

IMPACT OF TIME MANAGEMENT ON JOB PERFORMANCE AND JOB SATISFACTION

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Abstract: *This paper aims to provide an understanding over the impact of Time Management on Job Performance and Job Satisfaction over a randomly chosen sample of 50 employees of Strides Shasun Limited, Pondicherry, India. Strides Shasun Limited is an organization that is concerned with the production of certain pharmaceutical constituents of certain drugs. Through this work, the effect of Time Management over Job Performance and Job Satisfaction can be understood. Time Management is of great importance in the case of the development of an organization and Job Performance along with Job Satisfaction are the effects of Time Management over each employee.*

Keywords – *Time Management, Job Performance, Job Satisfaction, Strides Shasun Limited.*

I. INTRODUCTION

Time is a factor of great importance. This is because; time is something which once lost, can never be regained at another point of time. So, it is very important to make a good use of it through the practice of Time Management. We make the best use of every single resource that is available to us. In the similar manner, we also need to manage time, which is an irreproducible resource. Time Management generally has a great impact on the various happenings in the personal and professional happenings of every individual. Through this study, we concentrate over the happenings of a few individuals at their workplace, by taking into consideration their level of Job Performance and Job Satisfaction attained through the practice of Time Management.

II. REVIEW OF LITERATURE

2.1 TIME MANAGEMENT AND JOB PERFORMANCE

Lucy Karimi Njagi, Jane Malel (2012) made a study on “Time Management and Job Performance in Selected Parastatals in Kenya” to examine the relationship between time management strategies and job performance in organizations with a particular focus on parastatals. The general objective was to find out the effects of time management strategies on the performance of selected parastatals in Kenya. Statistical models of regression and correlation were used in the complex research design on a stratified random sample of the respondents. Based on the findings, it was concluded that time management and job performance are directly related.

2.2 TIME MANAGEMENT AND JOB SATISFACTION

Hamdollah Manzari Tavakoli, Alireza Manzari Tavakoli, Leila Poursmaeil (2013) had conducted “A Study of the Relationship between Time Management and Job Satisfaction.” The aim of the study is to explore the relationship between time management and job satisfaction of 3500 employees of Shiraz Municipality in Iran. 388 questionnaires were distributed with Systematic Random Sampling among employees, 355 usable questionnaires were obtained. Based on the findings time management has a significant positive influence on job satisfaction.

III. TIME MANAGEMENT

Time has a great importance in the life of every single individual. Its management has got a major role to play in the life of every single individual. A few deciders of time have been taken up for this study and they are discussed as follows.

3.1.1 DECIDERS OF TIME MANAGEMENT

Time Management is a factor that depends on various other factors and a few of them are taken under consideration and a brief description of those factors is discussed in the following.

3.1.1.1 EXISTENCE OF DISRUPTIONS AT WORK

Disruptions like the presence of boasters, absence of coworkers, irritating attitude of others at work, favoritism amidst workers and personalized issues are common at the workplace, which affect the management of time greatly.

- Boasters people who boast as though they know everything and seem to create disruptions by their attitude at work.
- Absences of the employees from work provide their colleagues with disruptions.
- Negative attitude of a few employees at work, might affect the organization at large.
- Favoritism between people affects an organization at large, as it might destroy the team spirit within the organization.
- Personalized issues of the employees affect the employees emotionally, thus disrupting the works as a whole.

3.1.1.2 WORKS ARE WELL-PLANNED

Planned working is the most essential requirement for achieving success in an organization. It is the requirement of superiors to ensure proper planning of the works happening within the organization, to make the employees accomplish their tasks within the specified duration.

3.1.1.3 PRIORITIZED WORKS OCCUR

It is the necessity of superiors to prioritize tasks based on their importance and engage the employees to perform them, in order to ensure that time is not wasted over unnecessary tasks, which would disrupt the workings of the organization.

3.1.1.4 EFFECTIVE MEETINGS TAKE PLACE

Official Meetings play a major role in the development of an organization, as it provides a clear idea to the each person, of the requirements that the organization demands out of them. But, there are cases where excessive time gets wasted due to discussions over unnecessary issues. In some cases, there might be people whose time gets wasted through meetings, as the meeting was not of their concern.

