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A STUDY ON EFFECTIVENESS OF TIME MANAGEMENT IN LEATHER INDUSTRY AT VELLORE

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ABSTRACT

Time management is the essence of success for any event. However, the job performance of an event management crew depends largely on the ability of the team to achieve the required demands of the client specifically in the aspect of time. The purpose of this research paper was to determine the relationship of time management on the job performance among Leather Industry in Vellore.

The researchers believe that in order for an organizer to be successful in the event industry, they have to make a point to adhere to the time frame in completing tasks throughout the event from the beginning till the end. Primary data were collected from 100 respondents with the help of structure questionnaire methods. The research findings show, that the employee's job performance in the organization were affected by their time management in completing the tasks during an event. In conclusion, mostly the employees said that time management can affect their job performance, by not having enough time to manage all their work when the work is more than they can handle. It is pertinent for the event manager and crew members to identify the right measures to handle the related issues in order to satisfy their client. If the employees cannot manage time properly, it can affect their overall performance in the event. This project ends with suggestions on the importance of time management factor in achieving high performance service among the event crew members that reflects the organizational performance.

KEY WORDS: *time management, high performance, productivity, employees,*

INTRODUCTION

Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

Time management strategies are often associated with the recommendation to set personal goals. The main benefit of effective time management is that it can drastically improve the quality of their life. Let's look at a few common

problems that can be solved with effective time management.

Many of the frustrating situations can be avoided with effective planning and organizing techniques. It is a lot easier to release the full power of their creativity and productivity. Get a sense of achievement and peace of mind. Effective time management includes smart goal setting techniques, which will help to see the optimal path there.

Time management in the workplace is one of those things that can make your life so much

easier. There are ten reasons to use effective time management at work. Prioritize, setting goals, productivity, performance, procrastination, develops employees, tracking employees, break bad habits and employee motivation, less stress.

SCOPE OF THE STUDY

Study the employee's time management is the process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity. Creating an environment conducive to effectiveness, setting of priorities.

STATEMENT OF THE PROBLEM

The statement of the problem under study is time management programs usually focus on organization personal productivity, analyzing how choose to spend their time. Failing to management time effectively can have some very undesirable consequences inefficient work flow, poor work quality, higher stress levels. This study mainly focuses on analyzing the effectiveness of time management for the employees as they are not satisfied with the methodology followed, thereby helping the management to improve the strategy which would make employees feel good at their work place.

OBJECTIVES OF THE STUDY

- ✧ To investigate the nature of effective time management in an organization.
- ✧ To define the importance of effective time management for high performance in organizations.
- ✧ To study the impact of effective time management for high performance in organizations on employees.
- ✧ To provide solutions to the problem of time wasting in organization.
- ✧ To identify the factors responsible for poor performance in an organization.

RESEARCH METHODOLOGY

The total study is of Descriptive type because each item is clearly described. This approach enables a researcher to explore new areas of investigation. A well structured Questionnaire is used to collect primary data. The research was conducted at Vellore. Sample size is 100, convince methods are used for Determining sample size. The researcher adopted non probability sampling for the study

RESEARCH INSTRUMENT

The research instrument that is used in this study is questionnaire. The instrument consisted of 25 items with

- ✧ Five-point Likert scale
- ✧ Dichotomous questions.
- ✧ Demographic questions.

RESEARCH METHODOLOGY

DATA COLLECTION METHOD

Both primary and secondary data collection have been taken for this research study.

PRIMARY DATA

Primary data are in the form of "raw material" to which statistical methods are applied for the purpose of analysis and interpretations. The primary sources are discussion with employees, data's collected through questionnaire.

SECONDARY DATA

Secondary data's are in the form of finished products as they have already been treated statistically in some form or other. The secondary data mainly consists of data and information Collected from records, company websites and also discussion with the management of the organization .Secondary data was also collected from journals, magazines and books.

DATA REPRESENTATION TOOLS

Using the following tools, the data were represented.

- ✧ Tables
- ✧ Bar-charts
- ✧ Pie-charts

CONCEPTUAL REVIEW

Shirley (2008)

Better time management can be achieved if goals have been set and then all future work is prioritized based on how it moves the individual or organization towards meeting the goals. The value of time management lies in the fact that people have too many tasks they need to do but not enough time for the things that they want to do. Time management helps identify needs and wants in terms of their importance and matches them with time and other resources

Satchi and Rezaei Behbahani (2010)

Investigated the relationship between time management and work-family conflict with staff productivity. By sampling and testing on 217 of them, they concluded that there is a significant relationship between predictor variables (time management and work-family conflict) and Criterion variable (productivity). Other results of this study was that among subscales of time management, only prioritization of objectives and delegation were predictive of productivity and among subscales of work-family conflict (conflict based on time, difficulty and behavior), work-family conflict based on difficulty and behavior, and among subscales of work-family conflict (conflict based on time, difficulty and behavior) all three were predictive of productivity.

