Role of Managers in Inculcating Time Management Skills in Employees

Do you find it difficult to complete assignments on time ?

"Remember time once gone never comes back." Doing the right thing at the right time is an art and comes with planning and understanding. Time Management is nothing but making the best possible use of time.

Managers and superiors play an important role in inculcating time management skills in employees:
The role of superiors is not only to sit in closed cabins but also to monitor subordinates. Managers must lead by example. The best way to finish work on time is to be punctual at workplace. If you expect your team members to reach office on time, you yourself have to be disciplined. Almost everywhere superiors are given some liberty but one should not misuse his power.
The rules and regulations of an organization are not only meant for subordinates but also for team leaders and superiors. Managers must adhere to guidelines of the organization for their team members to respect company's policies.

Ask your employees to keep their work stations organized. Go to each of their desks and check whether files and folders have been arranged properly or not? Make sure there are no heaps of paper on their desks. Instruct your employees to clean their drawers at least once in a week.
Ask your administration supervisor to issue notepads, registers, pens, folders etc to all your employees. Point them out if they write on loose papers. As managers it is your responsibility to tell them their mistakes so that they manage things well. Personally check their drawers once in a while.
Delegate them responsibilities as per their specialization, educational qualification and background. Design their key responsibility areas after discussing what they are best at for them to take interest in work and complete assignments on time. Convey them their targets and deadlines from the very beginning. Make them aware of the goals and objectives of the organization.

Keep a track of employee performance. Install software which tells you when an employee enters and leaves the office. Implement a strong reporting system. Give them deadlines and ensure they finish work within the stipulated time frame. Appreciate employees who finish their work on time in the presence of all.

It is essential for the superiors to know what their employees are up to. Try to find out what they do the whole day. Motivate them to prepare a TO DO List. Check their task plan and make sure they do important and urgent tasks first.

Promote various training programs to instill time management skills in employees. Conduct various workshops where employees can be given certain tasks apart from their daily work. Ask them to finish off activities within the assigned time slots. Reward them suitably.

Be a good listener. Employees must have an easy access to their Boss's cabin. Proper coordination between employees and their team leaders is essential for effective time management. Do not keep tasks pending at your end. Give approvals on time and make sure your team members do not indulge in unproductive tasks.