CAREER, TIME AND STRESS MANAGEMENT: A LEADER'S PERSPECTIVE

Dr. Arturo G. Palaming[1]

[1]Head, GRU English Department
Sur University College
Sur, Oman

ABSTRACT

The shift of attention and consideration by organizations from activities that have direct bearing only on the materials and financial resources of its various functions to the enhancement of human resources is a worth noting phenomenon. This indicates their awareness of the significant of people in the total quality management of enterprises. Three of these most important component related to people include career, time, and stress-free health. Managers should equip themselves with the knowledge of nature, rationale, and principles as well as with the skills of careers, time and stress management. This knowledge and skills can be utilized not only for themselves but also for their constituencies in their work settings. They have reached that point in their professions and careers when these three become crucial in determining success in their careers, health, and lifeline. Hence, aggressive and acknowledgeable organizations have put up programs that assist not only their management group but also their rank and file manages their career, time and psychological health.

KEYWORDS: Time Management, Careers, Stress Management, Management, Leadership, Stress, Career Growth, Career Planning and Organization

INTRODUCTION

This research study deals with the nature, scope, objectives of as well as procedures used in careers, time, and stress management. Although the final responsibility of effecting this management rests mainly on the individual, the role of the organization is given more emphasis in this research. Three important components which managers must equip themselves with in terms of knowledge of nature, rationale, and principles as well as with their skills are careers, time and stress management. They can utilize these not only for themselves but also in their co-workers.

STATEMENT OF THE PROBLEM

This research study sought to determine the career, time and stress management. Specifically, it sought to answer the following sub-questions:

1. What are career management, its steps, and stages, scope and rationale, benefits and issues?

2. What are time management, its perception, time savers and wasters, and the manager's role in time management?
3. What are stress management, its physical and psychological bases, symptoms, sources, and effects on the organization?

METHODS AND PROCEDURE

This research study made used of the evaluative descriptive methods of research. This method of research is the most appropriate because it described the actual scenario of some leader's on their career, stress and time management. A questionnaire was an instrument used to gather relevant data. The questionnaire was personally made by the researcher, validated and finalized into its standard form. The Likert's type was utilized to interpret the perceptions of the respondents. A total of 250 respondents were involved in the study.

SUMMARY OF FINDINGS

A. Career Management

A career comes from the French word "carrier" which means "high road" or "racehorse" (Santamaria, 1988). The individual moves forward racing with himself and others in the work setting. As defined by Martires, career management is the pathing, planning and development of one's work schedules and activities in relations to the individual's abilities, skills, and competencies at the initiative and with the assistance of management in order that he can take the job and personal responsibility for his future.

In some organizations, this extends even to his lifeline outside of the work environment and after his retirement since his careers affect his family life. Thus, he accepts responsibility for his work activities and for his achievement being involved in planning them. Research indicates increased productivity, deeper job satisfaction and higher retention of employees as beneficial effects of career management program in the organization. Since the typical, average workers are shy to articulate their career plan, management should help them plot and path their career and life by institutionalizing their program. A healthy partnership is entered into by the organization with individuals minimizing, if not precluding entirely, charges of domination and exploitation of workers.

B. Time Management

With very heavy and hectic schedule not only in the work setting but also in the personal and family socio-cultural activities, managers would do well to value and use time propitiously and judiciously. Because of its being invisible, elusive, transitive and successive, time is a resource that is difficult to manage. Time is both objective and subjective depending on one's state of feelings, one's culture, one's purpose, one's goals and one's culture. It is thus person-centered and culture bound. Business and managers who go by action and competition is the servomechanism of time. They are its slaves instead of time serving them.

While in the final analysis, time management is a responsibility of the individual, the organization can assist him through proper scheduling and control of activities. Like reduction of numerous meetings, reports, visitors from head office, readings, clear goals, sound organization structure, effective personnel recruitment, screening and selection procedures, and adequate management information system.

C. Stress Management

The heavy, fast-paced work schedule and unpleasant conditions in many organizations today, not mentioning the personal, family activities, causes undue anxiety, conflict, and tension among staff from top to bottom levels. If not well managed, they put the individuals under stress. Too much stress may lead to counterproductive actions. Stress is a psychological and psychological agent that causes an individual to make changes in his work, family, and life.

On the physiological level, reaction to uncertain yet important situations causes the pituitary and adrenal glands to secrete hormones increasing his bodily functions like blood pressure, heart rate, sugar release into the bloodstream. On the psychological level, the individual experiences anxiety, tension, and increase alertness. Some cultures are more stressed prone than others. People relationships that are short, fast and quick, a rate-race life speed, materials centered value system, unsupportive work environment are stressors in highly industrialized citified societies which are less found in rural areas and developing countries.

Stress can be sourced at work and in non-work settings. Most common and impervious work stressors are unhealthy organizational climate, conflicting individual and organizational goals, rote ambiguity and role conflict, overload, outdated technology, lack of supplies, low pay and pay inequality, career development profile, unsafe and unhealthy physical working conditions. Conditions outside the work setting that psychologically affect individuals are the lack of support and understanding from the family, meager financial resources, extreme inflation, heavy or lack of social cultural life, distressful life events and natural calamities. Some non-work stressors disrupt job performance.

More deleterious than beneficial effects of stress have spurred organizations to prevent and manage stress. The cost to organizations in terms of lost time, insurance, medical expenses, poor

performance and low productivity, and positive attitudes towards negative unionism outweigh the positive effects.

The tremendous cost of stress has caused organizations to put up programs and projects not only to prevent but also to deal with it if manifestations exist. Many of the strategies and techniques are non-material with hardly any expenses incurred by the organization. These deal with the creation and maintenance of a healthy and supportive organizational climate that promotes positive relationships between and among individuals and work groups.

Occupations that are more stressful than other are those which demand important decisions under much uncertainty, those where employee skills are insufficient to the tasks, and those in which the occupant has little control over their job.

CONCLUSION

Based on the following data, information and findings of the study the following conclusions are formulated:

Potential and present managers are betters educated than those in the past. They are, therefore, expected to be more career, time and stress conscious, using their knowledge of and skills in these three areas for themselves and their co-employees.

Career, time and stress management is a responsibility of both the individual and organization. To help the individual, the organization should institutionalize strategies and techniques in managing these three important components.

Strategies and techniques in managing career, time and stress are best developed by both the individual and organization for effective results. Both are benefited in the long run.

REFERENCES

1. *Josefina O. Santamaria, Career Counselling: Cases and Technique. Makati, Metro Manila: Career Systems, Inc. 1988.*
2. *Conception R. Martires, Human Resource Management: Principles and Practices. Manila, National Book Store, Revised Edition, 1991.*
3. *Philip M. Randal and Alyson Scott, Interdepartmental Paper, University of Chicago Industrial Relations Center, 1977.*
4. *Edwin B. Flippo, Principles of Personnel Management, 4th Edition, McGraw Hill Book Company, 1976.*