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**IMPORTANCE OF TIME MANAGEMENT FOR
OPERATIONAL DISRUPTION MANAGEMENT WITHIN THE
ORGANISATION**

Executive summary

This report is highlighted the time management system and organising study process followed by Kolb's reflective model. The analysing of new approaches and the learning outcome from personal experience is discussed in this report. The systematically organising habit and new approaches to maintaining the organising study habit are widely discussed in this report. The entire report is based on the organisational concept that is based on the proper management practices to lead the firm effectively. Summarizing helps to centralise the concept and it assists to make the process systematically. It consists of various ideas, logic and technical concept to implement the business infrastructure.

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Introduction

An organisation is lead through the proper concept and management system that is help to increase the growth of a firm. In the organisation time management is necessary to develop the infrastructure as well as assist to create rules and regulations across the work environment. The report aims to develop the organisational culture and it insists on the production of a company. Time management has improved the efficiency and potentiality of a firm that regulates systematically. In this report, Kolb's model has taken to analyse the operation management system in an organisation. It is an experimental learning cycle which is influenced the organisational study and time management concept.

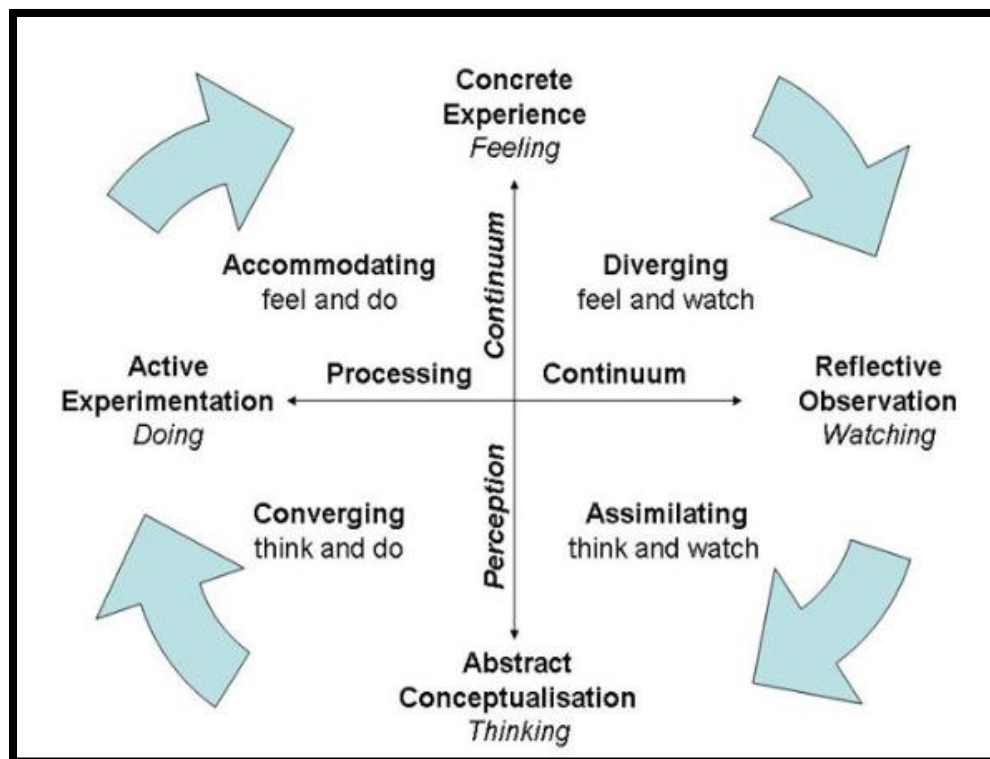


Figure 1: Kolb's model

(Source: Simplypsychology.org, 2022)

Time management

Kolb's reflective model is identified as experiential learning. This model consists of four experience point which is based on the review, analyse and experience of the own experience.

Concrete experience

Concentrated experience includes the new experience or representation of a new situation along with a new concept. This experience involved several circumstances while concentrated experience is relevant to the overall critical experience and the learning opportunities from the experience.

