Lack of Time Meeting Kit

LACK OF TIME SAFETY TALK

There are many different sources of pressure individuals face at work for getting the job done. Time, or the lack of it, is a major driver in whether or not workers feel that they need to rush to get a job complete. It is important to plan work accordingly to avoid having to rush work tasks.

Time management is the process of planning and exercising conscious control of the time spent on specific activities to work smarter than harder. It is a juggling act of various things that help you increase efficiency.

SOURCES OF TIME PRESSURES ON THE JOB

There are many reasons why there is not enough time to get work done or at least the perception that there is a lack of time.

Poor preplanning- A lack of planning is a major factor in whether or not employees have to rush to get work done.

Unrealistic deadlines- Related to poor preplanning, unrealistic deadlines put unnecessary pressure on workers to perform.

Weather- Weather can throw a huge curve ball at production schedules in the construction industry.

CONSEQUENCES FOR WORKERS OF POOR – TIME MANAGEMENT

Failure to manage time or poor time management skills at work can result in:

- Missed deadlines and appointments
- Procrastination and lack of focus
- Lack of professionalism

- Inefficient workflow and low work quality
- Unwanted stress
- Poor professional reputation
- Strained workplace relationships
- Financial penalties
- Work and life imbalance

BENEFITS OF TIME MANAGEMENT IN A WORKPLACE

There are many advantages that come along with proper management of time.

- **Provide a better quality of work:** Employees are expected to provide work of certain quality and standards. With the proper utilization of time and prioritization of activities, one can easily provide a better quality of work. Prioritization helps you focus on important tasks by keeping them in the highest priority.
- **More productivity and efficiency:** Effective time management skills make you more productive and efficient as a working professional. These skills are helpful in helping you finish tasks as early as possible without compromising on the quality of work.
- **Much less procrastination:** "I will do it later" – This is an excuse that we all have made at some time. The meaning of time management is not just about doing more in less time but also to reduce the urge to delay and procrastinate over important tasks. Applying good time management tricks enable employee to work smarter rather than harder.
- **Less stress and anxiety:** There are times when employees feel overwhelmed due to too much work on their plates. This can not only hamper your productivity but also take a toll on your overall health. Excessive stress and hypertension can lead to heart diseases, depression, obesity and more.
- **Improved quality of life:** Effective time management skills don't just benefit your professional life but can also

improve your life outside of the office. If you keep things under control on the professional front, you get more time to focus on your personal life and relationships. Knowing the fact that tasks and activities are on track will bring a sense of calmness in your personal life.

- **More opportunities and career growth:** Being punctual with your work will not only increase your effectiveness but will also help you earn a good reputation at work.

BEST PRACTICES OF BETTER TIME MANAGEMENT

Plan: Planning, doesn´t necessarily have to follow a strict routine. It means making smarter decisions of knowing the right time to do a task or an activity. The idea behind time management is to work smarter than harder and make time to do other things as well. You can use project management software to plan your tasks and save time smartly.

Prioritize: Many employees start their day with unimportant tasks or something that can be easily done later. Prioritization helps you realize that not everything you do is important. It is important to focus on your priorities to achieve success at work. Figure out the most important tasks and the ones that are urgent. This categorization will help you focus on what actually needs to be done.

Don’t multitask: Multi – tasking is one of the biggest time-wasting activities. Instead of accomplishing too many things, you end up achieving nothing out of them. The best way to utilize your time is to take one thing at a time and accomplish it before jumping to the next thing. Make a list of tasks that need to be accomplished in terms of their priority.

Cut off distractions: Distractions cost us many valuable hours in a day. Mobile phones, chatty coworkers, social media are some of the common distractions at work that almost cost us three hours a day. To not let these distractions, eat up your time, it’s better

to cut them off completely from your schedule.

Accept your limitations: There will be occasions where you simply cannot get things done within the specified time frame. This is the point where you accept that there are limits to how productively and efficiently you can manage your time. For example, if you have got twice the normal workload in a day, outsourcing and delegation are your best shots. Don’t just assume that you can get everything done that you wanted in any given time frame.

FINAL WORD

Lack of time to get a job complete can lead to workers taking shortcuts which leads to additional exposure to risk. Proper time allotted for tasks allows for workers to ensure the proper safeguards are in place before a work task begins. When individuals work together to properly preplan and carry out tasks the job goes a lot smoother.