

# A STUDY ON EFFECT OF TIME MANAGEMENT, IN ONE OF THE MULTISPECIALITY HOSPITAL IN CHENNAI

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**Abstract:** Time management to workers is necessary in order to accomplish more within a short span of time. Effective time management may help to increase the productivity and improvise self discipline, which is highly required in hospital industry. Therefore it has turned to be a need of the hour to conduct a study on time management among the employees of hospital. The objective of this study is to investigate and analyze the various factors that help in time management towards the better performance in the hospital. This study is based on survey method. Through this study it can be concluded that the performance level of the employees are higher through various time management factors and also it helps in reducing stress at work time.

**Keywords:** Set goals, Management, hospital, Managing time, reduces stress and work

## 1. INTRODUCTION

### 1.1 Definition:

According to HARRIS Time Management has been defined as “the process of skilfully applying time to finish perfect a specific activity within time constraint”.

### 1.2. OBJECTIVES

- a) To study the time management among the nurses.
- b) To analysis time management measures by nurses.
- c) To suggest way to improve the Time management among the nurses.

## 2. LITERATURE REVIEW

**1. According to Mohammad QtaitRN, MSN. seyyan alarab RN,MSN (2018)** ,this study critically examines the research literature relating to the obstacles time management and definition of time management. Time management is a skill and behaviours that become a aspect of one’s individual and professional life, it is the key to increase the productivity of nursing, but also helps to copy tension more efficiently. During the last years, there has been growing recognition of the status of time in today’s global and fast growing society, and increasing in technology. These reviews contain 27 empirical studies and book on time management conducted between 2000 and 2018, by research in google. Findings: thorough search for the existing literature revealed a lack of study related to obstacles of time management, and discuss the concept obstacles of time management in nursing work and concern the obstacles of time management techniques. This review offers an overview of research on time management and obstacles of time management. The reviewed research displays many limitations as. First, time management has been defined and operationalized in a different of ways. Some instruments were not trustworthy or valid, which could account for unstable findings. Second, very little attention was given to nursing and health field. There is a need for more accurate research into the obstacles of time management in nursing and health professional.

**2. According to Arash Ziapour, Alireza Khatony ,Faranak Jafari(2015)** Time management and job satisfaction all related to each other and greatly affect success of organization. The study aimed to evaluate the efficacy of a designed program of time management on job satisfaction for head nurses. A Quasi-experimental design was used for a total number of head nurses participated. Two tools of data collection used, namely, time management knowledge Questionnaire and job satisfaction Questionnaire. There was a significant response related to head nurse's time waster post program implemented and three quarter of head nurses reported that job satisfaction was moderate levels post program. There is highly statistically significant relationship between time management and job satisfaction.

**3. According to Hossein Ebrahimi, Rahele Hosseinzadeh(2014)** Effective time management is considered important for managers for achieving the goals in an organization. Head nurses can improve their efficiency and performance with effective use of time. There has always been a lot of disagreement in understanding time management behaviors of head nurses; therefore, the present study was conducted with an aim to compare the understanding of head nurses and staff nurses of the time management behaviors of head nurses employed in Social Security Hospitals in Tehran, Iran in 2011. This was a comparative descriptive study in which 85 head nurses were selected through census and 170 staff nurses were also selected through simple random sampling method from hospitals covered by the Social Security. Data collection was done through a standard inventory with high validity and reliability, which consisted of two parts: Socio-demographic characteristics and time management inventory.

### 3. METHODOLOGY

This is an exploratory research that aims on the employees of the selected hospital and the effect of time management. The questionnaire was used in order to collect data. The sample size was 150 (according to Morgan’s table) employees in the hospital. Simple percentage method was used for the analysis of data.

