

C. RESOURCE AVAILABILITY AND MANAGEMENT

10

LEARNING OBJECTIVES

After completing this section the learner will be able to—

- describe time and space as important resources.
- analyse the need for managing time and space.
- discuss ways of managing time and space.
- discuss tools in time management.
- explain the principles of planning space.

As you have learnt in the previous chapter, resources are possessions, material or funds which can be used to achieve goals. You have also learnt that money, time, space and energy are some examples of resources. These resources are assets for an individual. They are rarely in abundant supply and are also not equally available to everyone. Therefore, to achieve our goals appropriate management of all the resources that are available to us is important. If these resources are wasted or not utilised properly we may be hindered in reaching our goals.

Timely and efficient management of resources enhances their optimum utilisation. In this chapter, you will learn about **time and space management**. Money as a resource and its management will be dealt with in Unit IV.

10C.1 TIME MANAGEMENT

Time is limited and irreversible. Time is measured in years, months, days, hours, minutes and seconds. We are provided with 24 hours of time each day to use it as we like. The key is how we use that time. If not managed properly, time keeps slipping away inspite of our effort to control it. No

matter how important and valuable an individual may be, one cannot stop time, nor slow it down, or speed it up. Once passed, time can never be regained.

In today's fast changing lifestyle, our demands and responsibilities at home, at school and at work have increased. This has made the need for managing time very important. To be successful it is essential to develop time management skills. People who use these techniques become high achievers in all walks of life, from agriculture to business to sports to public service in all other professions and personal life. Time management allows one to have adequate rest and recreation along with work.

The principle of time management is to **concentrate on results, not on being busy**. People often spend their days getting anxious about the unfinished task, but achieve very little, as they do not concentrate on what matters the most—**time**. For example, some students may spend their time worrying about examinations rather than actually studying for them.

All time management begins with planning. A **time plan** is necessary. A time plan can be defined as an advance schedule of activities to be performed in a given time period.

How good is your time management?

Before understanding the steps in time and activity planning, it is essential to determine how effective your own time management is. How often are you able to complete the task planned? Are you able to efficiently complete your weekly, daily or hourly work? For most of us, it seems that there is just never enough time in the day to complete all our activities.

ACTIVITY 1

The activity given below will help you identify your own time management skills.

Instructions: Score the questions given below and determine how well these statements describe you. The following are the ratings for your answers:

Not at all	= 1
Rarely	= 2
Sometimes	= 3
Often	= 4
Very often	= 5

Examples: If for the first question the answer of your choice is 'often', then write a score of '4' in the respective box, and if your answer is 'rarely' you may write your score as '2' and so on.

After answering all the questions add your scores across all the questions to get the final total.

CONCERNS AND NEEDS IN DIVERSE CONTEXTS

Question	Not at all	Rarely	Sometimes	Often	Very often
1. Are you able to complete your highest priority tasks during the day?					
2. Are you able to place all your tasks according to their priority?					
3. Are you able to perform your tasks in the given time period?					
4. Do you keep separate time for planning and scheduling?					
5. Do you keep track of the time spent on the jobs done by you?					
6. How often are you able to work without distractions and interruptions?					
7. Do you do goal setting to help you decide the various tasks you would work on?					
8. Do you keep extra time margin in your schedule to deal with 'the unexpected'?					
9. Do you prioritise the importance of any new assignment given?					
10. Are you able to complete your task without being pressured by deadlines and commitments?					
11. Are you able to work effectively on important tasks because of distractions?					
12. Are you able to complete your work at the work place instead of taking it home?					
13. Do you prepare a "To do" list or an action programme before carrying out the tasks?					
14. Do you consult persons with experience before setting priorities for a given task?					
15. Do you consider whether the task would be worth the time put in, before you start your task?					

Total =

Score Interpretation

Score	Comment
46-75	You are managing your time very effectively! However, check the section below to make it even better.
31-45	You are good at some aspects, but there is scope for improvement elsewhere. Focus on the key issues in the section below and you will most likely find that work becomes less stressful.
15-30	The good news is that you have a great opportunity to improve your effectiveness at work for long term success! However, to realise this you have to improve your time management skills.

