

A survey of the literature on time management

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COMMENTARY

Over the past two decades, there has been a growing awareness of the importance of time in the literature of the organization. Short-term employment has become increasingly important due to increasing global competition and the growing demand for faster access to products and services. Garhammer has shown a rise in health that is reflected in speeding up, getting paid for time expenses like eating fast, sleeping less, and stressful actions like making a phone call while having lunch. Other studies have examined the perception of time in organizational situations and the experience of time pressure among employees. The growing sharpness of time is reflected in textbooks as well as practical books. Many authors discussed the need to invest better time in theoretical models and research projects. Others focus on how people in organizations use their time and on how these efforts can be improved. Interest in time management is not new at all. The issue of time management was already being discussed in the 1950s and 1960s, and several authors proposed ways to deal with time constraints in the workplace. They suggested simple solutions such as writing down work plans on paper called a to-do list to increase efficiency. At the same time, some authors find that planning tasks do not always lead to complete work, especially when time pressures are high. They developed the concept of a time management training program which is still in use today. Critical issues provide insight into time-consuming tasks changing time management and increasing the efficiency of the workday by teaching people how to make daily schedules, how to

prioritize tasks, and how to perform unexpected tasks. Many books and essays were written to convey these ideas and similar ideas to managers, promising them to work effectively while spending less time. Over the years the focus of time management publications and training courses has shifted from management as a highly regarded group to a wider audience of working people. The word time management is misleading. Of course, time cannot be managed because it is unattainable. Only the way a person deals with time can be influenced. Time management can be seen as a way to monitor and control time. In this regard, it is best to talk about self-regulation concerning the performance of multiple tasks over some time. In literature, however, the word self-control has a different meaning. It means self-control without direct reference to time management strategies. Despite all the popular attention to time management little researches have been done on the processes involved in the effective use of one's time like by using the prime time to perform important tasks and completing work on time. In 1987, a review has published that spoke of the growing popularity of time management. It discussed the principles cited by writers such as McCay and concluded them for example, setting goals for life and keeping time logs were important strategies for managing one's time. Although this article helped understand the ideas behind the concept of time management it was not a review of dynamic time management lessons. In fact, to our knowledge, no dynamic review of time management studies has been published since Richards wrote. Therefore, the primary purpose of the current study is to review past technical studies in time management and to determine the state of the art in this research area.

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