

Time Management – An Effective Tool for Stress Management

Afeefa Thaqib [1]

Abstract

Stress is an indispensable part of life. No one can't escape from a stressful situation. Stress can be reduced and managed by using certain techniques. The techniques that are used for managing stress is defined as stress management techniques. Experts in the field of stress management suggested a number of stress management techniques. Time management is one of the methods of stress management. Time management is an effective method to deal with problems of the modern world as it helps the individual to reduce the stress to a greater extent. This is theoretical which paper deals with time management and how it can be used as a method of stress management. This paper discusses different methods of time management which helps the individual to deal with stress.

Key words: Stress, Stress Management, Time Management

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I. INTRODUCTION

Time is the most valuable resource in individual's and it is available to all the living beings on the earth. Time is a physical quantity that can be measured. Time is distributed equally among all individuals. In a day, every individual has twenty-four hours to spend. The failure and success of the individual depend on the proper use of time. If the individual is able to manage and use his time properly and successfully according to his/her needs then he will be successful in his/her life. On the other hand, if he fails to use his/her time properly, then he/she has to taste failure in each and every stage of life. So, time management is an important quality that an individual required in their life. Time management is one of the widely accepted methods of managing the stress that individual experience in their life

II. STRESS MANAGEMENT

In this world stress is a common phenomenon which every individual experience irrespective of age, region, gender, time, etc. Stress have a great impact on the life of the individual. All the stress does not play a negative role. Some stress plays a positive role too. For example, worry about the examination motivates the students to learn more and more. If the stress is above a certain level, it plays a negative role as it affects the health and mental wellbeing of the individual. Therefore, the management of stress is necessary, if it is above the optimal level. Stress management is the ability of the individual to manage stress. Stress management involves a wide spectrum of techniques that helps the individual to deal with the stress before affecting it adversely. Stress management helps the individual to lead a healthy and happier life. The stress can be managed by following stress management techniques:

1. Avoid unnecessary stress
2. Alter the situation
3. Adapt to the stressor
4. Accept the things that can't change
5. Make time for fun and relaxation
6. Adopt a healthy lifestyle
7. Time management
8. Develop a positive attitude
9. Relaxation techniques etc

III. TIME MANAGEMENT AS A METHOD OF STRESS MANAGEMENT

Time is a universal concept which every individual deal with every day. It is difficult to give a proper definition and meaning to the term time. The meaning and definition of the term vary with the context in which it is used. some of the definition of time is:

- "The measured or measurable period during which an action, process, or condition exists or continues" - Merriam-Webster Dictionary.
- The indefinite continued progress of existence and events in the past, present, and future regarded as a whole" – English Oxford Living Dictionaries.

From the above definitions, it is clear that time can be defined as duration, succession, a sequence of events, etc. All the living beings on the earth have the same time but it is limited. Individual's existence on earth is limited to a certain period and one of the interesting facts is that they are not aware of

^[1]Asst. Prof. in Education, Ansar Training College for Women, Perumpilavu

how much is available to them in their lives. So, the individual should make use of their time properly. The success and attainment of the desired goal depended on the proper and successful use of time. From here the concept of time management becomes more significant.

The concept of time management is a myth because no one can manage their time. At the same, time management is the ability to manage the works according to the availability and need of the time. Time management plays a dynamic role in the personal, professional and social life of the individual. Time management means not only managing time properly but also doing the right thing at the right time. One of the problems that individuals face in the technological world is lack of time due to poor time management. The lack of proper time management creates problems in the life of the individual. Some of the problems are:

- Unachieved goal
- Missed deadlines
- Worry and insecurity feelings about the future
- Lack of time for rest and leisure
- Last minute rush
- Regrets about the missed opportunities
- Disappointments
- Poor planning
- Feeling tired and fatigue
- Too much work to do in a short period of period
- Worry about the things to do
- Inability to enjoy the moment in which he lives
- Under quality work
- Lack of workflow
- High stress, tension, worry, anxiety, and frustration

The inability to manage time properly is one of the causes of stress.

