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# What is Decision Making?

- **Decision making** can be regarded as the *Judgmental* process resulting in the *selection of a course of action*.
- When trying to make a good decision, a person must weigh the *positives and negatives* of each option, and consider all the alternatives.



**Abstract**  
The importance of time management has been felt and empirical studies on it has been gaining popularity in the decades. To ensure a systematic management of time various models and theories have been designed by many researchers. Since the new generation is born in a digital era, digital media has taken major parts in one's life and so time has been spent on such media which can act like a time wasting activity. The way people spend their leisure time affects their behaviour, growth and life, proving the need to manage free time. The present study has been designed to bring out an overview of existing time management models and theories. It has tried to draw the importance and practical implications of the models and theories under study. The study shows the need to include time management skills to reduce psychological stress resulting from untimely completion of responsibilities and tasks.  
**Keywords:** Time management, model, theory, overview, matrix, efficiency

## A descriptive study of time management models and theories

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**Abstract**

The importance of time management has been felt and empirical studies on it has been gaining popularity in the decades. To ensure a systematic management of time various models and theories have been designed by many researchers. Since the new generation is born in a digital era, digital media has taken major parts in one's life and so time has been spent on such media which can act like a time wasting activity. The way people spend their leisure time affects their behaviour, growth and life, proving the need to manage free time. The present study has been designed to bring out an overview of existing time management models and theories. It has tried to draw the importance and practical implications of the models and theories under study. The study shows the need to include time management skills to reduce psychological stress resulting from untimely completion of responsibilities and tasks.

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**1: Introduction**

Time management is an ability to manage one's personal time along with working time. In this age of advanced science and technology, learning patterns of students have changed as they are born in the digital environment. It would not be wrong to call them "Digital Natives" or "Gamer Generation" (Hernandez- Linares *et al.*, 2016). As a result of it, there is a need to change from traditional lecture-based teaching to learner centred approaches. According to Covey (1999) time management involves identifying tasks and recognising demands on time. People have the habit to look for effectiveness and consequences rather than the methods and efficiency of time management. Covey opined that the key to success is to

concentrate on highly important but not urgent issues.

Macan (1994) suggested that learning time management behaviours lead to greater perception of control over time. Macan's (1994) process model of time management behaviour included three attributes: setting goals and priorities; the mechanics of time management behaviour and a preference for organisation. Time management can be considered as a cluster of skills that are significant to academic success and include activities performed by students like advance planning, work prioritization, preparation for test and following schedules (Samsigiry *et al.*, 2006). According to Powell (2004) higher academic performance was to be achieved by balancing time management and study techniques effectively. In general, time management has positive effect on the academic success of students.

Students need to prioritize all their activities so that there will be more room for other important activities. Time management is one of the techniques to facilitate better use of time. Doing activities in an organised manner and setting priorities can help in accomplishing tasks successfully (Eid *et al.*, 2015). To utilise time effectively, one must be able to predict how much time is required for the activity to be performed (Kelly, 2002).

**2: Literature review**

Modern concepts of management like time management has their origin in the Indian Vedanta in terms of self control. Self management and self development have been highlighted in the Ancient Indian Scriptures. Three disciplines: Brahmacharya (Self- Control), Ahimsa (Non- Injury) and Satyam (Truthfulness) are the fundamental eternal values for regulation of physical, mental and intellectual layers of personality. When the three disciplines:

**Hard Skills**  
Teachable abilities or skill sets that are easy to quantify.

- Proficiency in a foreign language
- A degree or certificate
- Typing speed
- Machine operation
- Computer programming

vs.

**Soft Skills**  
Also known as "people skills" or "interpersonal skills."

- Communication
- Flexibility
- Leadership
- Teamwork
- Time Management

Strategic Thinking Can you think carefully about the bigger picture? It's easy to start on the enjoyable tasks first, but these aren't always the most critical or urgent jobs. How to Be More Organized explains why your environment needs to be as organized as your thinking! There are practical tips from highly organized people, plus ideas for using technology to take more control of your time. Try to think about how you can demonstrate these skills. You can ask if you can dip in and out at an appropriate moment, freeing you up to continue getting your work done. But if it's an area where you struggle, you can use strategies to improve your time management skills. When writing your resume or cover letter, you need to draw attention to your time management skills but give practical examples of when and where they have been used. Set Achievable and Realistic Goals One of the most straightforward strategies is to understand how to set goals. If you are not overwhelmed by your workload, you can be far more relaxed and enjoy a better work-life balance. And when you do make time to do something, are you able to focus - and get it finished? The benefits of good time management include greater productivity, less stress, and more opportunities to do the things that matter. Scheduling Making sure you allocate enough time for tasks and meetings is a good sign of effective time management. Get it right, and you'll end up working smarter, not harder, to get more done in less time - even when time is tight and pressures are high. 10. And our article, Managing Conflicting Priorities, explains what to do if priorities clash. Our quiz, How Good Is Your Time Management, will show you what you're getting right, as well as highlight where - and how - you can improve. Treasure Mapping is a powerful way to see your goals clearly - so that you're motivated to give them the time they need. Time management means organizing your time intelligently - so that you use it more effectively. The answer: good time management. Time Management in Practice Even with the best intentions, and plenty of powerful tactics, it's all too easy to fall back into bad time-management habits. You may wish to use a 'do not disturb' feature on your phone or email to give you enough time to work on your tasks. Your time management skills should allow you to focus your attention on the priorities without being easily distracted. Can you establish why specific tasks need to be prioritized and how this links to your overall business strategy? If you're looking to progress your career, then a long-term goal could be to move into a more senior role. If you're constantly in meetings or answering emails/phone calls, you can quickly run out of time to complete your work. They develop SMART Goals, allowing them to allocate their time effectively. Those with poor time management skills are far more likely to need to work overtime and suffer the effects of burnout. 9 Ways to Use Your Dead Time Wisely makes sure that you don't waste a moment. Break your tasks down into manageable chunks - some plans may be short term; others may be longer term. Time management isn't about showing an employer that you're prepared to work overtime to get things done - it's about demonstrating examples of when you've achieved tasks or goals within the allocated timespans. Another skill is knowing when you need to attend a meeting. Our resources also explain how to use clear goals to guide

