Supportive Leadership Skill Is The Disciplined Focus Of Time Management

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ABSTRUCT: Time is a crucial and universal asset at every individual second for mankind. Every individual does depend upon this from morning to night to be gradually acclaimed for an assignment. Through a process of time when it is managed by a systematic channel and when it is entirely fabricated and managed to enrich a real magnificence of a specific goal as per the segregation of time that is Time Management, which does reform the new spectacular organizational phenomenon to lead people in the structured skill of leadership. Time Management is an exceptional platform of planning which is very relevant for control over the span of time spent on any particular activities.

Keywords: Organizational Advancement, Cognitive Desire, Insertion of Self Esteem & Inculcation of planning and implementation of techniques.

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1. INTRODUCTION:
Time Management is a real indication of process for planning. This is aided by the skills, tools and techniques to accomplish specific tasks, projects, goals within a specific time frame. According to our modern scenario time management is a combination of process and techniques, which is really significant for project development and to determine the time and scope of project completion. From the point of view of an organization time management does have a specific goal to have the control over the time for the healthier work environment in nature without any single stress. Any organizational succession says, to save the time is itself a management to enrich the ultimate organizational goal within a short while in terms of maintaining global organizational goodwill ever. Some effective organizational canon which is very conducive for an organizational stability are as follows:

a. **ORGANISED ZEAL:** Any organization should be using time saving tools such as: calendars, e-mails, answering machines, files, folders etc. They have to look after the organized work space and all the leaders should be maintaining appointment calendar for day-to-day planning to accomplish the tasks.

b. **PLAN CHALK OUT:** A specific group of leaders should determine that, how long any specific task will take? And apart from that, leaders have to consider whether any activity will be combined over there or not to do the schedule easier.

c. **PRIOTIZATION OF ORGANIZATIONAL TASK:** Organizational Leaders have to priotize the task as per their requirements and needs in between A,B, & C. In this case the specific group of leaders has to set the both short term and long term goals to achieve.

d. **EFFECTIVE STUDY TECHNIQUES:** Organization should have an appropriate study environment. All the allotted leaders have to split the tasks from huge to manageable tasks to complete within a given time frame.

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2. FINDINGS:

Time Management is very essential for an organization because:

a. **Available Time is limited:** Since the time is limited all the hier managerial hierarchy should be completing upon their allotted task within a short while for the sentiment of organizational stability and the envision of organizational profit. More over it can be stated that, time cannot be stored, which means if the relevant time is unused then it is lost forever. On the contrary, every individual is having the multiple goals. But all goals are not of equal priority. Goals are not acclaimed without the application of effort which requires the proper utility of time.

Reference: 1 (www. Emeraidinsight.com)
According to "Claessers J.C. Brigitte in 2007 has expounded a very important practical implications, which is expected of time management that aspect may be more useful for which individuals and which work characteristics would enhance an hinder positive effects. The outcome of the same may help to develop more effective time management practices. Apart from that, it is signifying enormous originality and value. This review is the first to offer an overview of empirical research on Time Management. Both practice and scientific research may be benefited from the description of previous attempts to measure and test the popular motions of time management".

3. LEADERSHIP APPROACH IS THE ORGANIZATIONAL CELERITY FOR TIME MANAGEMENT:
Leaders do ply the key role in an organization. They do implement their foresight and exhibit their practical experiences to snatch the more outcomes within a short while. Supportive Leadership approach is one of them. In this case leaders are not interested in giving orders and to manage every detail for the employees, while delegation is a very crucial part of supportive leadership, where either leaders or managers do not simply assign tasks and then receive the results. Instead they work through the tasks with employees to improve skills and talents until the leader does not worry regarding the tasks being done perfectly and the employee is entirely empowered in a specific area due to the required management of time. Because a new innovative strategy is implemented out here. That is ABC analysis.

A- Tasks that are perceived as being urgent and important.
B- Tasks those are important but not urgent.
C- Tasks those are neither urgent nor important.

Reference: 2 (www. Oro.ac.uk)
As per "Philip A and Harrey, Janet A (2003) has said that, distributed leadership highlights leadership as an emergent property of a group or network of interacting individuals. The contrast of leadership as a phenomenon which arises from the individual. Gronn's work is helpful in explicating and elaborating this. Secondly: distributed leadership suggests openness of the boundaries, which means the predisposed to widen the conventional part of leaders. Thus the question arises which individuals are to be brought into leadership or scene as contributors. But distributed leadership does not suggest how wide that boundary should be set for an organizational success".

4. FEATURES OF GOOD TIME MANAGEMENT:
Good time management is one of the crucial key for the absolute work output of the organization. Effective time management is consisting upon some strategic hypothesis in deed, which is as follows:

a. **PRIOTIZATION OF WORK LOAD:** Any organization has to frame a list that, what has to be done during the day/week then categorizes the tasks. A group of leaders have to ensure all the complicated assignment first then as per the need they have to do it in a strategically and significant fashion for the sentiment of organizational goodwill.
b. **DELEGATION:** Any specific employee of the organization has not to do everything single handedly, some of the assignments have to be delegated to all the allotted employees, who do have the more expertise and exposure to perform.
c. **NEGOTIATION:** Organizational work load matters a lot for the entire managerial hierarchy to snatch the best outcome. All the employees should be negotiating with their supervisor. In that case any single assignment will be coordinated by the numbers of people and that will be completed very efficiently.
d. **CONSULTATION:** Consultation is very relevant just before doing any single allotted job. So that, it might be coordinated very easily and that might be completed through an outstanding exposure and for the self betterment as well.
e. **USAGE OF DIARIES:** Writing pad or diaries can be the most significant medium for time management diaries are very useful to record any day-to-day document and it is a very conducive tool for appointments and clients meetings.

