

**UNDERSTANDING THE IMPORTANCE OF TIME MANAGEMENT TO
ASSISTANT REGISTRAR'S IN THE REGISTRARS DEPARTMENT
OF THE UNIVERSITY OF EDUCATION**

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Introduction

Why does it seem that there is never enough time in the day to get work done? As busy Assistant Registrars in the University, we are always battling with the clock. There is the need for Senior Members to overcome time constraints in our daily activities.

Time Management is an answer to the issue of “not enough time”. Simply put, time management revolves around the tools, skills, activities and mindset needed to work each day in a more efficient manner. We must admit that wasting time is a favourite pastime for most Senior Members, and it is important for Senior Members to acquire knowledge on time management so that productivity could be improved.

Time Management is more important than money. The Importance of time and the ways to manage it are often overlooked. There are a lot of Senior Members who often underestimate the value of time. Due to the ever increasing competition in the work market today, any Assistant Registrar who is able to apply the art of time management, has a brighter opportunities of being successful in life.

What is Time Management?

Time is a very precious thing; it has wings and as such is passing very fast. Time Management “is a set of principles, practices, skills, tools and systems that help us use time to accomplish what we want. It refers to the techniques, and strategies that individuals use in utilizing and

maximizing the work that they do. Managing time effectively helps to develop a better personality in an organization.

Time, once gone never comes back. Time plays very important role in the life of all Assistant Registrars in the Registrar's Department. It is important for Senior Members to factor time in their daily activities. Senior Members, who manage time profitably, never feels any difficulty in the performance of their duties and are always branded as the successful employees of the University. Proper time management always results in contentment and satisfaction in daily life. Assistant Registrars, who don't bother to enhance their skills through free time management, always cultivate the habit of doing things haphazardly without any proper planning. Such Senior Members are always unable to enjoy life successfully. Time Management is a set of tools which allows us to:

- (i) Eliminate waste
- (ii) Be prepared for meetings
- (iii) Reduce excessive workload
- (iv) Monitor project progress
- (v) Allocate resource (time) appropriately to tasks.
- (vi) Ensure that long term projects are not neglected
- (vii) Plan each day effectively
- (viii) Plan each week effectively and to do so with little self-discipline

The time management matrix

Time Management Matrix is associated with Stephen Covey on his work in the book titled "first things first". Stephen, considered time management under four (4) quadrants, in which task,

responsibilities, and daily activities belong to. These are: urgent and important (quadrant 1), not urgent but important (quadrant 2), urgent but not important,(quadrant 3), not urgent and not important (quadrant 4). According to Covey, one need to manage those listed under “urgent and important” focusing on those under “urgent but important,” and simply avoid those under quadrants 3 and 4.

The Pareto’s Principle:

This is better known as 80-20 rule. This principle was formulated by Vilfredo Pareto. Pareto created mathematical formula that helped Italy to point out how wealth was unequally distributed; 80% of the wealth of Italy was owned by 20% of the population. The Pareto’s principle can be applied to many things, and in particular, time management.

With 80 – 20 rule, we can point out that 80% of the results are derived from only 20% of the efforts. With that being said, we need to set our priorities straight. In our aim to develop our personalities, we need to know the things we should get started with first, and the one we can do without. If we juggle between several things at a time, we may lack the much need focus to help improve our personality. For example, you want to create a good impression on your boss by dressing well and coming to work on time, you need to know what you should do to make this happen, by crossing out the things that will hinder you from achieving your aim.

The multiplier effect of good time management

Many managers have to find ways to improve their own time management skills and have refined their working habits so they function more effectively. They have sharpened their skills,

techniques and disciplines and can now focus on what count most. Managers have learnt to cope with the changing conditions, interruptions, and the demands placed on them by others. But even more importantly, some of these managers have shared the techniques with others, particularly the people reporting to them. Active guidance of members in group meetings and one-on-one counseling sessions has minimal frustration, and increased job satisfaction for all. This makes so much obvious sense that, it is hard to believe that there are managers who neglect this participatory approach.

But some Managers are their own worst enemies. They make the incorrect assumption that their time-effective work habits will be clear to all and over time will be adopted by the supervisors reporting to them, the group as a whole and other people and groups in the organization. The reality is that such an occurrence is not automatic. The manager's behaviour may be misconstrued and these managers may be seen as abrasive. The attendant resentment may adversely affect work routine and productivity.

It is often difficult for managers to recognize the impact that their actions place on others. Managers usually function with positive and constructive intent, but methodology and timing are crucial. A Manager's action can be perceived as and become real obstacles to achievement. Where managers function in a counterproductive manner with subordinate management, the subordinate managers not only may be diverted from what is important but also may transmit change directed to their own subordinates. As a result, a negative multiplication may take place. The way to avoid the trap is also the way to achieve a positive multiplication.