3.1.1.5 WORKS ARE PERFORMED ON TIME

Managers need to check out the functioning of the organization from time to time, to see that the happenings of the organization are fulfilled appropriately by those concerned with the working of the organization.

3.1.1.6 TIMELY ASSISTANCE BY CO-WORKERS

Unity among individuals is greatly essential for the welfare of the organization. Timeliness seems to play a great role in ensuring the development of an organization. Hence, when all the employees stand united in accomplishing the works of the organization, there would be no need for delay of the happenings by individuals, due to the timely help of their colleagues.

3.2 DECIDERS OF JOB PERFORMANCE**3.2.1 STANDARD WORKPLACE DECISIONS**

When the workplace decisions remain standard, with no biases in between the individuals, every individual will be able to successfully perform all that is required out of them by the management in the best possible manner. There is the requirement of a proper channel of communication, in order make every individual aware of the decisions of the management concerning the employees, for the proper execution of their duties from time to time, with a feeling of contentment, over the happenings of the organization.

3. 2.2 DURATION PROVIDED FOR WORK COMPLETION

For individuals to work, they must be provided with all the necessities of work. Similarly, they must also be allotted a specific duration, for the completion of their tasks. Until and unless they are ensured with all the requirements, completion of tasks would seem to be a great problem to them. Moreover, based on the performance of the employees, they must be provided with the required time frame for their task completion.

3. 2.3 WORKS PERFORMED ON-TIME AT THE WORKPLACE

Proper working of an organization is determined by timely functioning of every individual of the organization. Every individual must make sure that the set targets are achieved on time, for the welfare of the organization as a whole. Only then, can an organization compete with the competitors of the market.

3. 2.4 SUCCESS LEVEL AT THE WORKPLACE

The workforce of an organization mainly helps determine the success level of the organization, through the various forms of work practices that are followed over there. Simultaneously, it is the development of the organization that leads to the upliftment of the workforce, through the various forms of benefits that they receive from the part of the organization.

3. 2.5 RESOURCES ARE AVAILABLE ON TIME FOR WORK

Employees need to be provided with all the resources that are needed for work, for the timely completion of the works that are assigned to them. If not, there might be an extreme failure in the workings of the organization.

3. 2.6 EXPERIENCE WORK PRESSURE

All organizations exist to fulfill their organizational goals and objectives. Employees of an organization are bound to fulfill all the requirements of the organization that are assigned to them for this purpose. In return of the services of the employees, the organization provides them with compensation in the form of salaries and perks, along with other added benefits. But every single organization seeks only the best out of each employee of theirs, due to which the employees are subjected to more work pressure from time to time, which exerts pressure on their personal life including that of the person's health.

3.3 DECIDERS OF JOB SATISFACTION**3.3.1 WORKPLACE ASSOCIATIONS**

Every organization is in one way or the other associated with certain other organizations. It may be in the case of requirement of raw materials or accessories or manpower and so on. Based on the workplace associations, the employees of the organization might be able to acquire good rapport which would help them to earn better opportunities. This would make them obtain Job Satisfaction.

3.3.2 WORK EXPERIENCE GAINED AT THE ORGANIZATION

Employees are valued mainly on the basis of their level of work experience. The employees may be quite efficient at their works due to the experiences that they had gained out of their prior work experiences. Moreover, work experience would lead to the knowledge of an employee's areas of work expertise and this would add up to the benefit of the organization in acquiring such an employee. All these would gradually provide Job Satisfaction to employee as one's pay scale is also determined by this factor.

3.3.3 FINANCIAL STATUS OF THE ORGANIZATION

The employees work for the welfare of the organization and also for their personal welfare. Their personal welfare is determined through the salaries, perks, allowances and other added advantages provided by their organization. All these are easily addressed only if the organization possesses a good financial status to satisfy all the valid requirements of the employees serving their organization.

3.3.4 DISSATISFIED OVER UNATTAINED GOALS

When the employees work with great devotion to their workplace, they try to do the best for the welfare of their organization. This is mainly because, only when the organizational goals are achieved, will the organization satisfy the requirements of their employees, as required. Due to this, employees may lose their level of satisfaction of their work, when they are not able to meet up with the organizational goals.