5. TIME MANAGEMENT IS CREATING AN CREATIVE ENVIRONMENT:
Proper organizational environment is the best motivator for all the employees. Because any employee is entirely successful when he/she gets the absolute environment to work in. Some of the time management issues relates to the creation of an environment which is really important to real effectiveness. This signifies principles:

a. Get organized- the triage of paper work and tasks.

b. Protecting one's time by insulation and delegation.
c. Achievement through goal-management and through goal focus.
d. Recovering from bad time habits and recovery from psychological problems.

So creating an environment for effectiveness reflects to such matters, which is really connected to time management.

Reference: 3 (www. Ro.uow.edu.au)
According to Mc Namara Pater, 2010 "The economic and social contribution of the nearly two million Australian small businesses enterprises is significant. The challenge of owing, managing and ensuring a business is successful. Whist failure rates are reportedly high, many small business managers are successful because they have the right products, particularly strong work, ethic and excellent time management skills. The purpose of this research is to explore the factors that most influence small business managers in their time management behaviors. The paper also argues that, a more qualitative approach to understand the focus that impacts on business managers which will lead to a clearer understanding of the situational variables that enables good time management practices. It is also hoped that, this research may contribute to manager awareness of the importance of time management behavior in the achievement of business and personal goals".

6. Leader's Contribution for Time Management:
In an organizational point of view a group of leaders should be contributing a lot. They should be following a specific strategy for the employees, which are related to Time Management.

a. **EMPLOYEE MANAGEMENT:** Employee Management is the very essential job. Those leaders do in the organization. Employees want to learn more from the superior work force. And they need to perform the employee practices, which keeps the employee motivation, inspiration, development within a limited time frame decided by the leaders.
b. **EMPLOYEE TRAINING:** HR leaders have to recruit employees as per the requirements. Leader should be providing the employee orientation or on boarding process forms for the long lasting successful employment relationship. Their training and development do ensure the employee success in their current role.
c. **PERFORMANCE MANAGEMENT:** Leader's performance appraisal & annual review are the huge task, which includes employee performance improvement, performance development, training, cross training, challenging assignments, 360 degree feedback and regular performance feedback.
d. **COACHING/MENTORING:** Employees are developed and educated through methods other than training classes and seminars, so the leaders have to provide coaching, mentoring, knowledge management that shall build learning organization resources.

Reference: 4
(www.Webarchive.Nationalarchives.gov.uk)
According to Burgoyne John, 2004 Management and Leadership activity in UK which is substantial and the capability is difficult to assess. The overall conclusion is that,

133

weaknesses in Management and Leadership capability cannot be proved to be a source of competitive disadvantage in economic & social terms for UK but there is an opportunity to gain further advantage from its enhancement".

7. Time Management and its corporate essence:

The essence of Time Management is to set priorities, then to organize and execute around them. Setting priorities require the organization to think carefully & clearly about values and ethics. The ultimate potential benefit of such systems is the ability to optimize how the organization spends time in order to extract the best possible results in the shortest period of time. Time Management does help to steer the wheel of an organization, workplace and the energy levels of an employee. Without a proper Time Management unexpected surprises or project can cause quite a havoc of the employee does decide the deadline at work, that is needed to be completed. Effective planning is crucial to Time Management. When an employee is planning just it has to be ensured that, task would be completed as per the priority. One cannot buy another minute, but one can find it by using it wisely. Organization has to develop the passage of time. It is not a cliché that, once a minute is gone it is gone forever.

Reference: 5 (www. Assess-systems.com.au)

As per the statement of Sharpe Ricki in the Journal "Time of the Essence" August 15, 2007: "Time Management training seems to enhance time management skills, but this does not automatically transfer to better performance. The question of who benefits from Time Management training is still vague. Not surprisingly, those with a time personality do respond better than procrastinators, neurotics, spontaneous and casual types. While some studies show an increase in participants self reported Time Management skills following training, evidence, of an enduring change are lacking, as the use of control groups. This review does nothing to dispel the view that, time management training is limited in scope, open to criticism in terms of research approach and inconclusive in assessing its effectiveness. The argument that one size fits allies a spurious one. Those who are likely to be benefited the most from training are those who probably need in the least, and those who will benefit the least are those, who probably need in the it the most. The type of training should fit the personality.

8. CONCLUSION:

Time Management is an accomplished activity for the real organizational effect, where any single employee can have the self esteem and they do gain the professional adaptability to work more. It is an artistic skill, technique, tool and the required methodology to enhance the volume of productivity within a short while. On the contrary any structured schedule does reduce stress and enhances energy. Organizational skill ensures to plan for the self desire and to be enriched through the real benchmark of managerial hierarchy. Which is the best resource of corporate emboldens of any organizational success through the rejuvenation of supportive leadership approach.

WEBSITE REFFERENCE:

[1]. Reference: 1 (www.emeraidinsight.com)

[2]. Reference: 2 (www.Oro.ac.uk)

[3]. Reference: 3 (www.Ro.uow.edu.au)

[4]. Reference:4 (www.Webarchive.Nationalarchives.gov.uk)

[5]. Reference: 5 (www. Assess-systems.com.au)