Concentrated experience is based on novel experience such as time management behaviour in the new leadership role in the organisation. Employees and leaders go through several situations and handle the entire organisation through high-rated competition in the business market (Kolb *et al.* 2020). Experiencing delays in job completion can suffer them a negative experience. The leader follows the concentrated experience of Kolb's model to modify the time management skill among the employee. Personally, I think a well time management cycle for the organisation can give a new experience to the employee which is relevant to the overall properties of the employee. The new leader feels concentrated experience as a learning opportunity for the overall organisation and works according to the feelings that get from experience.

Reflective observation

The reflective observation is based on the new experience and the existing knowledge from the experience. This reflective observation is based on the new experience and adjusts the approaches toward solving the problem after having a new experience.

The reflective observation can able to changes the overall approaches to solving challenges in the organisation. In the case of a time management system if employees of the organisation fail to meet the goal of customer demands within the provided time the employee can work on their previous approaches (Gadola and Chindamo, 2019). This can help to build a new time management strategy for the leader of the organisation to overcome the issues relevant to time management. I observed that the new approaches toward problem-solving issues regarding time management help to understand the work efficiency of the organisation.

Abstract conceptualisation

Reflection on new experience helps to raise new idea which modified the concept of a particular subject. From my experience, I think this segment is entirely based on the learning concept from past experience and focuses on channelling observation into theoretical approaches.

Through abstract conceptualisation, the time management system can be responded to with better approaches. In the organisation, the employee and the leader should constantly revise or observe

the new idea or approaches relevant to time management following Kolb's model (Chiu, 2019). Through continuous practising of the new approaches and testing the conceptualisation stage, the employee and leader have more efficient interaction that maximises the learning potential of the employee. Thinking of new approaches and assuming the responses of the approaches in the organisation is included in this stage.

Active experimentation

Active experiments deal with analysing the process of existing ideas by creating innovative new experiences. This stage is based on the structural experiments of ideas which help to make effective decisions for both personal and professional levels.

Active experiments allow the organisation to connect with the practical implementation of new approaches to time management skills. The specific type of approaches can able to improve the time management skill among the employee to maximize the effectiveness of the organisation in the business market (Rodman *et al.* 2020). Through the structural experiment following Kolb's reflection model the employee of the organisation help to understand the impact of certain approaches. I am analysed and doing the practical experiences and implications of certain approaches that can change the overall time management skill of the organisation.

Organizing study

Kolb's reflective model can theorise different components and experiential learning in daily practices. In this study, the organising study is analysed by using Kolb's model.

Concrete Experience

Concrete experience is based on experiences which consider as helpful for organising the study habit systematically. For example, a student gets experience from the study model, tests, quizzes and assignments, which help the students to get an extract of the entire task (Kolb *et al.* 2020). The student can update the study habit by tracking the concept of the task. I feel Well-management study habits create more focus on the study material and feel a better understanding perspective of the study.

Reflective Observation

Reflect observation of Kolb's model help to observe the impact of changing approaches to systematic study habit. Observing the positive impact of organising study change the approaches

towards solving arising issues during the study and student get enough time to solve their problem. Observing the impact of a student can change the approaches toward the doubt clear session of the particular subject (Álvarez-Romero *et al.* 2018). The student can organise the table and save time for solving doubts is help to build a more transparent concept of the subject. Moreover, the student can apply this model to set a study group who are belonging to the same background and discuss their queries in an organising way.

Abstract Conceptualization

The abstract conceptualisation of Kolb's model is based on the development or thinking of the positive impact of the changes in approaches. Thinking about the benefit of organising study a student creates a habit to write the study check list and study routine. This routine can help them to save more and study efficiently in a more organising way (Zhang *et al.* 2019). From my experience, I created the habit of study routine to help to save time and go through all subjects along with tasks in an organising way.

Active Experimentation

The fourth element of Kolb's model, Active experiments is entirely referred to analysing and testing the new idea and implementing them accordingly. This segment can help the student to connect with practical experience and build a study chart as per their subject. Individual study charts along with study routines can help to divide the study time of each subject and focus on the queries arising during the study. The students maintain the study table and chart by following the Active experimentation of Kolb's model (Kolb *et al.* 2020). Personally, I am doing a flash card for the entire year is a great idea for remembering the concept which comes across through study. Maintaining flashcards can help to understand the learning output of each concept throughout the year.

