

Tango! Managing self and leading others

Time Management in the Workplace: A Case Study

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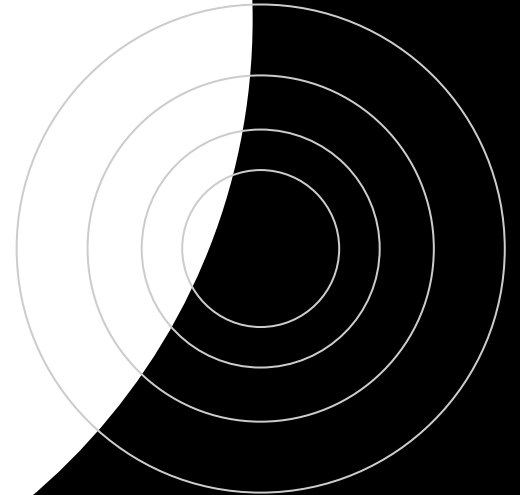
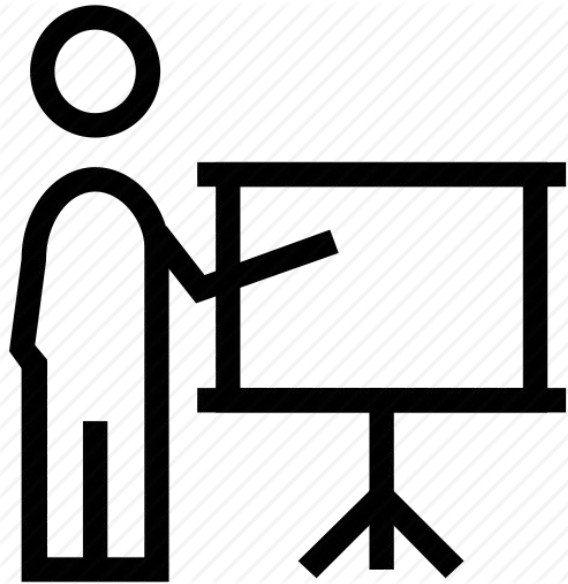
Presentation Outline

- Introduction
- Literature review
- Methodology
- Results
- Discussions
- Reference list



1

Introduction



What is Time Management?

Time Management: the coordination of tasks and activities to maximize the effectiveness of an individual's efforts.

Time Management includes:

- Planning
- Organizing
- Prioritizing

Work smarter, not harder!

Accomplishing goals = sense of well-being.



"Hold on a second, Bob. I'm putting you on a stickie."

T. (2015, January). What is time management? - Definition from WhatIs.com. Retrieved March 18, 2019, from <https://whatistechtarget.com/definition/time-management>

Levin, A. (n.d.). "Hold on a second, Bob. I'm putting you on a stickie." - New Yorker Cartoon Premium Giclee Print by Arnie Levin at AllPosters.com. Retrieved March 24, 2019, from

https://www.allposters.com/-sp/Hold-on-a-second-Bob-I-m-putting-you-on-a-stickie-New-Yorker-Cartoon-Posters_i9165902_.htm



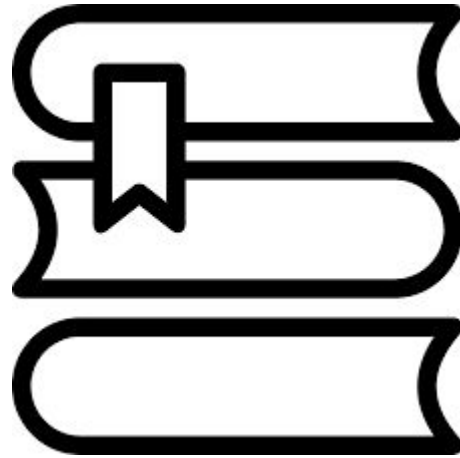
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Research question:

