

PLANNING AND TIME MANAGEMENT

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Abstract: For the fulfilment of any plan or task, the management decisions need time: from several hours to several years. Therefore a special place in planning takes time management, establishing effective use of the staff time and each employee, which is divided into business and personal time. Time is the only resource that is not reproduced, it can't be overtaken, but you can lag behind it. The task that is not completed within the established timeframe must be completed in the next term, assigned for another task, or at the expense of personal time. Planning and time management or organizing time is a technology to organize and improve the effective use of time.

Keywords: time, management, planning, organizing

1. Introduction

The ability to focus and prioritize tasks is a key to anyone who wants to maintain high levels of personal productivity at work. Each of us has a number of tasks to work on (day, week, or month), and depending on how we rank them by importance, we will get the results from our work, which contributes to the success of the whole organization.

Time Management is a process or a specific activity of exercising control over time with a certain limit, to carry out certain tasks or actions. In short, it's the ability to organize, plan and use your time for certain tasks in an optimal way.

2. Time management

According to the law or Pareto principle 20/80, representing the ratio between the length of time and the result, only 20% of work time is used efficiently.

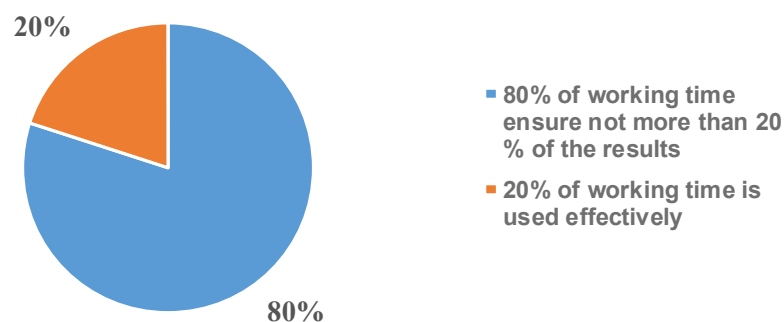


Figure 1: Time and Pareto principle

There are legitimate questions: why 80% of working time are used inefficiently? What

to do to increase the duration of effective time? Based on the Pareto law, doubling the effective working time will double the amount of work performed. But this is not so. The volume and quality of the task performed are influenced by the professionalism, qualification, competence and experience of the specialist (performer). These four positions relate to the professional qualities of a person and really can decisively influence the volume and quality of work, but only under certain conditions. In order to achieve good efficiency, it is necessary to provide a solid basis: good level of motivation, interest and psychophysiological status of the performer. To manage the time effectively, each performer helps the acquired skills and personal qualities such as self-organization and self-control.

2.1. Methods of time management

There are several methods that could help for effective time management. The Eisenhower matrix is a classic method when we talk about time management [2]. She ranked tasks according to the urgency and importance criteria. Urgent and important tasks need to be completed immediately. Those that are important but not as urgent, can be planned for implementation. If they are not planned, they will sooner or later become urgent. It is worth checking if and how far they can be delegated. The third type of tasks are urgent but not important. Most often they are guilty for the "pressure" we feel. The problem is that we often feel obliged to take up these tasks personally because they are urgent. The right solution for them is to delegate them, and the time saved to devote for solving issues that are important to the business. The fourth type of assignment are unimportant and not urgent, and perhaps we do not need to deal with it at all.

The ABC analysis is based on the hypothesis that in the everyday 20% of the elements provide about 80% of the results. It is based on the so-called Pareto's principle, and referring to time

management, means that the most important tasks, which have about 65% contribution to our goals, account about 15% of the working time. Medium tasks occupy about 20% of time and have a similar share in the result. Tasks with little importance require about 65% of our time and provide 15% to achieve the goal. The purpose of the ABC analysis is to prioritize the implementation of management tasks and to allocate the time to match the importance of the particular task.

Using the "ABC" system requires the following conditions: 1) make a list of all tasks; 2) systematize them by importance and establish priority; 3) number the tasks; 4) evaluate tasks in categories A, B and C; 5) the task of category A (15% of the total) is decided by the chief specialist; 6) tasks of category B (20%) are subject to redirection; 7) problems of category C are subject to mandatory reassignment[3].

Table 1 Prioritizing tasks by the "ABC" system

Type	Task		Percentage of tasks performed, %	Performer
	Importance rate	Indicator %		
A	Most important	15	65	Chief Specialist
B	Important	20	20	Delegate
C	Not important	65	15	Mandatory delegation

The newest time planning theory is Stephen Cove's system. It is based on the idea that in the era of the Internet and mobile phones, when information flows from all sides and priorities are countless, we no longer have time management, but self-management in time [1]. Then let us ask ourselves: Where are we in time? It is clear that a universal model does not exist. Everyone has its own rhythm and peculiarities. Some managers tend to work better in stress and this "unlocks" their creativity. Others prefer to plan in advance. Some models can work

successfully with one person and have a complete waste of time for others. So we need to find out which time management technique would work most effectively for us and our team. Proper time management enables us to achieve our goals so that we feel that we live in the right balance between work and privacy, ambition and everyday happiness. Effective time management cannot be viewed and monitored as a separate element in the management and organization of an economic unit. In our opinion, first of all, each manager should be able to motivate his team, organize it and lead it well.