Why is time management important?

Administrators think the importance of time management and the usefulness of a time management system lies in allowing people to accomplish more things faster. Time management teaches people how to manage their lives and time effectively. Here are some reasons why it is important to manage time advantageously:

- (i) ***Time is limited:*** Time is a very special resource in that you cannot store it or save it. Everybody gets the same amount of time each day, but if you don't use your time profitably and wisely, you may end up losing all the number of man hours for the day. Time is limited to 24 hours a day. So we must plan our life wisely.
- (ii) ***Time is Scarce:*** Most Administrators in the University feel like they have too much to do and as such do not have enough time. Lack of time is blamed for everything e.g. from not getting enough exercise, poor finances, unachieved goal, too much stress, bad relationship, and even an unfulfilled life. Time management helps us to use the time wisely; time management helps us to set our priorities.
- (iii) ***Time Helps to obtain what we want in life:*** We need time to do almost anything worthwhile in life. Waiting for more free time is a losing battle that almost never results in getting time for what we want. As administrators, we need to learn how to make time for the things that are important. Time management helps us to make conscious choices, so that we can spend more time doing things that are important and valuable.

- (iv) ***Time Helps to accomplish more work with less effort:*** When Senior Members become more productive using improved time management skills and tools, they can accomplish more with less effort. Reducing wasted time and effort gives us even more productive time throughout the day. Both of these allow us to make time for a wide range of activities that bring more balance and fulfillment in our lives. We should find time for the things that are important to us. Small amount of time once a day, or even once a week, will take us closer to our goals.

- (v) ***Too many choices for time:*** In this day and age, there are so many ways we can spend our time, and that we need some sort of plan to make intelligent choices. Time management helps us to make conscious choices so that we can spend more of our time doing things that are important and valuable to us.

- (vi) ***Time Keeps us on track:*** Whether it is a daily work list, or a long-term career, plan-time management keeps us on track. With our goals stated and time allocated, the likelihood of us staying within the boundaries we have given our self is higher.

- (vii) ***Time for Relaxation:*** Time management teaches us to relax from time to time. Time management allots some part of time on the work, and the other part of time for recreation and relaxation. If a person can balance his time between his work and relaxation, he can emerge to be one of the successful individuals of his/her time.

- (viii) ***Time Keeps things in context:*** Sometimes we may hear people or individuals complaining that there is no balance in their lives. One of the reasons why time management is important is because it helps us to put things in the right context.

Significance of Effective Time Management

The significance of effective time management are as follows:

- (i) ***Improves quality of life:*** Effective time management improves the quality of life. By managing the time, some of the most common problems such as stress and lack of time for personal interests, can be solved very effortlessly.
- (ii) ***Reduces frustration:*** Time is the only tool that can make or break you. This is applicable, especially when you have to create a balance between your professional and personal life in your hectic and tiresome routine. To serve the purpose, you would have to find time to do everything that your heart desires. By managing our time in a proper manner, we will get rid of all frustration.
- (iii) ***Gives peace of mind:*** A peace of mind is required to lead a healthy and disease free life. Restless and stress are the root cause for the lack of peace. Stress causes us to think and perform work undesirably, and this leads to chains of emotion which adversely affect people around us. By managing the time wisely, we will be able to give ourselves and our loved ones the much desired time and attention. Since the social ties between the administrator and the people around us are strong, there is the need to manage time effectively.
- (iv) ***Increases energy level:*** Effective time management increases the energy level of administrators to a great extent. This is because proper time management gets a cluttered mind organized. By proper time management, the unhandled jobs and unfinished

business can be done within the deadline. By managing time correctly will boost up ones energy level than the past. This, in turn enables us to concentrate on the task at hand, without bothering about the pending ones.

- (v) ***Gives more quality of time:*** Effective time management gives administrators in the University more time to make progress and enjoy life to the fullest. This is because there are many things that we might ignore, but still have to do for our survival.

Barriers to efficient time management:

The common barriers to time management are:

- (i) **Television:** Televisions have proved to be an excellent tool when it comes to Entertainment or information of the entire world on a press of a button, but on the other hand it is a great barrier to time management. Watching a lot of unnecessary shows on television is a barrier. If there is a particular show that we need to watch for work related purpose, then we should switch on the television. Assistant Registrars must avoid watching late night shows as this will delay the day schedule.
- (ii) **Telephones:** One of the top common time management barriers are telephones. While the telephone has been proven to be an excellent tool when it comes to methods of communication, it can have personal schedule. Unnecessary telephone calls should be screened to avoid the hassle of having ones time affected. Assistant Registrars must choose to attached a caller identification system and an answering machine in order to appropriately screen and track important calls from others. Once we have our work completed, or the item on our daily calendar accomplished,

we can then take time to return calls. This is also important when it comes to telephone calls that we receive on a cell phone. It is important for Assistant Registrars to rely on phone messages rather than phone calls.