IV. BARRIERS OF EFFECTIVE TIME MANAGEMENT

Time management is one of the tools to manage the tasks according to their priority in the busy scheduled life. Some of the barriers to effective time management are:

- Inability to prioritize the work to be done
- Inability to say no
- Imbalances in life
- Too many improperly planned desires, goals, and plans
- Lack of focus
- Procrastination
- Over perfectionism
- Lack of motivation and confidence
- Negative mindset
- Too many important commitments
- The tendency to waste time

V. TECHNIQUES OF TIME MANAGEMENT

Time management is a skill that can be learned by following certain techniques. It involves the techniques of using time effectively and efficiently, prioritizing activities according to their importance, and eliminating disruptions and time wasters. The following are some of the techniques of time management that can be followed to use the time properly and wisely.

1. **Make to-do lists:** One of an effective method of stress management is making a to-do list. Writing down the tasks to be done is beneficial for the individual to complete the task successfully within the time limit. To do list can be prepared for a day or a week or for a month.
2. **Prioritize tasks:** Prioritizing the important things to do is the most important key for time management. While making the to do list the tasks should be arranged in the order of priority. The tasks to be done can be grouped into three categories, namely, critical activities, important activities, and optional or trivial activities. To prioritize the tasks the individual can follow 1,2,3 system or A, B, C arrangement or M, S, C (Must, Should, Could) arrangement. While prioritizing the tasks the higher priority should be written first and the least priority one should be at the last of the list.
3. **Make a master schedule:** Another method of time management is preparing a master schedule for the tasks to be done. A master sheet is a form of a plan which includes all the tasks right from the daily needs such as eating, sleeping, reading, leisure activities, etc. A better master schedule is the one which helps the individual in managing their time according to the need.
4. **Stay organized and focussed:** The activities to be done should be arranged in a logical, orderly sequence in order to bring efficiency and results to the efforts. Focussing one task at a helps the individual to manage their time and to complete the task in the time limit.
5. **Say No:** 'Saying no' to unwanted stressors is an effective method of time management, that is, be diplomatic. The difficulty to 'say no' when people ask to do something makes the individual busy and overscheduled. This induces stress in the individual by not having enough time to do what is most important to them. So, it is important to learn to 'say no' as it helps the individual to reduce their stress and it creates a space in the individual's schedule to do what is important for them. Some of the ways to 'say no' are: I will do it later, I am sorry, I can't do it right now, I will do it if I get enough time, etc.
6. **Setting limits:** The desires and wishes of the individual are infinite. The individual should learn to set limits to their desires and wishes according to their abilities and capacities. The individual should set a time limit for each task to be completed according to the priority of tasks to be done. The individual should try to complete the tasks within the time limit set by them. This will help the individual to manage time properly and purposefully.

7. Identify time wasters: The most important technique of time management is the identification time wasters of life. In this technological world, social media one of the most important time-waster among the people. The identification and proper control of time wasters play an important role in time management.
8. Break the task into smaller steps: If the individual has to complete larger and time-consuming tasks, the best method to complete it is to break down into smaller manageable steps and assign a time limit to complete each step. Focus on one step rather than focusing on the whole task and complete it in an assigned time limit for it.
9. Time | Definition of time in English by Oxford Dictionaries. Retrieved May 8, 2019, from <https://en.oxforddictionaries.com/definition/time>

Some other methods of effective stress management are the proper use of time, avoid last minute rush, complete tasks early, fix a proper time period for each task, etc.

VI. CONCLUSION

Time is a universal quantity and one of the interesting facts about time is that the individual cannot add or subtract even a single second from the time to them in their life. It's the individual who has to decide, how to use time. Successful time management helps the individual more efficient and effective in completing the tasks. Effective time management helps the individual to reduce and get away from unwanted stress. So, we can conclude that time one of the effective stress management techniques. All the time management technique is not suitable for every individual. The technique which is suitable to one may not suit others. It's the individual who has to choose a best and effective technique from the pool of time management techniques.

VII. REFERENCES

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