Taheri and Haghghi (2011)

Taheri and Haghghi (2011) have examined the relationship between time management and productivity of Telecom executives of Shiraz. In this study which is correlational, two questionnaires were used. The first questionnaire measures the amount of time management skills and its six dimensions, and the second questionnaire measures the productivity of human resources. The results of this research indicate that there is a significant direct relation between time management skills (targeting, prioritization of goals, operational planning and delegating,

managing contacts and meetings) and productivity of managers.

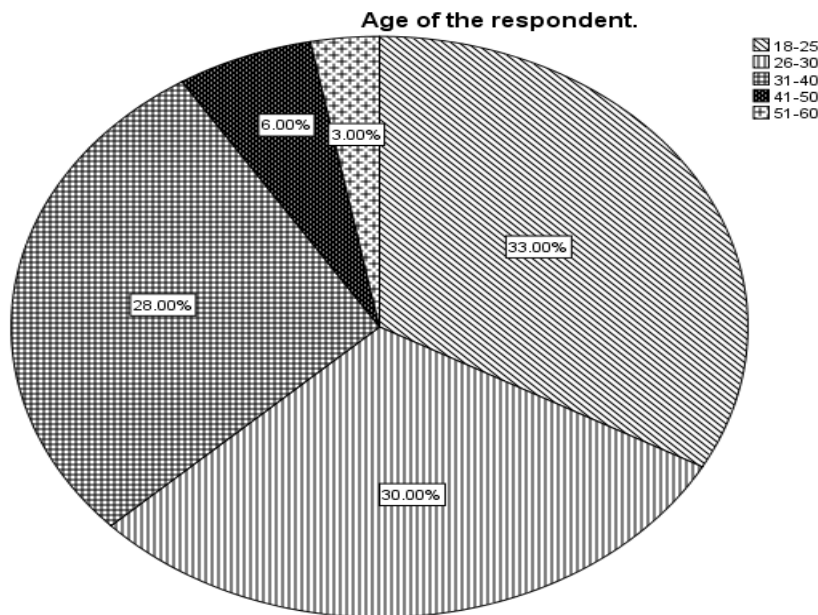
Kouhandel and Bahari (2014)

Kouhandel and Bahari (2014) investigated the relationship between time management and organizational effectiveness and different styles of coping with stress. First, they point out that today, time management is one of the most effective ways to understand staff reactions to stressors and has an important role in controlling it. They investigated the relationship between time management and organizational effectiveness by

comparing different styles of coping with stress. In this study, a standard questionnaire was used to evaluate time management. The results of the Pearson correlation coefficient and multiple regression coefficients show that there is a significant relationship between coping styles and time management in men in the organization.

DATA ANALYSIS AND INTERPRETATION ANALYSIS

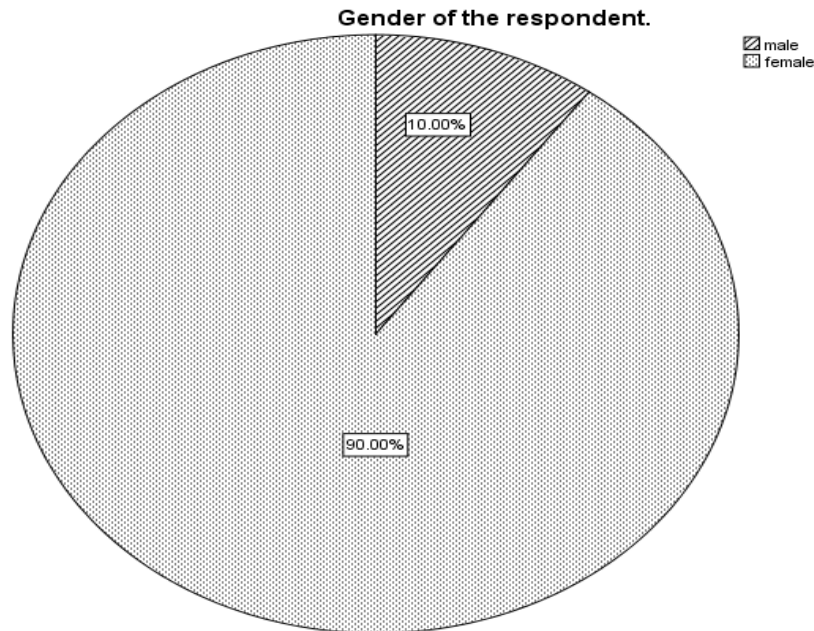
Age of the respondent.					
Descriptions		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	18-25	33	33.0	33.0	33.0
	26-30	30	30.0	30.0	63.0
	31-40	28	28.0	28.0	91.0
	41-50	6	6.0	6.0	97.0
	51-60	3	3.0	3.0	100.0
	Total	100	100.0	100.0	



INFERENCE

The above table shows that 33% of the respondents are in the age of 18-25 years, 30% of the respondents are in the age of 26-30 years, 28% of the respondents are in the age of 31-40 years and 6% of the respondents are in the age of 41-50 years, 3% of the respondents are in the age of 51-60 years.

