

## **WOMEN AND TIME MANAGEMNT**

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### **Abstract**

*Time management has remained a problem to many people especially women. Lack of proper planning of schedule of work has been identified as a major hindrance that prevents people from attaining their goals. This paper examines the problems that are associated with poor time management as it affects women generally. The importance of successful time management to women and the dangers of living piece - meal attention to it are also laid out. Time wasters, causes and solutions are examined. The paper finally presents some possible steps to effective time management and the resultant effects are itemized. It is believed that the awareness of the steps would help Women to maintain their homes,. And be up to the task in discharging their duties as wives, mothers administrators,*

### **Instruction**

In ages past, women stood at the sidelines of life dominated by men and were mere subordinates to them, seen only as part and parcel of man's property. Socially, they were entirely depends on men because men were regarded as the luminaries of public life. As an appendage to husbands, they had no active participation in public life. Today, it is thrilling to know of the efforts being made by the women folk to uplift their level of standard of participation in a world that used to be known as a 'man's world'. Women are no longer living in the shadow of their male counterparts which has over the centuries created a psychological complex in the minds of the society who thinks that the female gender is at best, made to play a second fiddle. A woman's place is no longer in the kitchen, but also in other spheres of life such as the social economic and political upliftment of the society. To forestall blockages and distractions on their way to progress at home and outside it, there is need for proper planning of time and judicious use of it.

Most women as a result of too many things to be attended to all at once, get irritated, frustrated, angry, and exasperated and feel over worked. These problems become very acute in a situation where time is not successfully managed.

The problem of not having enough hours in a day to handle all the routine work, administrative detail and crises have been found to be common among women (Resus -Javier 1990, p. 76.) they often probably wish for a time extension each play to catch up on other facts of life being missed.

D' Souza (1990) has identified effective programme management as one of the major keys to success and comfort in life. This is true of maintaining the home, work and attaining success in society. Some women due to poor time management give piece-meal attention to their homes, schools and job demands. Thus most often, most of these schedules are haphazardly done. Undoubtedly when time is not well managed many things get wrong and the woman becomes drained, haggard and exhausted. It is therefore not out of place to say that women more than anyone else need to know, master and fully imbibe the key to success in all realms by managing effectively.

For a woman to sustain her home in all ramifications and get her job secured and also maintain herself psychologically, socially, economically, mentally, e.t.c. there is the need for her to guard against time wastage. This paper therefore aims at exposing the women-folk to the importance of successful time management, the dangers of poor time management and the identification of time wasters, the causes and possible solutions to poor time management.

It also aims at helping them to know the basic steps which could be taken to forestall stress, frustrations and failures being experienced as a result of poor time management.

### **Definition of Terms**

Management is a field of knowledge that seeks to systematically understand why and how men work together to accomplish objectives and to make this co-operative system more useful to mankind.

Resus-Javier (1976) defines it as a process of planning organizing leading and controlling the efforts of organizing members and of using all other organizational resources to achieve stated organizational goals. Management can also be defined as the judicious use of means to accomplish an end. Thus, management is the art of bringing ends and means together, the act of purposeful action.

Time management refers to the process through which a person plans, organize, leads and control his efforts and uses all related resources to achieve his personal objectives at a given time. As noted earlier, women more than their male counterparts, need the mastery of how time could be managed in order to maximize their life goals, desires and wishes. The salient fact that all men are given and enjoy equal time in life and it has to be managed as a gift to the stressed by Resus-Javier (1976). She pointed out that as Lecturers, Wives, Deans, Heads of Department, administrators, etc, a woman needs to see her time as equivalent to managing herself.

In her own contribution, Tanchi (1988) observed that what makes a woman is her sensitivity of spirit, institution and incredible capability for details. These are better attained by ensuring that her time is adequately managed.

According to one prominent time management consultant Mackenzie (1967), "time for women is the scar cost resources and unless it is managed, nothing else can be saved for a raining day or accumulated like raw materials. It matches on a fixed rate of sixty minutes each hour and twenty -four hours each day. Commenting on the thoughtless ways by which time is wasted each day by many, D'souza (1976) lamented that though time unlike other resources can neither be turned on or of nor be replaced with its preciousness and vast potential, people waste nothing quite so thoughtlessly as time

Stressing the importance of time, Scolt (1976: 210) exclaimed, "Dost thou love life? Then o not squander time for that is the stuff life is made of. In line with Scott's .new, Engstrom (1976:212) emphasizing the importance of proper mental attitude in the use of time, pointed out that d we don't want to do something we can find a thousand reasons for not doing it but if we mean to do a thing nothing will stop us, obstacles are brushed aside as if they are nothing.

Poor time management causes several women to be buried in household chores and often feel disillusioned and jealous of their husbands' freedom, his chance to move ahead while the woman is stuck in a rut (Lobsenz, 1982).