In nowadays, there are developed and approved methods of planning working hours, which are acceptable for managers and employees of any organization:

- 1) When drawing up a daily plan, allocate 60% of the time for planned work and reserve 40% of the time for unforeseen and spontaneous problems;
- 2) Between the planned activities there should be a time gap in order to start the next event on time if the previous one took more time than it was planned or there was a malfunction due to the arisen force majeure situation;
- 3) Constantly timekeeping with fixing how and for what needs it was spent, which gives a clear picture of the time costs and allows us to make a more effective plan for the future;
- 4) Divide the activities to short, medium and long-term, with an indication of the time for each;
- 5) Follow the principles of the plan: system, regularity, continuity, consistency, control, adjustment, taking into account the situation;
- 6) Plan the actual amount of work that can really be done in the allotted working hours;
- 7) Set unattended hours - time for performing important tasks, allowing you to

work quietly without interference from outside.

In the system of planning and time management it is important to prioritize the list of assigned tasks, determine a level of importance for each one. After determining the main task, it is necessary to evaluate the consequences of its implementation or non-fulfilment, since the failure of its timely implementation can have serious consequences. The system of priorities in time management is based on the law of compulsory efficiency, according to which priority tasks, bringing the greatest benefit and result, should be performed consistently in the first place. The performer should concentrate his efforts on the fulfilment of the most important task and when starting a task - it should be completed without being distracted by other matters.

3. Survey on the ability of the students to manage their time

As teachers, one of the most important questions about our direct work with students is their engagement in the learning process, but also the extracurricular activities that accompanies their education. In order to be as useful as possible for our alumni, we should follow their understanding of time management and the need to support this process. For this purpose, an online poll was developed with a target group of full-time students. The reason to be only among these students is the greater amount of time they have to learn and more frequent relationships with teachers. The study was attended by 44 students from strand 3.7. Administration and Management and 3.9. Tourism, that answered 5 questions related to time management during their education. The data is automatically processed by the software that is applied and reflects 100% authenticity and reliability of the data, based on the students' answers.

The first question is related to the students' assessment of the need to have a time

management plan in the years of education. The answers can be seen in Figure 2.

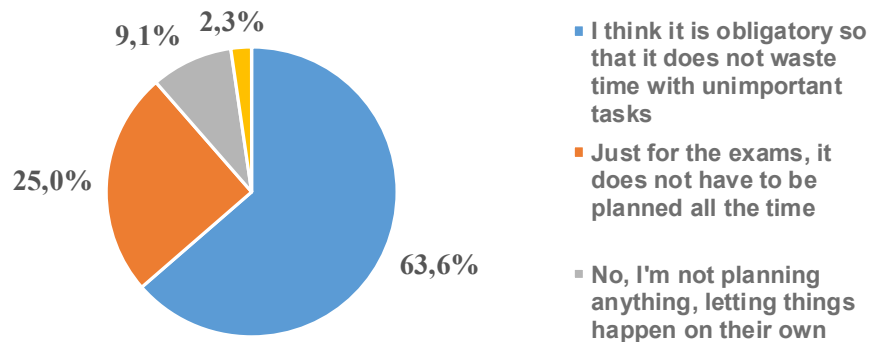


Figure 2 Do you think you need a plan to manage your time during the years of education?

More than 63% of respondents answered positively, 25% planned only for their exams, about 9% did not plan anything. The second question (Figure 3) examines the attitude of prioritizing the execution of

one task ahead of another. It turns out that the highest percentage responded that they planned their tasks.

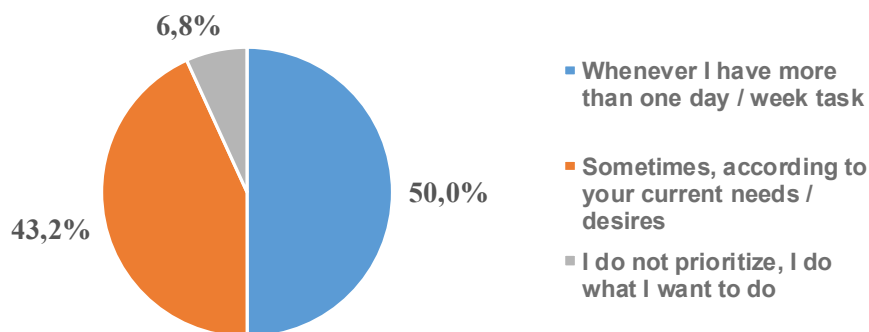


Figure 3: Do you prioritize the execution of one task ahead of another?