3.3.5 DISSATISFIED DUE TO CONSTANT ERROR SPOTTING AT WORK

All employees may not like the practice of their superiors or supervisors checking up of their works and try to spot out errors from the works. But there might also be employees who would feel grateful, when their mistakes are corrected for the sake of their own welfare and that of the organization. Thus this is a factor which would affect the level of Job Satisfaction of the employees on the basis of their own perceptions.

3.3.6 POSSESS THE ABILITY TO COPE UP WITH WORK PRESSURE

Based on the demand in the markets, the work nature might differ from time to time among the employees. When there is high demand for the products manufactured, the employees might be required to complete a huge amount of work in a limited period of time. In such cases, not all employees will be satisfied over the work pressure that is exerted over them as it might affect their regular activities both personal as well as professional. The employees might also develop health-related problems at times. Thus this factor also has a dominant effect on Job Satisfaction as it would affect an individual in a variety of manners.

3.3.7 SAFE WORKING CONDITIONS ARE AVAILABLE

All organizations are legally supposed to maintain safety of the workplace, to ensure safety to the employees as well as the public. Industries need to be away from residential areas, for ensuring safety to the general public. Again, the workplace and the working conditions including the work materials are not supposed to be toxic and harmful to the employees, which would affect the satisfaction of the job to the employees.

IV. METHODOLOGY

4.1 DESIGN

This study uses descriptive research design to determine the relationship of the dependent variable Time Management on Job Performance and Job Satisfaction.

4.2 INSTRUMENT

A self-developed questionnaire of the researcher was used for the pilot study of a random sample of 50 employees of Strides Shasun Limited; Pondicherry and the questionnaire consists of 6 questions concerning Time Management, 6 questions concerning Job Performance and 7 questions concerning Job Satisfaction. Linear Regression Analysis has been performed to determine the impact that Time Management has got over Job Performance and Job Satisfaction.

4. 3 IMPACT OF TIME MANAGEMENT ON JOB PERFORMANCE AND JOB SATISFACTION THROUGH LINEAR REGRESSION ANALYSIS

Table 4.3.1: Model Summary

Model	R	R Square	Adjusted R Square	Std. Error of the Estimate
1	.891 ^a	.793	.785	.17942

a. Predictors: (Constant), Job Satisfaction, Job Performance

The above table gives the R and R² values. R value represents simple correlation and is equal to 0.891 which indicates a high degree of correlation. The R² value is 0.793 and it indicates that 79.3% of Time Management can be explained by Job Performance and Job Satisfaction and it is very large. The table also shows that it is significant with the p-value of 0.000 as it is less than 0.005.

Table 4.3.2: ANOVA^a

Model		Sum of Squares	df	Mean Square	F	Sig.
1	Regression	5.810	2	2.905	90.239	.000 ^b
	Residual	1.513	47	.032		
	Total	7.323	49			

a. Dependent Variable: Time Management

b. Predictors: (Constant), Job Satisfaction, Job Performance

The above table predicts the significance of Time Management. Since the p-value is 0.000 in this case, it shows that the model is statistically significant and serves as a good fit for the data.

Table 4.3.3: Coefficients^a

Model		Unstandardized Coefficients		Standardized Coefficients	t	Sig.
		B	Std. Error	Beta		
1	(Constant)	-.636	.158		-4.028	.000
	Job Performance	.251	.064	.301	3.907	.000
	Job Satisfaction	.861	.095	.699	9.075	.000

a. Dependent Variable: Time Management

The coefficients table helps in the prediction of Time Management from Job Performance and Job Satisfaction. The regression equation in this case can be represented as given below:

$$\text{Time Management} = -0.636 + 0.251(\text{Job Performance}) + 0.861(\text{Job Satisfaction})$$

4.4 CONCLUSION

- 79.3% of Time Management can be explained by Job Performance and Job Satisfaction.
- The model is statistically significant and serves as a good fit for the data.
- The regression equation in this case is given by,
Time Management = -0.636 + 0.251(Job Performance) + 0.861(Job Satisfaction)

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