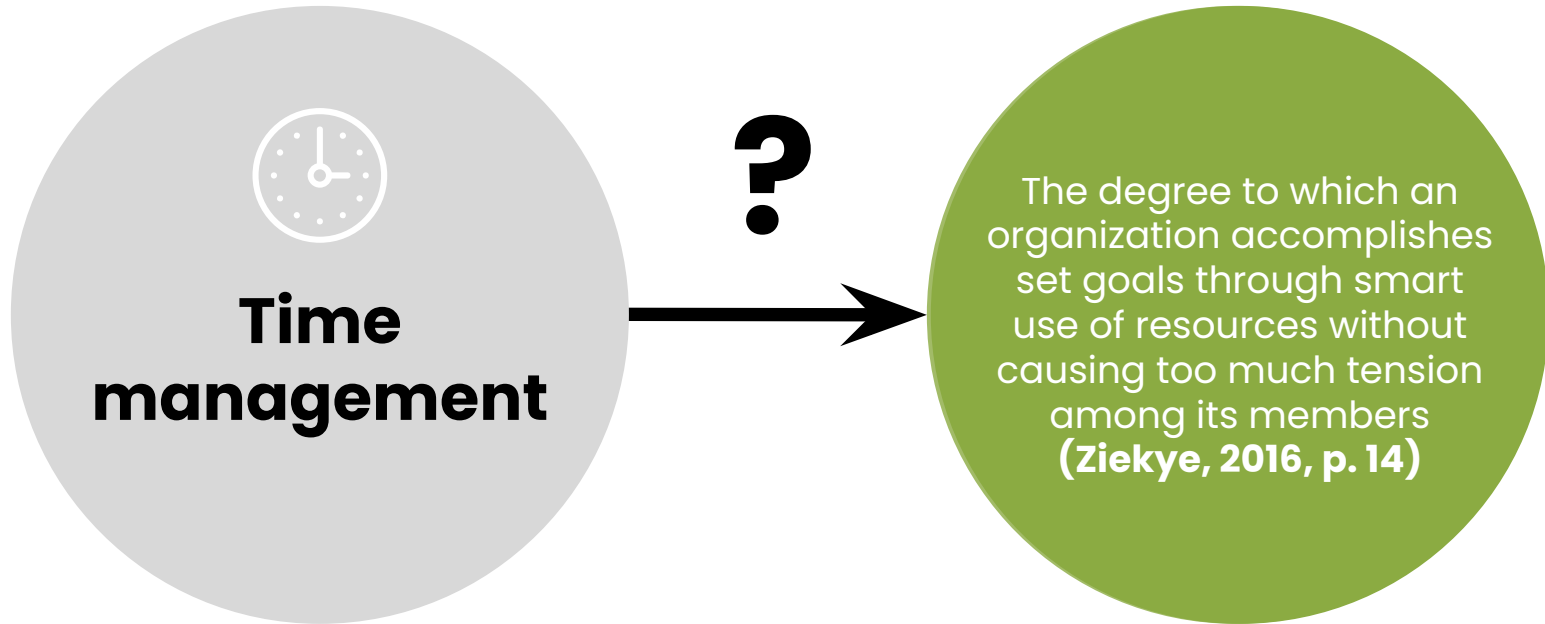
Whether, why and
how **time
management** may
facilitate success in
the workplace?

2

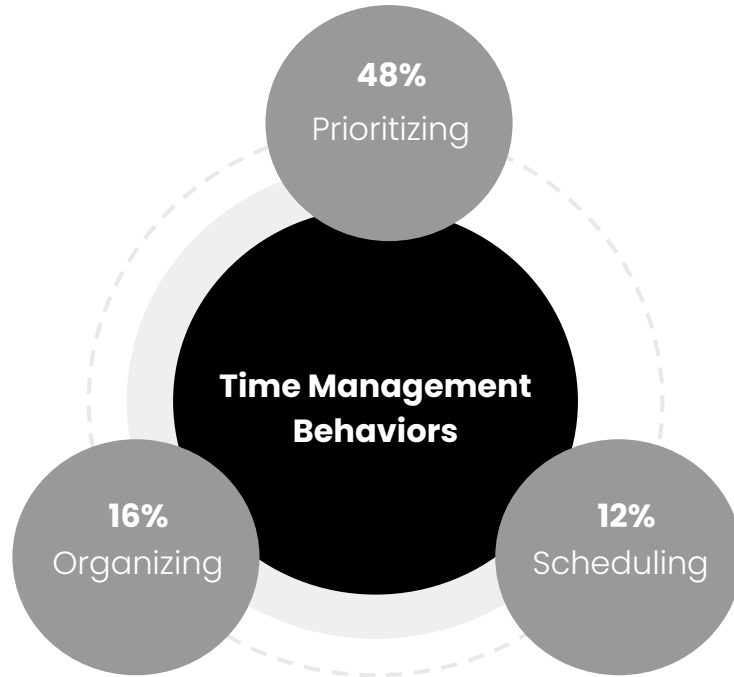
Literature Review



Research topic



Ziekye, J. (2016). Impact of Time Management on Organizational Effectiveness. *Texila International Journal Of Management*, 2(1), 11-19. doi:10.21522/tijmg.2015.02.01.art003