The third question seeks answers to the student's participation in academic life. The top answer is the answer for the students' willingness to take part in the extra curriculum life of the specialty. Almost 73% indicate the subjective factor - desire. It is clear from the figure that only about

7% of respondents are unwilling to participate in additional activities and nearly 20% are always involved when there is such a task. All responses are presented in Figure 4.

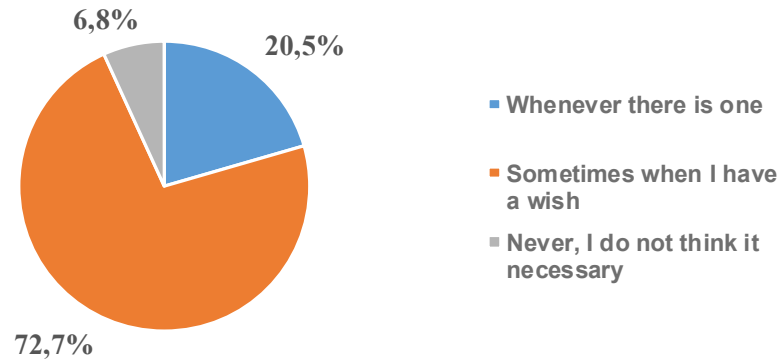


Figure 4: How often do you participate in academic and extracurricular activities to achieve higher learning outcomes?

The fourth question explores students' self-esteem for their personal efforts to achieve effective time management. About 25% think they make a lot of effort for

successful planning, and about 73% think they can do more, but so far they have not done so. (Figure 5).



Figure 5: Do you think you are managing your time successfully?

The fifth question is the last in the questionnaire and is tied to the personal judgment about the students' desire and

motivation for successful time management. (Figure 6).

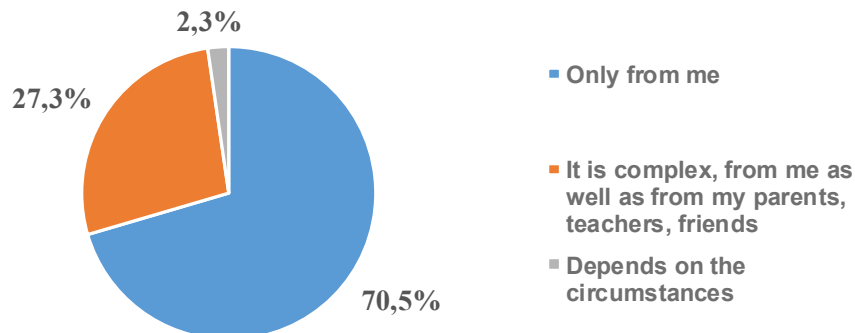


Figure 6: From whom do you think depend your desire and motivation for successful time management?

From the listed data, the highest percentage, 70,5%, realizes that their desire and motivation for success depends only on them. About 27% of the students say that this result is complex, and other people, such as parents, teachers and friends, have a role to play. About 2% of the students states that their time planning depends entirely on other people, but not on them.

4. Conclusions and recommendations from the conducted survey

The young people, of the target group surveyed, showed an attitude to the problem. As a conclusion of the survey, the following can be stated:

- students make efforts to achieve more effective results in time planning, but they do not always succeed in doing so;
- they do not always spend enough time on the right event or activity and there for there is a loss of value from the educational process;
- often act emotionally, not pragmatically when managing their time;
- they recognize the role of teachers in their development and identify them as mentors.

On the other hand, the recommendations can

be formed in two directions - recommendations to students and recommendations to the teachers. Those for the students are the following:

- efforts should be more targeted and more conscious in order to achieve the desired goals;

- when an extra curriculum event is organized, the participation should be done with the attitude of achieving educational value and personal development and with respect to the efforts of the teachers to carry out this event / meeting;
- relationships with teachers is a two-way process that requires respect and consistency, as well as mutual understanding of the requirements of both parties.

The following recommendations can be formulated for teachers:

- to offer informal education, together with formal one;
- to be mentors, to direct and manage;
- to analyse the emotional solutions and "educate" a way of thinking about important things.

5. Conclusion

Achieving effective time management among students during their high education is a process that needs to be formed, improve and refine every day. Time planning seems sometimes an easily achievable goal, but the practice shows that failures occur when one has underestimated one activity at the expense of another, and so has caused poor time planning and hence unsatisfactory results. Time is a resource of high value and deserves to be used in the best way to obtain the most satisfying results.

References

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