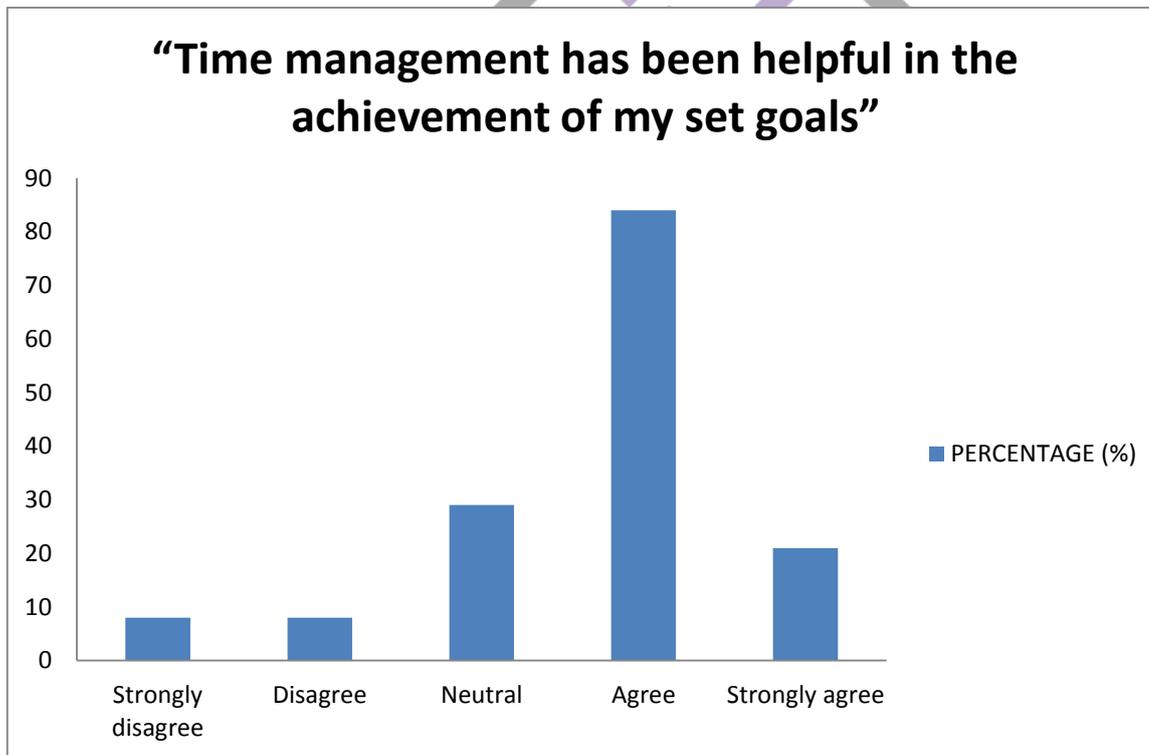
### 4. ANALYSIS

**4.1 Table showing the percentage analysis for the factor “Time management has been helpful in the achievement of my set goals”**

S.NO	PARTICULARS	NO.OF RESPONDENTS	PERCENTAGE (%)
1	Strongly disagree	8	5%
2	Disagree	8	5%
3	Neutral	29	19%
4	Agree	84	56%
5	Strongly agree	21	15%
	<b>TOTAL</b>	<b>150</b>	<b>100</b>

### INTERPRETATION

From the above table for the factor “Time management has been helpful in the achievement of my set goals” it was found that in the Strongly disagree is 8 (5%), Disagree is 8 (5%), Neutral is 29(19%), Agree is 84(56%), Strongly agree is 21(15%).

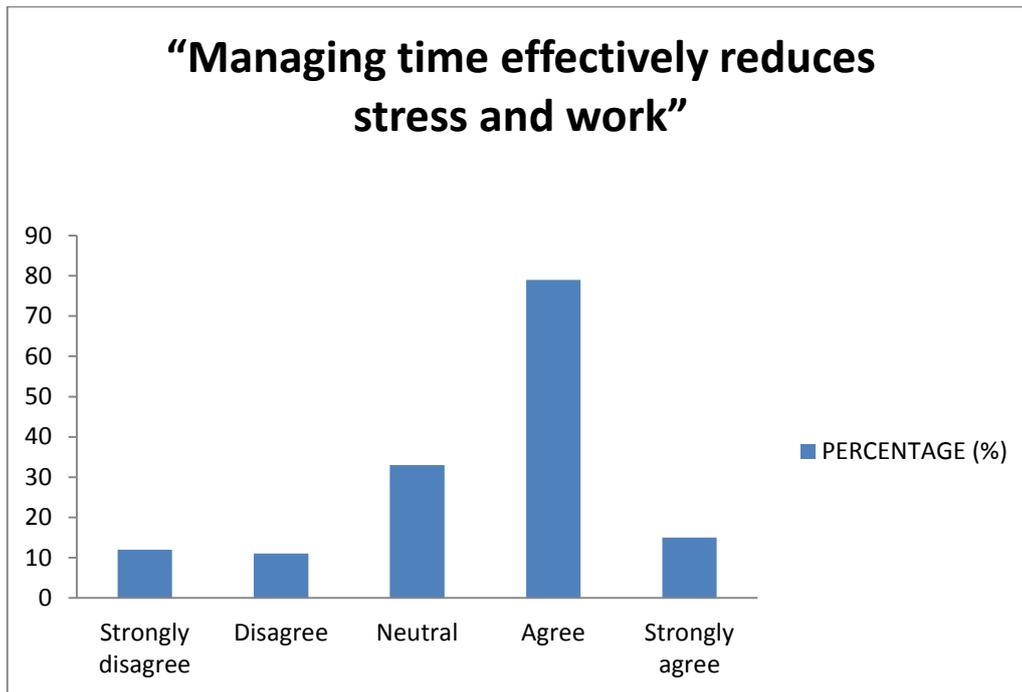


**4.2 Table showing the percentage analysis for the factor “Managing time effectively reduces stress and work”**

S.NO	PARTICULARS	NO.OF RESPONDENTS	PERCENTAGE (%)
1	Strongly disagree	12	8%
2	Disagree	11	7%
3	Neutral	33	22%
4	Agree	79	53%
5	Strongly agree	15	10%
	<b>TOTAL</b>	<b>150</b>	<b>100</b>

## INTERPRETATION

From the above table for the factor “Managing time effectively reduces stress and work” it was found that in the Strongly disagree is 12 (8%), Disagree is 11 (7%), Neutral is 33(22%), Agree is 79 (53), Strongly agree is 15(10%).



## 5. MAJOR FINDINGS & RECOMMENDATIONS

### FINDINGS

1. Most of the Female employees has responded to the survey.
2. It has been founded out that, the employees gain knowledge through the training and development process conducted by the human resource department.
3. The working hours are flexible for the employees to work in the environment.
4. The employees feel that they have challenging job in the hospital and employees agree with it and they are satisfied and passionate about their job process.

### RECOMMENDATION

1. Involve activities that Increase more knowledge and helps in doing the work fast
2. Prepare proper schedule for daily working activities
3. Provide work based training, Skill based training (product /process trainings)
4. Encourage good team work among the colleagues in the organization.
5. Increasing night allowance for the employees would turn out to be motivation.
6. Experienced and expertise in employment should be recognized.

## 6. CONCLUSION

All the factors studied in this study are essential basis for organizational commitment, but feedback represents the factor with the highest time management potential especially among the younger population. First, the salary is the biggest incentive and reward for taking care of their day to day needs. Secondly, the satisfaction achieved while serving a patient or saving his life is a great performance enhancer. Thirdly, the hospital provides a platform for day to day social interaction as well as formation of various formal and informal groups. Finally, time management factors help the employees to increase the productivity and provide a better performance.

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