Prioritization categories:

- Importance (Ziekye, 2016, p. 13)
- Importance & urgency cluster (Adebisi, 2013, p. 166)
- Relevance to core values (Adebisi, 2013, p. 166)

Ziekye, J. (2016). Impact of Time Management on Organizational Effectiveness. *Texila International Journal Of Management*, 2(1), 11-19.
doi:10.21522/tijmg.2015.02.01.art003

Adebisi, J. F. (2013). Time Management Practices and Its Effect on Business Performance. *Canadian Social Science*, 9(1), 165-168.
doi:10.3968/j.css.1923669720130901.2419

Adebayo, F. A., & Omojola, I. (2012). Influence of Time Management on Administrative Effectiveness in Higher Institutions in Ekiti State, Nigeria.

International Journal of Educational Research and Technology, 3(1), 61-65.

Process Model



Macan, T. (1994). Time Management: Test of a Process Model. *Journal of Applied Psychology*, 79(3), 381-391. doi:10.1037/0021-9010.79.3.381

Time Management Benefits



Employees

- Decreased stress levels
- Increased job satisfaction
- Increased job performance
- Better work-life balance



Business

- Better quality services
- Customer satisfaction
- Increased productivity
- Faster development

Ziekye, J. (2016). Impact of Time Management on Organizational Effectiveness. *Texila International Journal Of Management*, 2(1), 11-19.

doi:10.21522/tijmg.2015.02.01.art003

Macan, T. (1994). Time Management: Test of a Process Model. *Journal of Applied Psychology*, 79(3), 381-391.

doi:10.1037/0021-9010.79.3.381

Adebisi, J. F. (2013). Time Management Practices and Its Effect on Business Performance. *Canadian Social Science*, 9(1), 165-168.

doi:10.3968/j.css.1923669720130901.2419

Procrastination

“[...] a delay of relevant and timely task, and results often in sabotaging task performance” (Ferrari, 2005, p. 140)

**Avoidant
Procrastinators**

Fear failure

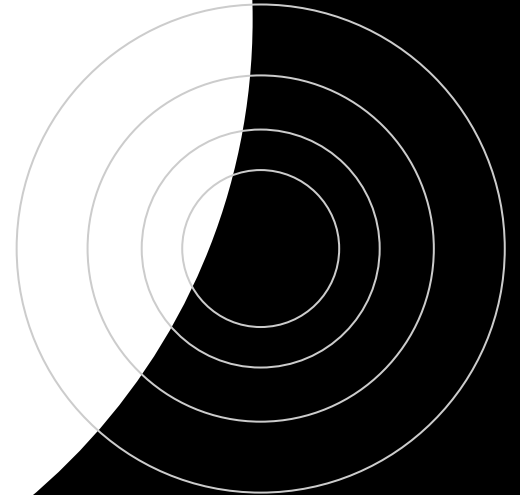
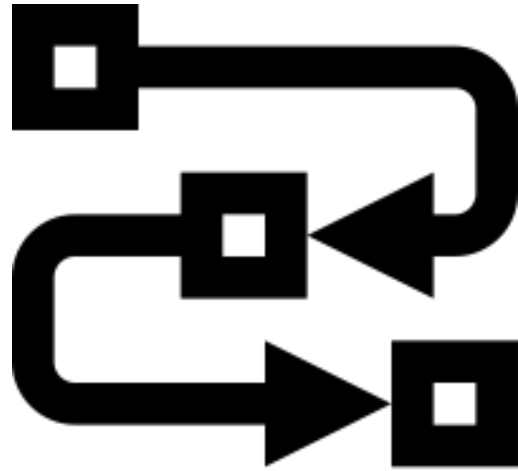
Adversely affect productivity