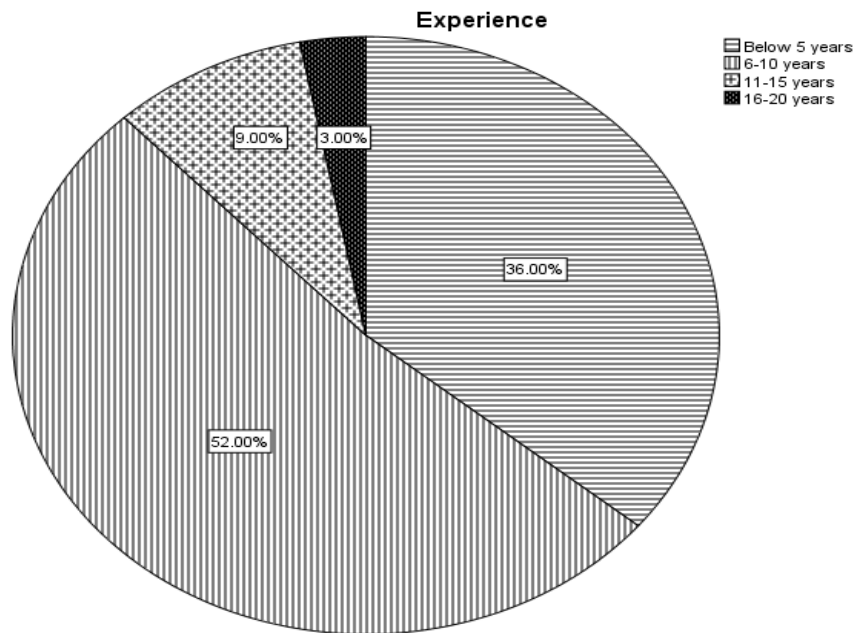
Gender of the respondent.					
Description		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Male	10	10.0	10.0	10.0
	Female	90	90.0	90.0	100.0
	Total	100	100.0	100.0	



INFERENCE

The above chart shows that 90% of the respondents are female and 10% of the respondents are male.

Experience					
Descriptions		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Below 5 years	36	36.0	36.0	36.0
	6-10 years	52	52.0	52.0	88.0
	11-15 years	9	9.0	9.0	97.0
	16-20 years	3	3.0	3.0	100.0
	Total	100	100.0	100.0	



INFERENCE

The above table shows that 52% of employees are having 6-10 years of experience, 36% of employee are having below 5 years of experience, 9% of employees are having 11-15 years of experience and 3% of employees are having 16-20 years of experience.

ONE WAY ANOVA

DESCRIPTIVE STATISTIC

I have an accurate idea of how I use my time.

Description	N	Mean	Std. Deviation	Std. Error	95% Confidence Interval for Mean		Minimum	Maximum
					Lower Bound	Upper Bound		
Below 5 years	36	1.50	.507	.085	1.33	1.67	1	2
6-10 years	52	1.52	.610	.085	1.35	1.69	1	3
11-15 years	9	1.33	.500	.167	.95	1.72	1	2
16-20 years	3	1.33	.577	.333	.10	2.77	1	2
Total	100	1.49	.559	.056	1.38	1.60	1	3

ANOVA

I have an accurate idea of how I use my time.

Description	Sum of Squares	Df	Mean Square	F	Sig.
Between Groups	.343	3	.114	.358	.784
Within Groups	30.647	96	.319		
Total	30.990	99			

INTERPRETATION

NULL HYPOTHESIS H₀

H₀: There is no significance difference between the employees have an accurate idea of using work time based on the experience of the respondents.

ALTERNATIVE HYPOTHESIS H₁

H₁: There is a significant difference between the employees have an accurate idea of using work time based on the experience of the respondents.