- (iii) **Internet** : Internet has been a good tool for research, projects and one of the quickest means to communicate. However, there is a disadvantage to as well. People tend to do unnecessary work, example, chatting a lot on the internet makes us some times delay important or urgent tasks. Administrators spend lots of time on the internet either face booking or twittering and this behaviour affects man hours. This makes us undisciplined and a barrier to time management. One of the methods to overcome the barrier to time management is to check our emails and reply the immediate and important emails.

- (iv) **Unexpected Guest**: The common time management barriers are those unexpected visitors . This may include friends and family members that drops by our homes and offices unannounced . It's important that we learn to adjust to these types of distractions. We should let our friends and family know that we prefer for them to call in advance prior to the visit. We must set up certain times for visitors. There are many creative ways for Assistant Registrars to handle unexpected visitors.

- (v) **Inability to say no** : Another common time management barrier is not being able to object to something. We must learn to turn people down and simply say “no” sometimes. If we are unable to do this, we will find ourselves constantly falling

behind and will never achieve anything at all. While it is common for Assistant Registrars to worry about the feelings of others, it is important that those other people know our true feelings on things. It is simple and effective to keep time under control.

- (vi) **Procrastination:** The habit of delaying accomplishments of any tasks to the very last minute is the most important barrier to time management. Once we know what we need to do, we must accomplish it as soon as possible. The only way we can overcome procrastination is to be determined and understand the task ahead.

Inefficient Time Management:

This is a situation where the practices, skills, tools and system that help Assistant Registrars to use techniques and strategies in utilizing and maximizing the work that Assistant Registrars do are not effectively developed. Time is very vital in everything that we do.

If time is not properly managed, it will affect our attitude, behaviour, skills, time to work, decisions, emotions, productivity etc at our work places. As administrators, we must not forget that we represent the Registrar at the various faculties, departments, sections and units, and members must be time bound to help assist in the achievement of the goals of the university.

Ineffective time management in the organization may lead to:

- (i) Increase in the organizational waste.

- (ii) Members always unprepared for meetings such as(Academic Board meeting, Faculty Board meeting, Departmental Board meeting and other Committee meetings.)
- (iii) Piled up of work at the office.
- (iv) Lack of monitoring and evaluation of subordinates.
- (v) Underutilization of resources. This includes both capital and human resource.
- (vi) Neglects of projects.
- (vii) Improper planning of activity for the day.
- (viii) Lack of disciplined and self control.
- (ix) Unachievable dreams.

Recommendations:

It is the duty of Assistant Registrars in the Registrars Department to place time first in all the activities that they do. Time is a tool to the success of all senior members in the Registrar Department. And members must work tirelessly to overcome constraint in every decision we take at both workplace and home. Time when properly managed will lead to:

- (i) Increase in competition at workplace.
- (ii) Increase in opportunities of being successful in life.
- (iii) Utilization and maximization of resources at work
- (iv) Personality development in the institution
- (v) Job Satisfaction

- (vi) Proper planning, organizing, directing, forecasting and controlling of activities at all levels in an organization.
- (vii) Sharpens techniques, skills, and ability in doing things or getting things done in the right manner.
- (viii) Reduce or minimize frustrations at work.
- (ix) Making choices for the things that are important and valuable to the institution that we work.
- (x) Less efforts and more work done, hence more relaxation.
- (xi) Increase in productivity to meet the goals of the university.

Conclusion

Time Management is important to a well-balanced life. How we use the amount of time makes all the difference to our lives. We can create a happy family, grow businesses and realize personal goals in the time available to us if we change our life style and attitudes. Time Management takes time. It may sometimes take months and years to get our needs and wants satisfied.

Time Management is a systematic application of common sense strategies. It requires little effort, yet it promotes efficient work practices by highlighting wastage. It leads to effective use of time by focusing in our chosen activities. Time Management does not solve our problems; it reveals them and provides a structure to implement and monitor solutions. It enables us to take control of our own time – how we use it is then up to us. And we must take time to:

- (i) “Work, for it is the price of success
- (ii) “To think, for it is the source of strength”
- (iii) “To play, for it is the secret of the youth”

- (iv) “To read, for it is the seed of wisdom”
- (v) “To be friendly, for it brings about happiness”
- (vi) “To be content, for it is the music of the soul”
- (vii) “To love, for it is the joy of life”
- (viii) “To dream, for it will carry us to the stars”

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