### **Time Management and the Home Front**

The Dangers of deserting the home in pursuance of 'cakes' needed for the sustenance of the home is becoming more glaring than before. Some women seem to have forgotten that the quality of time a mother gives brood is more important than goods flooding the house. In the course of running around to meet needs, some women are 'beaten down' day after day by fatigue.

Women need to spend time with their children in order to develop the child's feeling of happiness and thus strengthening his sense of security and happiness. Undoubtedly, there are blessing for families who make it a practice to play together and work together (Nelson, 1982: Norman, 1982). Women-in labour force should always see the need to reach a balance between home making and employment. Unfortunately, it is only women of wisdom that get to the awareness of the fact that there is enough time in a time for both the family and their career.

Many cases of juvenile delinquency, drug abuse and emotional problems witnessed in our society stem out of some women's lukewarm attitude to the upbringing of their children as a result of poor time management. Studies carried out in America by Marguerile, Beecher (1955) on what makes a happy family, shows that the most frequent answer was "doing things together." Hence, it is not so much of what is done for children that makes for their all round development as what is done by creating enough time to attend to them.

Alele Williams (1989) while emphasizing the major duty of a woman in child rearing pointed out that, as the link of life, women rearing amounts to building a house. The foundation has to be very strong in order for the house to stand over the years. She further said that child rearing includes, discipline, clothing, feeding and positive socialization of children. Doing these will help the child to build up a reservoir of strength to combat the stresses of life. When children become delinquent as a result of poor upbringing even' income gained by the woman lost because additional money will be spent on the child who has become a liability.

Thus, the greatest gift a woman can give her children I s her presence, attention, care and concern especially during their formative years. The woman's role as a wife should be such that attracts commendation from her husband. To avert conflict, she has to satisfy her husband in all realms.

### **The Woman and Her Job.**

Women in the labour force have been found to be very diligent and conscientious in the discharge of their duties. Most highly placed women have exhibited the sense of probity, responsibility and professionalism. Women in various fields of life have always proved their worth. Most women leaders ensure that jobs are not only done but are diligently carried out.

However, one major problem that is common to most women in the labour force is the fact that in most cases as a result of poor time management, or tight schedules, they strive under stress and strains in getting their jobs effectively done. The fact that they are pulled between 'two worlds' (the home, the office or business) also contributes to these problems. Sometimes inadequate time management leads to the creation of loopholes especially for lazy women who pay lip service in the discharge of their duties. To meet up with the challenges that surround women in the labour force and to stand shoulder high in the society women should endeavour to manage their time properly.

### **The dangers inherent in poor time management**

When time is not properly managed, things go hay-wire.

The following are some of the aftermaths of poor time management.

- i The home is often neglected
- ii Nagging and discontentment are expressed.
- iii Vagabonds and delinquent children populate the society.
- iv Conflicts and confusion dominate the home.
- v Delay in job performances and
- vi Nervous tensions, resulting from internal conflicts from a wide range of external situations abound (stress) etc.

Speaking on the dangers of stress negative, D'souza (1986) pointed out that stress begins with being anxious and anxiety leads to tension (The body getting uptight). Negative stress (distress) often experienced as a result of tight schedule and improper planning of time includes: Anxiety, tension, strains, worry, fear, annoyance, anger, insomnia, frustrations, hate, confusion, fatigue, and exasperation etc.

The above shows that there is the need for women to seek possible-means by which occurrences of stress and other dangers itemized above could be minimized or completely stamped out by planning their time in a way that life will not be drained out of them prematurely.

### **Steps-to Effective Time Management**

#### **a Managing Oneself**

It is pertinent to note that time management is equivalent to management is equivalent to managing oneself. In managing oneself, the following steps could be considered:

- i. Focusing only on important activities and the unnecessary or least important ones.
- ii. Being self-analytic, discovering one strength and weakness.
- iii. Being aware of the changing times and its effect on man the woman.
- iv. Seeing time as Cod -given and mean to be wisely.

#### **b The Need for Self-Assessment**

For proper time management, a woman should first take stock of her personal strengths and weakness, character traits, values, interests and abilities. By so doing, the woman will be able to examine her personal characteristics and use them as a frame work for self-assessment.

#### **c Planning Schedule of work.**

**Hummel (1967)** observed that planting takes time but the canopy that there is no time for it. Those who resist planning for lack of time fail to look ahead to the significance of long-range savings of time as well as improved performance.

Keeping accurate time -log also helps to manage time effectively. This can be done on hour or weekly basis using a new page for each day However, there should be an assessment of how best the log has been used after a week.

#### **This can be done by asking the following questions:**

- i How organized AM I?
- ii What are my Attitudes and Habits?
- iii What are my personal Traits ?

Thus, planning is very important in time management Dayton (1974) declares, "fail to plan, plan to fail". There is therefore, the need to plan not only for big events, but also for small ones.

