarian.

- **Celebrate yourself:** Be yourself. Allow some quality time for yourself. Be selfish sometime and indulge yourself. Start hobbies. Make friends. Develop a sense of humor.
- **Celebrate everyday:** Take every day as it comes. World will not stop if you worry.
- You are **not born to please everybody**. At home or office, if you do work for others they will take you for granted. Make your hubby and kids shoulder some responsibilities – making tea, cutting vegetables, laying the table, picking dishes, watering plants, walking the pet dog – the list could be endless.
- Kitchen takes up a lot of time. There may be at least 200+ different items in the kitchen. **Arrange all** cereals, pulses, spices, condiments and other food items in clear, transparent containers in the kitchen as well as refrigerator.
- **Plan your pregnancies.** More than one wailing child will eat up all your time, unless you are a super mom.
- **Technology can be a great timesaver.** Invest (with due respect to your finances) in good quality, automatic, programmable washing machine, dishwasher, vacuum cleaner, food processor, oven, toaster, computer, etc. Pay bills online as far as possible.
- Uncluttered home is a sign of a meticulous person. **Reuse and recycle** as far as possible but throw all useless things. Don't be sentimental over things. Donate/discard old clothes, toys, books, furniture, etc and be contented.
- **Limit TV viewing.** Instead, keep on soothing music all day.

**DATA ANALYSIS AND INTERPRETATION**

After distributing the questionnaire we have represented the data in a tabular form

S.No.	Level of Time Management Skills	No. of Respondents	Percentage
1.	Outstanding	13	32.5
2.	Strong	15	37.5
3.	fairly well	6	15
4.	stressful and less satisfying	4	10
5.	need to work on your time management skills	2	5





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Out of 40 respondents, 13 have outstanding time management skills, 15 have strong time management skills, 6 are managing their time fairly well, but sometimes feel overwhelmed, 4 are feeling stressful and less satisfying and 2 respondents need to work on their time management skills. Hence, it is concluded that, a low score indicates a need for help with time management and a high score indicates use of effective time management techniques.

**CONCLUSION**

The study explains clearly that working women had great potential to bring a positive change in socio economic conditions of the country.

The study also reveals that women are much competent in meeting deadlines and therefore do justice to their projects within the given time. The working women, although face several problems in their professional life as strugglers in this society still dominated by men. They try hard and cope up the essential hazards and therefore they suffer from various mental depressions and psychological breakdowns. So as to balance all these issues every working women has to manage her time effectively and efficiently. As the working women are somehow financially independent now, so get the chance to moulds their life in a way they like it to be. Thus the confidence and self-respect of women are also enhancing in exposure to more and more job opportunities and more significant positions and responsibilities by having a proper time management.

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