Steps in time and activity plan

- Start your work as quickly as possible. Do not waste time in avoiding or delaying the task. When a student reaches home, she/he should relax for a while, have a meal and then start with the school work without postponing it for the end of the day.
- Get into a routine every day. Choose a time to accomplish certain tasks, such as completing school work, doing household chores; and then stick to the routine activities. The student should make an everyday routine to complete work in time, without any delay.
- Prioritise your tasks. Before picking up any new task make sure it does not impact the already existing activities. Do not undertake too many activities at a particular time. If the time available is less and work is more then keep the optional tasks for a later time and complete compulsory activities first. For example, if the student has a class test, she/he should first study for the test, then do homework and later get involved in other activities.
- Do not commit yourself to unimportant and low priority tasks. Learn to say 'No'. If you have less time and more tasks in hand, you should be able to say 'No' to the tasks which are not very important. For example, the student can avoid watching television, if she/he has to complete a task for the next day.
- Divide the big tasks into a series of small manageable activities. The day's school work (big task) can be divided into smaller tasks by dividing the work as per different subjects.
- Do not waste energy and time on tasks which do not need much attention.
- Deal with a task one at a time till it is completed or decide when to deal with it. Do not put it aside before completion.
- Arrange 'start' and 'stop' times to schedule activities. Appropriate time should be allotted to each subject without spending too much time on each subject.

- (i) Make a schedule of your activities and tasks. This will help to effectively manage time allocated to each task. A proper time schedule should be prepared for the entire day, which must always include leisure time.

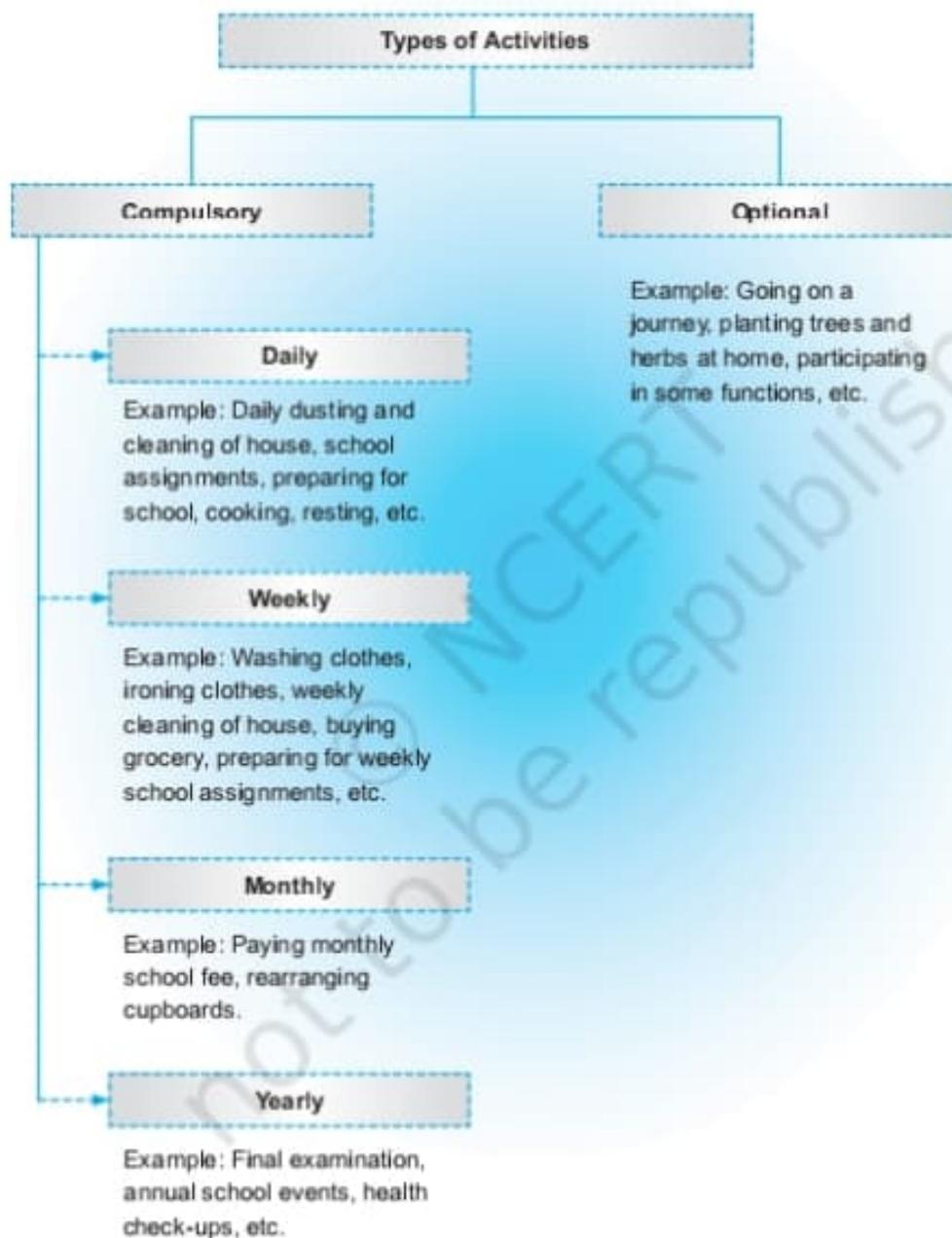


FIGURE 1: TYPES OF TIME SCHEDULES