RESULT

P=0. 784

P>0.05

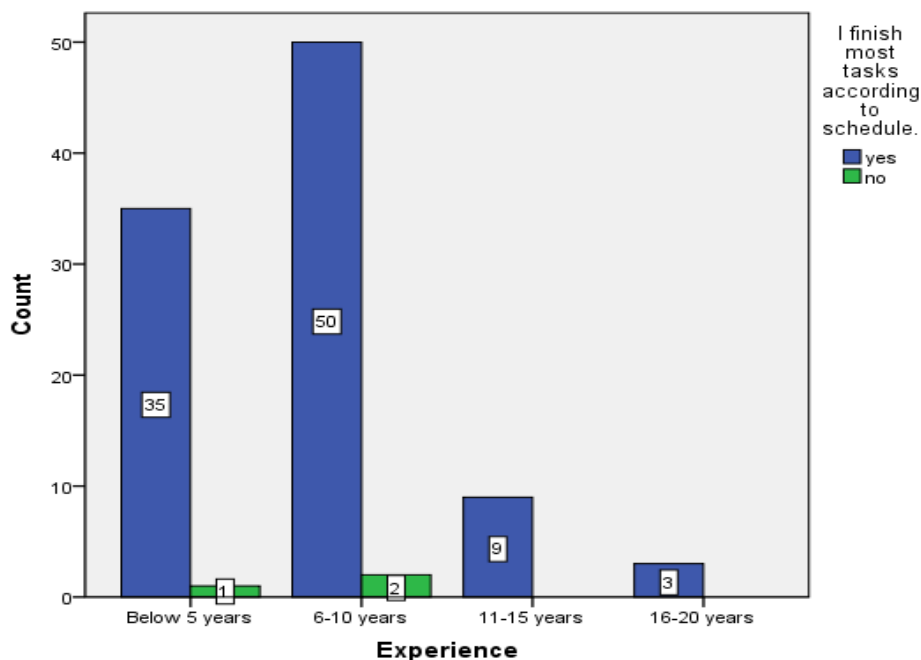
Since P value is greater than 0.05 at 5% level of significance. Null hypothesis **H₀ is accepted.** Therefore, there is no significance difference between the employees have an accurate idea of using work time based on the experience of the respondents.

CROSSTAB CHI-SQUARE TESTS

Experience * I finish most tasks according to schedule Cross tabulation				
Description		I finish most tasks according to schedule.		Total
		Yes	no	
Experience	Below 5 years	35	1	36
	6-10 years	50	2	52
	11-15 years	9	0	9
	16-20 years	3	0	3
Total		97	3	100

Chi-Square Tests			
Description	Value	Df	Asymp. Sig. (2-sided)
Pearson Chi-Square	.505 ^a	3	.918
Likelihood Ratio	.855	3	.836
Linear-by-Linear Association	.089	1	.766
N of Valid Cases	100		

a. 5 cells (62.5%) have expected count less than 5. The minimum expected count is .09.



INTERPRETATION

NULL HYPOTHESIS H₀

H₀: There is no significance difference between the employees finish most task to schedule based on the experience of the respondents.

ALTERNATIVE HYPOTHESIS H₁

H₁: There is a significant difference between the employees finish most task to schedule based on the experience of the respondents.

RESULT

P=0.918
P>0.05

Since P value is greater than 0.05 at 5% level of significance. Null hypothesis **H₀ is accepted**. Therefore, there is no significance difference between the employees finish most task to schedule based on the experience of the respondents.

LIMITATIONS OF THE STUDY

- ☞ The result of the study depends upon the information furnished by the employee. Hence the information provided by them is subjected to personal basis.
- ☞ The accuracy of findings is limited by the accuracy of statistical tools used for analysis.
- ☞ Only a sample of 100 employees was surveyed.

CONCLUSION

This study was conducted with the purpose of learning and practicing time management skills is to enhance and improve the overall quality of employee’s life. Effective time management will improve staff productivity, make scheduling of jobs easier, make staff to perform tasks at their highest

skill level, helping staff to prioritize and accomplish important task, recording and guiding the organization towards achieving its set goals. It is to increase the amount of pleasure and happiness their experience.

It can be acquired through learning and developing through consistent practicing and experience. The most important and crucial ingredient is “confidence”, this is split into two aspects. Firstly, one needs to believe and have the full confidence that learning is possible and also the development of the skills is possible as well. Secondly, the time management techniques must be trusted because if not, there is no way it can work. If the two aspects can be achieved, then the level of effectiveness will be immense. At the end, data collected and tested showed a relationship between the two variables in the research work.

SUGGESTION:

The research found out that industry workforce are young, single, highly educated and has been working for a short time , this shows that the organization is in the process of rebranding and lots of initiatives has been taken into account. At the end, data collected and tested showed a relationship between the two variables in the research work.

Thus, it is obvious that the effective time management for high performance in organization cannot be ignored because it may result in a costly decline in organization performance. As such, organization must take effective time management with all seriousness for high organization performance.

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