



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Hassan Saiedi - ID:2118442

Academic and employability skills

{BMSW4001_LON}

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

Executive summary

Time management is important for the operational management of the company. It reduces operational disruptions, which increases the brand name of the company in the global platform. Time management skill is major soft skill of the employees, which helps them to make a scheduled plan to meet organisational aims. Management and employees are the major part who maintains time for brand recognition. The impact and importance of time management has been described in this report. Challenges and opportunities have been explained related to time management. Recommendation has been given to mitigate the challenges related to time management and to reduce operational disruptions.

Table of Contents

Introduction.....	4
Importance of time management for the operational disruption within the organisation.....	4
Impact of time management on the operational disruption	5
4 D's of Time management	7
Theoretical Overview.....	7
Challenges and opportunities of time management	8
Mitigation strategies.....	9
Conclusion	10
References.....	11

Introduction

Time management is an important factor for organisational management as it helps to mitigate organisational issues. A lack of time management creates challenges regarding operation disruptions. It affects negatively on the productivity and profit margin of the company. Effective management is required to manage organisational performance. It involves effective decision-making for the stakeholders of the company. There are different strategies of time management to reduce operational disruption such as setting a plan related to the organisational goals. In this report, time management has been focused on the implementation of appropriate theories. Recommendations have been given to manage time skills, which will contribute to the brand recognition procedure of the company.

Importance of time management for the operational disruption within the organisation

Time management is important to foster productivity and performance at the workplace. It will improve the efficiency of the employees and help to meet the deadline. Thus, the managers can mitigate the operational disruptions within the company. Managers must be responsible for productivity and ensure a planned structure of the company. The importance of effective time management includes:

Better performance of employees- A scheduled plan of the tasks increases the performance of employees. It helps to increase transparency in the company and the employees and decreases procrastination possibilities. It helps in the decision-making process and management can avoid time-consuming activities within the company. As per the view of Halim *et al.* (2021), time management rescues the team's performance, which was a major obligation during the outbreak of Covid-19. Hence, it should be maintained to enhance the skill of employees and the organisation.

Timely work delivery- It is an important factor for the global companies as it helps to manage customer satisfaction. For instance, Amazon is a customer-oriented company that focuses on the timely delivery of products. It has been estimated that 81% of customers prefer Amazon for their

timely delivery of products (Amazon, 2022). It is reflecting that they are reducing operational disruptions by a planned schedule of time management.

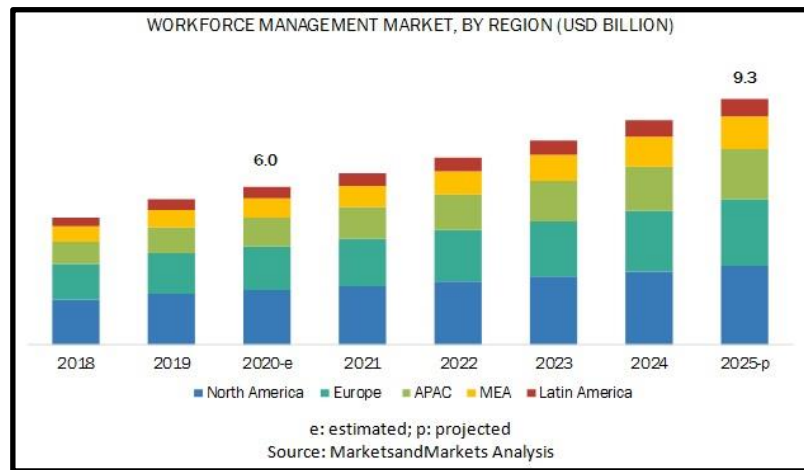


Figure 1: time management contribution to workforce management

(Source: Morlock *et al.* 2017)

As per figure 1, regional time management has been shown which is contributing to manage the workforce of the company.

High quality of work- Global companies aim to achieve high quality of work, which helps them to achieve stakeholder attribution. It is important to assist the team and prioritise the work. For instance, Amazon is a global retail company that maintains a high quality of work to increase the operational efficiency in the global platform. 83% of the employees vote for Amazon due to productive work performance and planned schedules (Amazon, 2022). It is referring to that they are managing their stakeholders by reducing operational disruptions.

Impact of time management on the operational disruption

The impact of time management is positive for the companies as it increases operational efficiency and reduces organisational disruption. The impacts include:

Improved productivity and efficiency- Time management skill makes the employees productive which contributes to organisational performance. It reduces insignificant activities of the workers and completes the task in an appropriate time.

