



Sri Bhagavan Mahaveer Jain Evening College

**IV SEMESTER B.COM  
PERSONALITY DEVELOPMENT  
TIME MANAGEMENT**



- × “Time management” is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high. Failing to manage your time damages your effectiveness and causes stress.



- ✘ **It improves your self-discipline**

Let's face it, if you have good time management skills, the chances are that you're highly self-disciplined. You're the kind of person who stops procrastination dead in its tracks and drives forward to achieve your goals. This self-discipline improves other areas of your life too, from your career to your relationships. In other words, the better you get at time management, the better your self-discipline will be. This will make you more successful at meeting goals in all areas of your life.





- ✘ **It improves the quality of your work**  
Having good time management skills doesn't mean that you pull all-nighters to meet a deadline. It means that you manage your time effectively and space out your work while keeping your regular sleeping routine. According to research, almost half of Americans regularly get insufficient or low-quality sleep and report that this interferes with their daily lives. You need a good night's sleep if you want to produce quality work; good time management skills will help you get the rest you need.



## ✘ Winding down is essential

Between work, family commitments and running errands, most of us don't get enough time to relax. If you want to have enough time to unwind, relax and prepare for the following day, good time management skills are essential. You need to know how to organize your work times and your break times to recuperate mentally and physically after a long day's work.



- × It reduces stress
- × It opens up new possibilities
- × It helps your personal relationships

Good time management skills are essential to having strong and productive relationships. The more free time you have to spend with your friends and family, the better your relationships will be. You'll make better decisions, have better ideas, and people around you will notice. Stronger personal relationships will enhance all aspects of your life.





- ✘ **It improves your career**

Rather than going with the flow, having good time management skills lets you control your life and take the lead at work. By getting enough quality rest and sleep, you'll be better placed to make sound decisions at work. Others will notice and this will help increase your opportunities for promotion.



- ✘ **It enhances your decision-making ability**

Time management skills help you avoid stress and get enough sleep. This has a powerful effect on the quality of your decisions and, in turn, affects almost every aspect of your life, from your career progression to your relationships, friendships and social life. Through effective time management, you can avoid making the poor decisions that you make when you're feeling stressed, tired or pressured.





- ✘ **It stops you from missing opportunities**  
Poor time management skills will destroy your productivity and this, in turn, will cause you to miss opportunities. For example, if a colleague consistently outperforms you at work, they'll likely be promoted ahead of you, leaving you trailing in their wake. If you want to rise through the ranks, good time management skills will help you manage your time and capitalize on more opportunities.



- ✘ **Less Wasted Time** – When you know what you need to do, you waste less time in idle activities. Instead of wondering what you should be doing next, you can already be a step ahead of your work.
- ✘ **More Opportunities** – Being on top of your time and work produces more opportunities. The early bird always has more options. As well, luck favors the prepared.
- ✘ **Improves Your Reputation** – Your time management reputation will proceed you. At work and in life you will be known as reliable. No one is going to question whether you are going to show up, do what you say you are going to do, or meet that deadline.
- ✘ **Less Effort** – A common misconception is that time management takes *extra* effort. To the contrary, proper time management makes your life easier. Things take less effort, whether it is packing for that trip or finishing up that project.



# ACTIVITY

- ✘ ASSUME THERE IS NO ONE IN YOUR HOME.
- ✘ THERE ARE SOME GUESTS WHO WILL COME TO YOUR HOME ON SAME DAY AT 10 CLOCK.
- ✘ HOW DO YOU MANAGE TIME

TIPS:-

FIRST LIST THE WORK

NEXT PRIORITIZE THE WORK

NEXT ASSIGN THE TIME FOR EACH WORK ON  
PRIORITY





### **Benefits of Time Management:**

**Less Stress** – Managing your time can directly reduce your stress level. Fewer surprises. Fewer tight deadlines. Less rushing from task-to-task and place-to-place.

**Get More Done** – Of course, being productive is one of the main goals of time management. When you are aware of what you need to do, you are able to better manage your workload. You will be able to get more (of the right tasks) done in less time.

**Less Rework** – Being organized results in less rework and mistakes. Forgotten items, details, and instructions lead to extra work. How often do you have to do a task more than once? Or make an extra trip because you forget something?

**Less Life Friction and Problems** – How often do you create your own problems? Whether it is a forgotten appointment or missed deadline, not managing your time results in increased life friction. Avoid creating your own problems by planning and preparing for your day.

**More Free Time** – We can't create more time, but you can make better use of it by managing your time. Even simple actions like shifting your commute or getting your work done early can produce more leisure time in your life.



## TIME MANAGEMENT TOOLS AND TECHNIQUES

✘ Case study:-Mona is a manager at an MNC.

She is very fashionable about the manner in which she spends company money. she keeps exact account of every rupee that is spent but she is lacking in time management.

We can equip her with few simple time management tools that will help her efficiency and productivity at work place.