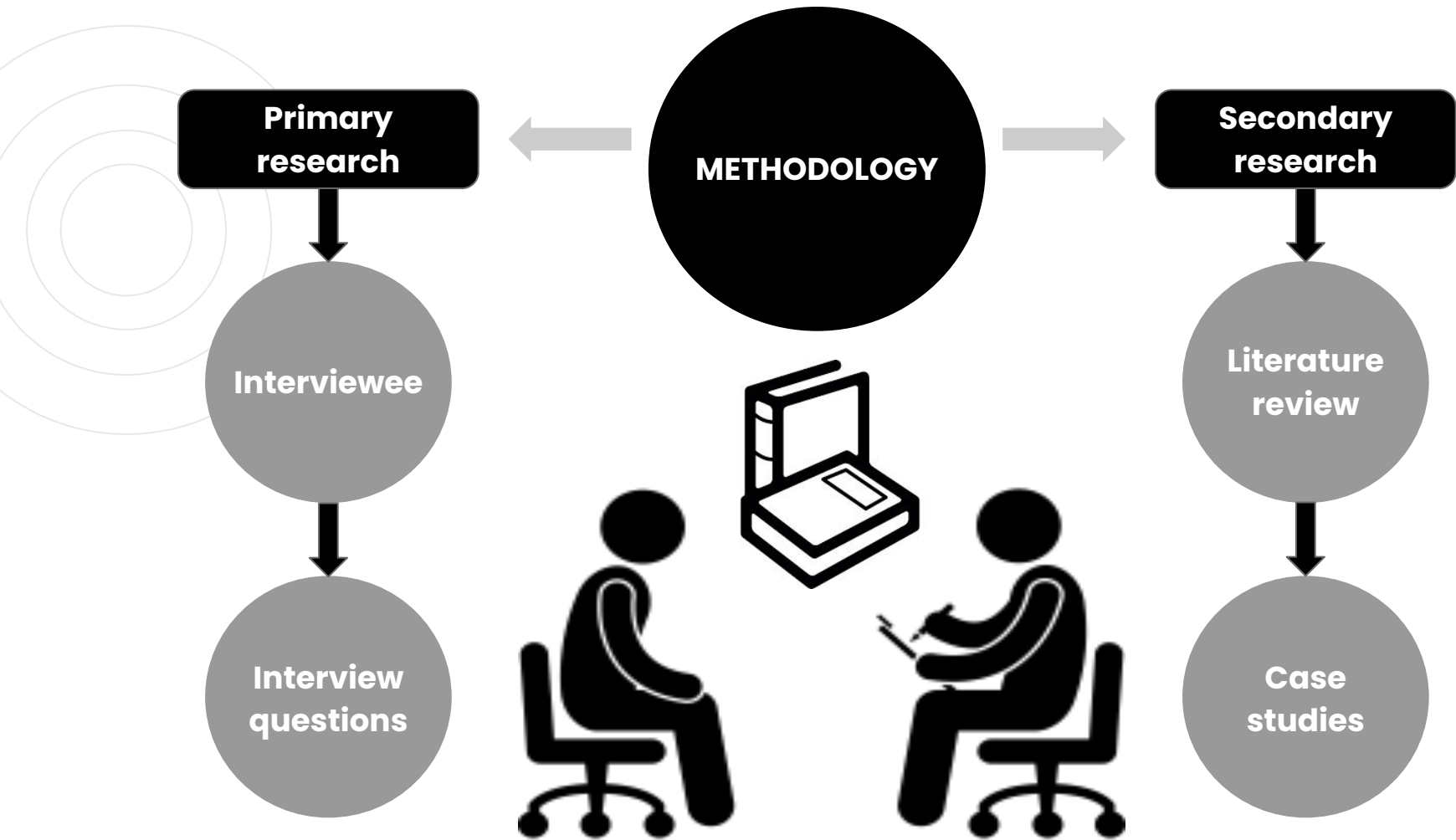
Perceived as social loafers in teams

Ferrari, J. R. (2005). Exploring Procrastination in Corporate Settings: Sex, Status, and Settings for Arousal and Avoidance Types. *Individual Differences Research*, 3(2), 140-149.

3

Methodology





Primary Research: The Interview



Interviewee

Hung Yan (Peter) Ng



Company

EN Group Limited



Position

Founder and CEO



Job History

Garment Business
Hotel Chef and
Waiter



Date and setting

EN Tsim Sha Tsui, March
7th 2019, approx. 1 hour



EN Group Limited

Branches of Japanese restaurants in Hong Kong (3),
Singapore (4), Indonesia (1), Macao.

Trading in Hong Kong and Japan

En
Dining
HongKong



The Japanese word “En” means
celebration, connection, and harmony.

“Quality & Originality.” *En Group*, en.com.hk/main/

Why this person?