Less procrastination- Procrastination is the result of poor time management, which results in operational disruptions. Good time management is required to control the output of the organisation.



Figure 2: Effects of poor time management

(Source: Aeon and Aguinis, 2017)

As per figure 2, poor time management results in operational disruptions. It increases the percentage of closed cases, which disrupts stakeholder trust and retention within the company (Diawati *et al.* 2019). It affects the sales and makes it volatile which influences the brand popularity of the company.

Better work-life balance- Employees require a better work-life balance for their mental health. Time management of the company helps them to differentiate between professional life and personal life. Thus, the employees and other stakeholders understand the value of time, which is important for organisational development.

Team management- Team management is related to time management, which is important to mitigate the challenges regarding operational disruptions. Effective time management ensures

the team members are working effectively which is making the organisation more productive (Gray *et al.* 2019). A comfortable time zone is important to manage cross-cultural workers. It reduces team conflicts and helps the company to enhance its business on the global platform.

Hence, it is evident that effective time management is helping management in their operation proficiency and reducing operational disruptions.

4 D's of Time management

Time management has one of the most important aspects of organisational operations. It has been seen that proper time management helps the organisations as well as the participants to get better results and reduce operational disruptions. In this context, 4 D's of time management can be discussed. The 4 D's are '**Do, Defer (Delay), Delegate, and Delete**' (**Drop**).

These sections are focused on the different aspects of time management and the strategies in order to manage the time better in order to get better results. As opined by Milazi *et al.* (2021), in the **Do** stage, the tasks are divided into different smaller sections. It has been seen that the smaller and achievable tasks are better to accomplish and give better results. The smaller task is created based on the requirements and the completion of each of the tasks contributes some points in the different stages of the completion of the overall task. This section allows the participants to respond quickly in the case of the situational factors that give better management of the situations.

The **Delay stage** is one of the stages of managing the situation for any kind of discrepancies. It has been seen that, in some cases, different aspects of the strategies and plans are not needed in that particular situation and hence they can be delayed. As per the thoughts of Hazleden (2022), it is one of the most important aspects of the 4 Ds. The stage of **Delegate** is the step of the reassignment of the important work to the other person. The stage of **Delete** is one of the most important steps. In this step, the unnecessary tasks from the list are deleted. It has been seen that this section must be taken care of well in order to remove the work stress.

Theoretical Overview

The Pomodoro technique is one of the most important models that help the participants to manage their time well and increase their work efficiency within the time. As opined by Cirillo

(2020), it has been seen that, in this model, the total work is divided into the small Pomodoro sections. In this aspect, every Pomodoro contains a time of 25 minutes.