They are:-



- × Eliminate waste
- × Delegate
- × Help others prudently
- × Maintain appointment diary
- × Maintain to do list(list the work and prioritize)
- × Cost your time
- × Set goals
- × Allocate time for long term goal





# LEADERSHIP DEVELOPMENT

# MEANING

---

- ✘ LEADERSHIP IS AN ART OF GETTING SOMEONE ELSE TO DO SOMETHING YOU WANT DONE BECAUSE HE WANTS TO DO IT.
- ✘ ABILITY OF A SUPERIOR TO INFLUENCE THE BEHAVIOUR OF SUBORDINATES AND PERSUADE THEM TO FOLLOW A PARTICULAR COURSE OF ACTION







# TYPES OF POWERS POSSESSED BY LEADERS

- × LEGITIMATE POWER
- × REWARD POWER
- × EXPERT POWER
- × REFERENT POWER



# 5 LEVELS OF LEADERSHIP

- × LEVEL 1: POSITION
- × LEVEL 2: PERMISSION
- × LEVEL 3: PRODUCTION
- × LEVEL 4: PEOPLE DEVELOPMENT
- × LEVEL 5: PERSONHOOD



# IMPORTANCE OF LEADERSHIP/LEADERSHIP IS IMPORTANT FOR FOLLOWING REASONS

- × DETERMINATION OF GOALS
- × FACILITATING CHANGES
- × BUILDING MORALE
- × PROVIDING GUIDANCE
- × ACHIEVING CO-ORDINATION
- × ORGANIZATION OF ACTIVITIES
- × INSPIRING THE FOLLOWERS
- × REPRESENTATION OF PEOPLE
- × LEADERSHIP IS RELATED TO A SITUATION





# OBJECTIVES OF LEADERSHIP

- × EFFICIENCY
- × TRUST
- × SYSTEMATIC
- × TALENT
- × PLANNING
- × LEADERSHIP DEVELOPMENT



# DIFFERENCE BETWEEN MANAGER AND LEADER

- × MANAGER
- × LEADER



# QUALITIES OF A GOOD LEADER

- × LOYALTY
- × EMPATHY
- × ACCOUNTABILITY
- × DETERMINATION
- × ENERGY AND ENCOURAGEMENT
- × RESPECT
- × SELFLESSNESS
- × HUMBLE
- × INNOVATION
- × PASSION AND PRIDE IN WORK





# OTHER QUALITIES

- × THINK STRATEGICALLY
- × DECISION MAKING
- × EFFECTIVE PROBLEM SOLVING
- × ORGANIZED
- × TIME MANAGEMENT
- × SELF MOTIVATION
- × GIVING AND RECEIVING FEEDBACK

# TYPES OF LEADERSHIP STYLES

- ✘ COMMANDING/COERCIVE
- ✘ VISIONARY/AUTHORITATIVE
- ✘ AFFILIATIVE
- ✘ DEMOCRATIC
- ✘ PACESETTING
- ✘ COACHING



# THEORIES OF LEADERSHIP

## × 1. "Great Man" Theories

Have you ever heard someone described as "born to lead?" According to this point of view, great leaders are simply born with the necessary internal characteristics such as charisma, confidence, intelligence, and social skills that make them natural-born leaders.



- × . Trait Theories
- × Similar in some ways to Great Man theories, trait theories assume that people inherit certain qualities and traits that make them better suited to leadership. Trait theories often identify a particular personality or behavioral characteristics shared by leaders. For example, traits like extroversion(people who like centre of attraction), self-confidence, and courage are all traits that could potentially be linked to great leaders.

- ✘ 3. Contingency Theories
- ✘ Contingency theories of leadership focus on particular variables related to the environment that might determine which particular style of leadership is best suited for the situation. According to this theory, no leadership style is best in all situations.
- ✘ Leadership researchers White and Hodgson suggest that truly effective leadership is not just about the qualities of the leader, it is about striking the right balance between behaviors, needs, and context.<sup>2</sup> Good leaders are able to assess the needs of their followers, take stock of the situation, and then adjust their behaviors accordingly. Success depends on a number of variables including the leadership style, qualities of the followers and aspects of the situation.

- × 4. Situational Theories
- × Situational theories propose that leaders choose the best course of action based upon situational variables. Different styles of leadership may be more appropriate for certain types of decision-making. For example, in a situation where the leader is the most knowledgeable and experienced member of a group, an authoritarian style might be most appropriate. In other instances where group members are skilled experts, a democratic style would be more effective.



- ✘ . Behavioral Theories

- ✘ Behavioral theories of leadership are based upon the belief that great leaders are made, not born. Consider it the flip-side of the Great Man theories. Rooted in behaviorism, this leadership theory focuses on the actions of leaders, not on mental qualities or internal states. According to this theory, people can *learn* to become leaders through teaching and observation.

## ✘ 6. Participative Theories

- ✘ Participative leadership theories suggest that the ideal leadership style is one that takes the input of others into account. These leaders encourage participation and contributions from group members and help group members feel more relevant and committed to the decision-making process. In participative theories, however, the leader retains the right to allow the input of others.

- ✘ 7. Management Theories

Management theories, also known as transactional theories, focus on the role of supervision, organization and group performance. These theories base leadership on a system of rewards and punishments. Managerial theories are often used in business; when employees are successful, they are rewarded; when they fail, they are reprimanded or punished.

- ✘ 8. Relationship Theories

Relationship theories, also known as transformational theories, focus upon the connections formed between leaders and followers. Transformational leaders motivate and inspire people by helping group members see the importance and higher good of the task. These leaders are focused on the performance of group members, but also want each person to fulfill his or her potential.