Summarizing

In the organisation time, management and business practices are necessary to develop the organisational infrastructure and force it to generate high annual revenue. Summarising is management practices that influence the organisational strength and capabilities that improve the conceptual framework (Cavalcante *et al.* 2019). In the organizational study, Kolb's model has been used to demonstrate the different learning styles. In Kolb's model, there are 4 parts such as:

Concrete Learning:

Concrete learning has defining when a learner has a new experience or interprets a previous experience in a new way. It is a way that helps the learner to create concepts based on real-life examples that reinforce the organisational framework (Azadegan *et al.* 2020). In the organisation, managers have some experience in time management and make the process concrete to avoid disruption. I have experienced that summarising is required in the organisation to regulate the work environment and monitor their employee efficiently. Summarising has provided satisfaction individually and it helps to achieve the desired goals. Experience is needed to implement new ideas in the organisation due to it provides positive outcomes. Concrete learning is a feeling that measures the organisational performance in the different operational areas.

Reflective observation:

The second component of the experimental learning cycle is Reflective observation which is impacted by preconceived notions and learned ideologies. I have experienced that it is a vital role for leaders to consistently reflect on their experiences to solve new challenges. It is helpful to adjust their approaches and insist to achieve the organisational decision. In the organisation when a new idea is executed leaders analyse the other strategy to reduce the risk (Scheibe and Blackhurst, 2018). Summarizing is helps to add an innovative dimension to verbal and written communication both in business and personal conditions.

Abstract conceptualisation:

It is an essential part of the experimental learning cycle to reinforce ideas and provide an abstract concept. It helps to modify the initial experience and provide basic knowledge to accommodate the entire perception through centralisation. I have observed that Summarising is used in the organisation to centralize the ideas, theories, logical feelings and understanding of the problem or distribution in work circumstances. It is the concept which is based on the revaluation, revision, assumption, and testing to conceptualise the entire platform (Burnard *et al.* 2018). The business and corporate sectors used the summarizing methods to reduce the complexity and assist in time management. It creates proper rules and regulations to lead the company properly with an innovative logical idea.

Active experimentation:

It is the last stage in Kolb's model and it is used by the leader to introduce a new framework across the organisation. It is considered the testing phase that is verified by the leaders whether it

has valid or not. I have noticed that experimentation is needed to reduce the complexity and disruption when it is executed (Di Vaio and Varriale, 2020). A leader has used different tools and resources to carry out the fourth action and make an effective decision. Active experimentation allows the users to put their knowledge into practice and show it in their lives. It has concise the entire princess of the organisation and allows the leaders to connect strategic planning to practical implementation.

Reflection

As per my vision in the organisation, there are various things which help to lead the organisation effectively with proper concepts. Appropriate management system leading through the proper business practices such as time management, summarizing and proper organising framework. In this report, organizing the study, time management and summarising have taken to carry out the entire process in an organisation. Kolb's model has been used in the entire report to analyse the organisational study. I have experienced that time management has required to develop organisational strength and help to achieve goals. It creates rules and regulations in the organisation and helps to monitor the employee in the organisation. As per my concept time management is an effective factor that assists to achieve goals, provides priority in the workspace, makes a barrier and organises individually to fulfil the organisational demands.

The organising study helps to improve the quality of work because it provides an experience that is necessary for the organisation. It is the management practices that assist to develop the skill and knowledge of learners to organise the entire situation in an organisation. I have noticed theoretical concepts improve job perception and generate a basic idea about the organisational process. Summarising is necessary to centralise the entire concept that is help to reduce the complexity and maintain a proper sequence (Burnard *et al.* 2018). As per my vision, it has been noticed that summarising assists in centralising the different logic, ideas and concept under one roof and improve the potentiality of an organisation.

Conclusion

The organisation is based on the proper concept that is included a proper framework, efficient management, skill and knowledge of the leader, behaviour and community. The report is

highlighted the time management, organising study and summarises that is necessary to develop the performance rate of an organisation. Time management helps to regulate the entire system and create punctuality across the organisation. The organising study improves the infrastructure and it provides proper information as per requirement. Management has controlled this section to evaluate the firm's infrastructure and motivate the employees to manage the entire framework. Summarising is necessary to centralise the entire logical ideas and remove the misconception from the industry. The organisation has maintained various objectives to lead the organization effectively without disruption and misconception.

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