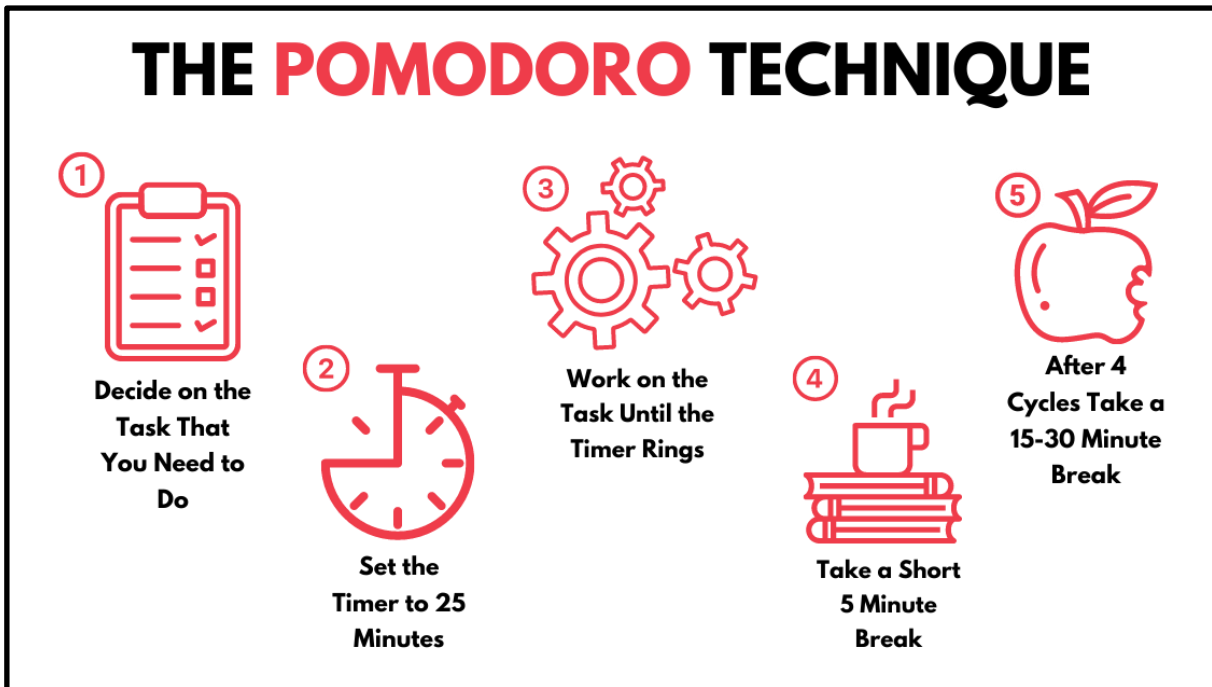


Figure 3: Pomodoro technique

(Source: Jurczyk *et al.* 2021)

The time is managed through the timer and the 25 minus Pomodoro structures are completed after every short break. In addition to that, a long break is there after the completion of the 4 Pomodoro (Jurczyk *et al.* 2021). According to the structure, this is none of the major formats of time management and it has been seen that the pepper implementation of the theory makes the different results better. Eventually, the organisation's efficiency increases.

Challenges and opportunities of time management

Time management is one of the most important sections for the organisations and in order to increase the performance of the individuals as well as the individuals, proper time management is necessary. It has been seen that time management has both opportunities and challenges.

- The opportunities for time management consist of different points among which **increasing efficiency** is one of the most important. It has been seen that with the implementation of the different time management tools, the efficiency of the participant increases. It is one of the most important opportunities.

- In addition to that, the **quality of the work** is one of the opportunities. It has been seen that managing the time leads the participants to get better aspects of the time division for each of the work that enables them to get the better aspects of the work and hence the quality of the work increases (Ivanov, 2019).

On the other hand, the challenges of time management have been important. The challenges faced by the participants in the ongoing projects are as follows-

- **Technology implementation** is one of the major challenges made by the participants. People do not use the technologies for the betterment of their work. It has been seen that different aspects of the technologies help the participants to manage the tasks better.
- One of the most important challenges for the participants is **multitasking**. People usually multitask and try to manage a lot of things at a time, It is one of the most important mistakes as it causes distractions and it has been seen that the reduction in distraction can solve the problems.
- **Being distracted frequently** is one of the major challenges that led the participants to perform weaker. It has been one of the major factors that are caused by the different factors of distraction and it hampers the efficiency and the quality of the work.

Mitigation strategies

It is very important for the individuals, as well as the companies in the different aspects of the time management challenges, and it helps the participants to get better results in the time management and eventually increase the efficiency of the work.

Technology implementation is one of the mitigation strategies. It has been seen that people use lengthy processes in order to break the work strictures down (Dolgui *et al.* 2020). As per the thoughts of Huang *et al.* (2020), it has been seen that the implementation of the technological aspects helps the individuals to work better. The implementation of technical tools like a **scheduler** and **To-Do list** helps the work to go smoothly and the participants can get the better attributes of the steps of the work.

Multitasking is one of the major issues in the different sections of the work and it has been seen that it leads the participants to be distracted in some cases. It is one of the major challenges as this problem leads the participants to work less productively (Devlin *et al.* 2018). In order to

mitigate the issue, the focus on a particular task must be there. It has been seen that the major factor of focusing on a single task at a time helps the participants to evaluate every task properly.

Distraction in a frequent manner is one of the most important challenges hence; the different aspects of the distraction must be decreased. It has been seen that the reduction in the distraction factors helps the participants to get the different factors of the quality work. Hence, the different reduction of the multiple factors helps the participants to get the better aspects of the work and it helps them to get a better quality of the work (Ivanov and Dolgui, 2021).

Hence, it has been seen that the mitigation of the different aspects of the challenges is helpful for the various situations and it helps the participants to get the better factors of the work and smooth work strictures. As per Lee *et al.* (2020), considering all these factors, it can be said that the challenges must be mitigated by the implementation of the strategies and it has been seen that one of the most important strategies is the implementation of the technologies.