### **Goal setting**

Desired goals must be well laid out in order to attain success in life. In setting goals, a woman has to ask herself this basic question, "what end do I need to reach?" Examples of some general goals are:

- i. Duty and service to God (regardless of one's religion)
- ii Duty and service to community, country and world in general.
- iii Duty and service to the family
- iv Duty and responsibility to oneself.

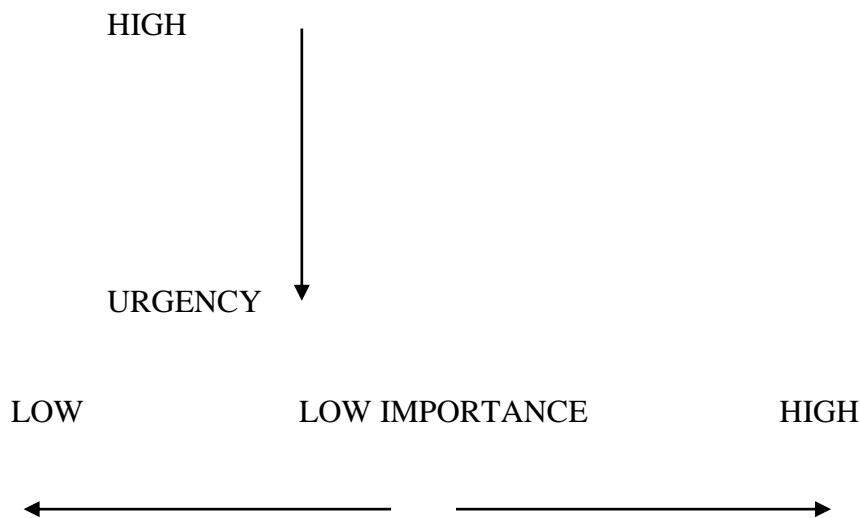
### **e Prioritizing the Goals Set**

In prioritizing the goal set, the woman must be aware of the things to be done. The following steps could be considered:

- i Preparation of list of things to be done prioritizing the items.
- ii Decide the items to be done first and those that can wait.
- iii Consider how to achieve them.

The above shows that there is the need to always review the list of things to be done and identify the most urgent task which receive highest priority. In learning the skill of setting priorities, the grid adapted from D'souza (1986) 'grid for setting priorities' will lessen your burden

(3)	(4)
DO ATTEND YOURSELF IF SPARE TIME IS AVAILABLE, OTHERWISE DELEGATE TO KEY MEMBER OF STAFF	DO / ATTEND YOURSELF
(1)	(2)
POSTPONE, IGNORE AVOID OR OFFER TO SOMEONE ELSE	DO / ATTEND YOURSELF OR DELEGATE TO KEY MEMBER OF YOUR STAFF



- Key:
- (1) Low urgency/low importance tasks
  - (2) Low urgency /high importance tasks
  - (3) High urgency /low importance tasks.
  - (4) High urgency importance tasks.

Thus, time is better managed by attending to tasks that are important with high urgency before attending to the trivial one

f) **Delegating Authority.**

authority to subordinates facilitates job performances and collectiveness. At home and at work in delegating authority to people, fairness and concern for their needs has to be put into consideration. A woman leader should feel what the subordinates feel, be able to read their Thoughts, and work for their welfare. To save time, she should be a woman that leads well, full of sincerity, diligent, honest, patient, self-controlled, e.t.c.



These sterling qualities will get others going and save a lot of time in completing or attaining the goals.

### **Time Waters**

Some of the commonly encountered time wasters are tabled below: some possible causes and potential solutions to each are also itemized as guides in solving the problems of time management.

S/N	TIME WATER	POSSIBLE CAUSE	SOLUTION
1	Lack of Planning	Failure to see the benefit. Action orientation. Success without planning	Recognize that planning takes time but saves time in the end Emphasize results and not activities. Recognize that success is often in spite of and not because of methods.
2	Lack of priorities	Lack of goals and objectives	Write down goals and objectives. Discuss priorities with subordinates.
3	Over commitment	Broad interests Confusion in priorities Failure to set priorities	Say no. Develop a personal Philosophy of time. Relate to a schedule of events.
4	Meetings	Fear of responsibility for decision Indecision Over communication Poor leaden-hip etc.	Make decisions without meetings. Make decisions even when some facts are missing. Discourage unnecessary meeting Convene daily only those needed Use agenda. Stick to the subject persist in preparing concise minutes as soon as possible

### **Conclusion**

Good time management has been identified as one of the major keys to success in life. The multidimensional roles of women have made it imperative for women to pay attention to time management in order to afford them the opportunity of carrying out roles, without necessarily getting life out of themselves prematurely. Thus, to enhance her effectiveness in all spheres, the woman either at home or outside she must organize, her time better by getting rid of time wasters and other identified

problems. To do these, the woman must know herself, be able to assess herself, plan schedule of work, set goals, prioritize the set goals, and be ready to delegate authority to her subordinates.

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