Has experience as
both employee
and employer



Understands how
to manage his and
others' time

Has been running
EN Group for over
18 years



Has successful and
unsuccessful
stories



Our process



1

Research on the interviewee

Company history

Interviewee's experiences and knowledge

2

Question Formation

Tailored questions

Organized into themes

3

Organisation of answers

Sorting of key words

Exploring underlying meanings

Interview questions:

The Business

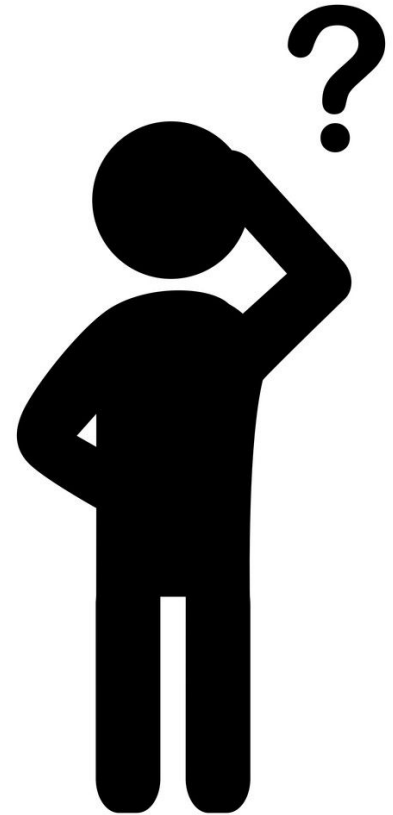
1. Was it difficult to start the business in the beginning? What obstacles did you encounter?

The Leader

1. How have you developed your time management skills since you start your business?

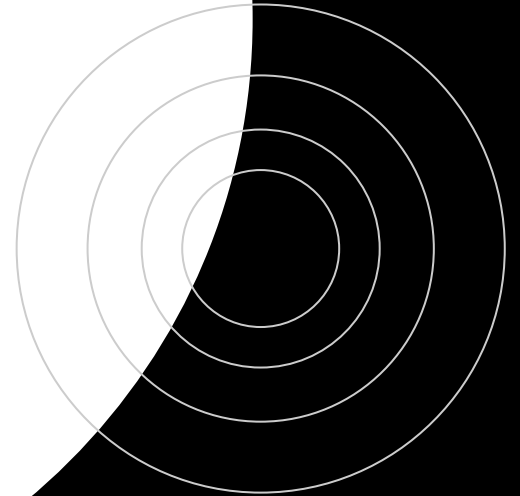
The Employee

1. Do your employees in the office often complete tasks on time? If not, how does this affect the nature of the company?



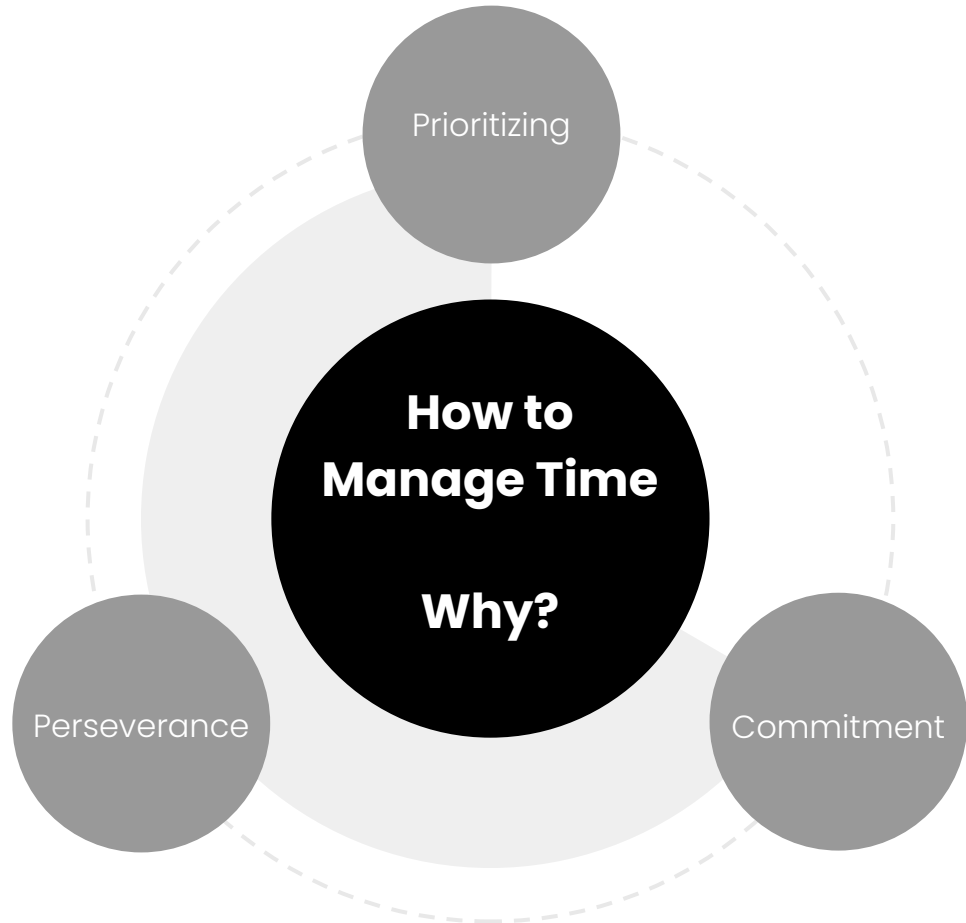
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Results