Conclusion

It has been concluded from the above that time management is a very important strategy to increase the operational efficiency of the company. It helps to decrease operational disruptions of the company and contributes to the brand name of the company. Importance of time management is to increase the effectiveness of employees and manage work-life balance. It increases the percentage of employee retention for the company. Time management is required to manage cross-cultural employees and helps the organisation to enhance its business on the global platform. The challenges related to time management may involve technological disruptions, frequent distractions, and the inability of multitasking. On the other hand, opportunities involve increasing the efficiency of the worker and technological implementation to manage time. It is recommended that the company should upgrade its technology. The implementation of the Pomodoro techniques has been important for the different projects in order to manage the time better.

References

- Ab Halim, N., Nasir, S. and Ahmad Zawawi, A., 2021. The significance of Team Time Management and Workplace Environment on rescue team performance during COVID-19 Pandemic.
- Aeon, B. and Aguinis, H., 2017. It's about time: New perspectives and insights on time management. *Academy of management perspectives*, 31(4), pp.309-330.
- Amazon, 2022. *About Amazon*. Available at: <https://www.aboutamazon.com/about-us> [Accessed on 22 April, 2021]
- Cirillo, F., 2020. La técnica Pomodoro. *F. Cirillo, La tecnica Pomodoro (pág. 192). España: Ediciones Paidos*.
- Devlin, J.W., Skrobik, Y., Gélinas, C., Needham, D.M., Slooter, A.J., Pandharipande, P.P., Watson, P.L., Weinhouse, G.L., Nunnally, M.E., Rochweg, B. and Balas, M.C., 2018. Executive summary: clinical practice guidelines for the prevention and management of pain, agitation/sedation, delirium, immobility, and sleep disruption in adult patients in the ICU. *Critical care medicine*, 46(9), pp.1532-1548.
- Diawati, P., Paramarta, V., Pitoyo, D., Fitrio, T. and Mahrani, S.W., 2019. Challenges of implementing an employee management system for improving workplace management effectiveness. *Journal of Environmental Treatment Techniques*, 7, pp.1200-1203.
- Dolgui, A., Ivanov, D. and Rozhkov, M., 2020. Does the ripple effect influence the bullwhip effect? An integrated analysis of structural and operational dynamics in the supply chain. *International Journal of Production Research*, 58(5), pp.1285-1301.
- Gray, P., Senabe, S., Naicker, N., Kgalamono, S., Yassi, A. and Spiegel, J.M., 2019. Workplace-based organizational interventions promoting mental health and happiness among healthcare workers: A realist review. *International journal of environmental research and public health*, 16(22), p.4396.
- Hazleden, D.G., 2022. A decay risk model for wood frame walls using the 4Ds with special reference to New Zealand. *Journal of Building Engineering*, p.104070.

Huang, R.H., Liu, D.J., Tlili, A., Yang, J.F. and Wang, H.H., 2020. Handbook on facilitating flexible learning during educational disruption: The Chinese experience in maintaining uninterrupted learning in COVID-19 outbreak. *Beijing: Smart Learning Institute of Beijing Normal University*, 46.

Ivanov, D. and Dolgui, A., 2021. A digital supply chain twin for managing the disruption risks and resilience in the era of Industry 4.0. *Production Planning & Control*, 32(9), pp.775-788.

Ivanov, D., 2019. Disruption tails and revival policies: A simulation analysis of supply chain design and production-ordering systems in the recovery and post-disruption periods. *Computers & Industrial Engineering*, 127, pp.558-570.

Jurczyk, K., You, C., Nourani, M., Gupta, M., Anthony, L. and Lok, B., 2021, October. Romadoro: Leveraging Nudge Techniques to Encourage Break-Taking. In *The Adjunct Publication of the 34th Annual ACM Symposium on User Interface Software and Technology* (pp. 66-69).

Lee, A.K., Cho, R.H., Lau, E.H., Cheng, H.K., Wong, E.W., Ku, P.K., Chan, J.Y. and Yeung, Z.W., 2020. Mitigation of head and neck cancer service disruption during COVID-19 in Hong Kong through telehealth and multi-institutional collaboration. *Head & Neck*, 42(7), pp.1454-1459.

Milazi, M., Douglas, C. and Bonner, A., 2021. A bundled phosphate control intervention (4Ds) for adults with end-stage kidney disease receiving haemodialysis: A cluster randomized controlled trial. *Journal of Advanced Nursing*, 77(3), pp.1345-1356.

Morlock, F., Kreggenfeld, N., Louw, L., Kreimeier, D. and Kuhlenkötter, B., 2017. Teaching methods-time measurement (MTM) for workplace design in learning factories. *Procedia Manufacturing*, 9, pp.369-375.