3 Umbrella Themes

Whether, why and how time management may facilitate success in the workplace: A case study of a leader



i. Prioritizing

Example: Starting a new Restaurant

- Planning
- Designing
- Construction
- Inspection
- License

* Eliminate tasks unrelated to work (e.g. entertainment and social media)

The Eisenhower Decision Matrix



“The Eisenhower Matrix: Introduction & 3-Minute Video Tutorial.” *Eisenhower*, www.eisenhower.me/eisenhower-matrix/.



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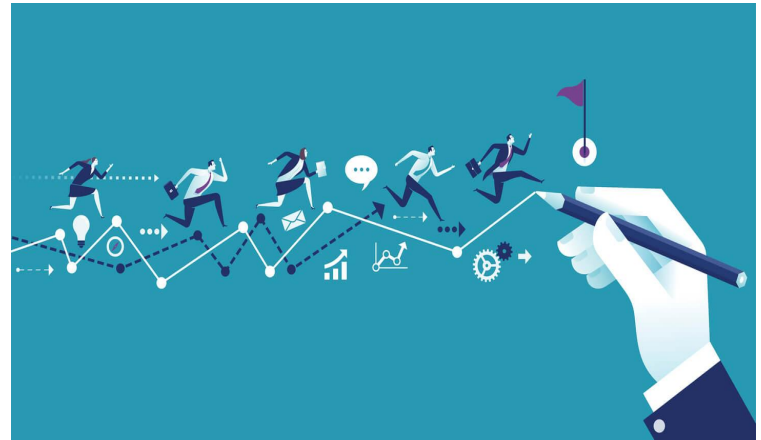
Time may feel limited..."

- Hung Yan Ng

ii. Commitment

- Show **results** rather than verbal affirmation
- Work towards a **goal**
- Completion of task by the deadline
- Expected to be shown by employees

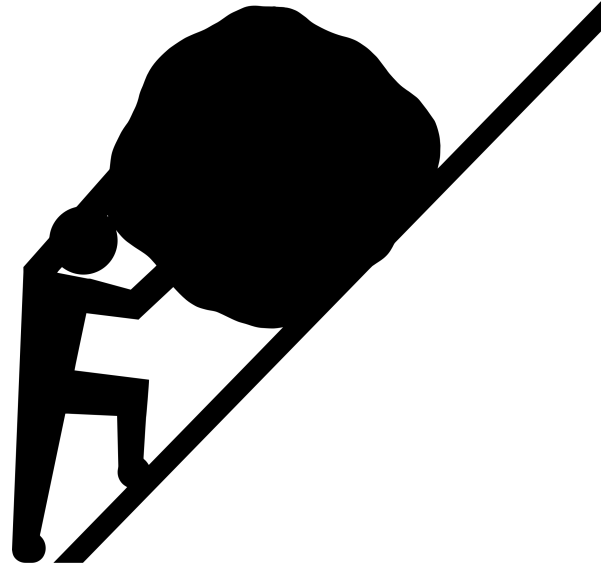
EXAMPLE: Finishing tasks to the end, not leaving it partially incomplete



iii. Perseverance

- Process of starting up a business
- Learn from mistakes and continue **moving forward** to achieve success
- **Catching up** on schedule after a delay

EXAMPLE: Paused their restaurant's opening date due renovation delays



How Time Management is Important

Company:

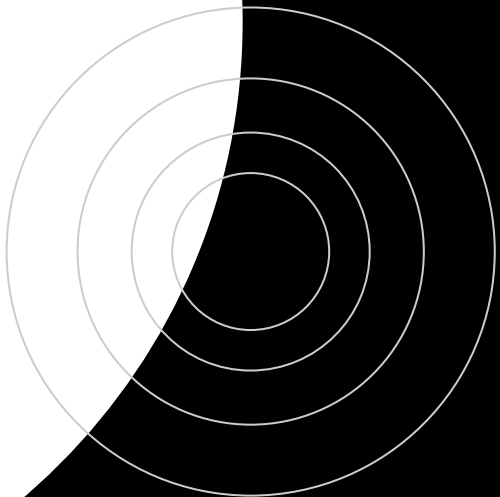
- Slows down the process
- Affects the bigger picture
- Business reputation

Self:

- Self-efficiency
- Feel less stressed
- Organization and keep notes of meetings and deadlines

5

Discussion



Anticipated results

#1. Task prioritization has highest influence on organizational effectiveness, which leads to business success

| Literature review | Research findings |
|--|--|
| <ul style="list-style-type: none">● Prioritization as leading behaviour● 3 prioritization categories● Making lists brings discouragement | <ul style="list-style-type: none">● Daily practice of prioritization● Ineffectiveness of “to-do-lists”● Usage of importance-urgency matrix |

Interpretation

Proper attention focus

Prevention of negative emotions

Anticipated results

#2. Time management skill development is enhanced by personal experience

| Literature review | Research findings |
|---|---|
| <ul style="list-style-type: none">• Non-effectiveness of formal time management trainings | <ul style="list-style-type: none">• Learning from own experience• Preventing past mistakes |

Interpretation

Time management training for employees is not a universal approach

Time management is acquirable skill

Anticipated results

#3. Poor time management has negative effect both on stress level and success in the workplace

| Literature review | Research findings |
|--|--|
| <ul style="list-style-type: none">• Work-life balance• Job satisfaction• Feeling of stress | <ul style="list-style-type: none">• Managed out employees• Impact on the whole business |

Interpretation

Spread of the stress on different aspects of life apart from job

Complication of real situation

Unanticipated results

Distraction from external factors

Description

Factors :

Entertainment
Social media
Conversation

Interpretation

Physiological perspective :

Lack of Self-control
Poor planning skills
Misjudgement of task

Unanticipated results

Quality in completing the task

Description

"The best thing is to finish on time but the result is good"

"But in the end, it's always the results"

Interpretation

Quality over quantity
Result-orientated

Tips

Do not procrastinate

Learn to say “No”

Set your own “golden” time period

Suggestions for future studies

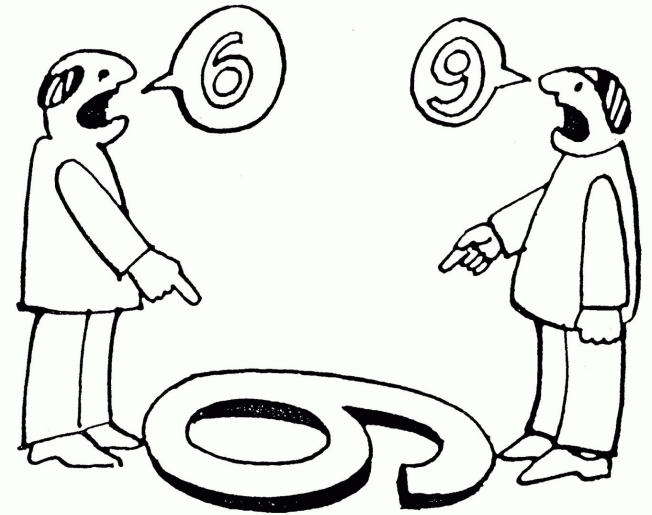
Relationship between
time management
and productivity

What and how
external factors
affect time
management

Importance of
quality in planning
and managing time

Problems and Limitations

1. Insufficient number of secondary sources
1. Primary data cannot be generalized, findings cannot be extrapolated on a broader scale
1. One-sided view





//

***For me it was trial and
error. //***

– Hung Yan Ng

References

- Adebayo, F. A., & Omojola, I. (2012). Influence of Time Management on Administrative Effectiveness in Higher Institutions in Ekiti State, Nigeria. *International Journal of Educational Research and Technology*, 3(1), 61-65.
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