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## **Time Management and Preparedness: Facilitating in implementation of Job Duties in an Efficient Manner**

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### **Abstract**

From the stage of early childhood, throughout the lives of the individuals, they need to acquire the meaning and significance of time management and preparedness. These are the traits, which need to be put into operation in the tasks and activities in personal and professional lives. Whether the job duties are manageable or complicated, when these traits are reinforced by individuals, they will be able to render an important contribution in doing well in their jobs. As a consequence, they will meet the expectations of others and incur the feelings of pleasure and contentment. These traits are the key to focus on the implementation of tasks and activities in a well-organized and disciplined manner. The tasks within as well as outside the homes are required to be put into operation within the required time-frame. These can be completed in less amount of time or can be more time-consuming. When the individuals are well-versed in terms of their job duties and the methodologies and approaches that are necessary to carry these out adequately, they will acknowledge the importance of time management and preparedness. Therefore, it can be stated, time management and preparedness are facilitating in implementation of job duties in an efficient manner. The main concepts taken into account in this research paper are, understanding the significance of time management and preparedness, factors to be implemented in learning time management and preparedness and benefits of learning time management and preparedness.

**Keywords:** Activities, Efficiency, Job Duties, Learning, Preparedness, Skills, Time Management

### **Introduction**

The individuals are different from each other in terms of various factors, i.e. caste, creed, race, religion, ethnicity, gender, age groups, educational qualifications, occupations, cultures, communities, and socio-economic backgrounds. They are carrying out number of tasks and activities in their personal and professional lives, hence, they need to acknowledge the meaning and significance of time management and preparedness (Ho, 2022). The individuals need to ensure, they assign priorities to the tasks. The tasks, which are more important are carried out first, whereas, the tasks, which are less important are focused on, after the completion of more important ones. The individuals need to avoid procrastination and ensure, all tasks and activities get completed within the required time-frame. Before, one is participating in different kinds of tasks and activities, it is of utmost significance for the individuals to be well-prepared. They need to augment their knowledge and understanding in terms of different types of methodologies, techniques and approaches. Therefore, learning time management and preparedness will prove to be favourable on a comprehensive basis.

With advancements taking place and with the advent of technologies, it is necessary to be well-versed in terms of different types of modern, scientific and innovative methods. Within homes, educational institutions of all levels and in various types of employment settings, the individuals are utilizing these methods. These are put into operation within the course of implementation of job duties in personal and professional lives (Robbins, 2022). Getting engaged in regular practice will enable the individuals to be well-versed in terms of these methods. The job duties and functions can be put into operation in a less time-consuming and efficient manner. Within all types of professional settings, educators are training students and employers are training their employees in terms of utilization of these methods. These are complicated as well as manageable, but getting engaged in regular practice will enable individuals to augment their knowledge and understanding in terms of these methods.

Therefore, when tasks and functions are carried out in accordance to these methods, individuals will contribute significantly in augmenting time management and preparedness.

### **Understanding the Significance of Time Management and Preparedness**

It is apparently understood that individuals aim to put into operation their job duties and responsibilities in a well-ordered and disciplined manner. When these are carried out successfully, individuals incur the feelings of pleasure and contentment. They feel comfortable and it is soothing to them. The individuals need to put into operation their communication skills in a well-organized manner. Within homes and all types of professional settings, the individuals need to communicate with each other in order to augment their knowledge and understanding in terms of different methods and procedures. In other words, putting into operation effective communication processes is the key to understand time management and preparedness. The communication processes are implemented in a verbal and written form. The individuals need to ensure, they make provision of factual information and depict the traits of helpfulness and co-operation. Therefore, one is able to acquire an efficient understanding of time management and preparedness, when communication processes are put into operation in a well-ordered manner.

The usage of technologies has acquired prominence to a major extent. The individuals, belonging to all occupations and fields are required to utilize technologies and internet on a comprehensive basis. The individuals are utilizing different types of technologies to carry out various tasks and activities. Hence, they need to put emphasis on honing technical skills. The internet has acquired prominence to a major extent. It is being utilized on a comprehensive basis to augment information in terms of different subjects and concepts, obtain answers to one's questions and clear one's doubts. The individuals have an internet connection in their mobile phones and make use of it, even when they are travelling. Hence, it is well-understood, in order to carry out different tasks and activities within the required time-frame, it is necessary for the individuals to be well-informed in terms of technologies. Furthermore, these enable the individuals to prepare themselves in a satisfactory manner. Therefore, an understanding of time management and preparedness is adequately acquired, when the individuals are being well-versed in terms of usage of different types of technologies.

In order to carry out all tasks and activities successfully, it is necessary for individuals to promote good health from the physical and psychological perspectives. When the individuals will be healthy, they will contribute significantly in leading to an increase in concentration levels. Hence, all job duties will be completed within the required time-frame in a well-ordered manner. Good health leads to up-gradation of liveliness and vigour among individuals, so they are able to put in efforts to their best abilities. Furthermore, they will reinforce the abilities to work under stress. The individuals need to ensure, they are physically and psychologically prepared to carry out all types of job duties and responsibilities in a well-ordered manner. As a consequence, they will be able to cope with various types of dilemmas and prevent them from giving rise to impediments within the course of generation of desired outcomes. Furthermore, there will be an increase in motivation levels. Therefore, it can be stated, an appropriate understanding of time management and preparedness is acquired, when the individuals are focusing on their job duties and responsibilities.

The time management and preparedness in some of the areas cannot be reinforced in seclusion. Hence, it is of utmost significance for the individuals to form cordial and amiable terms and relationships with other members. These are family and community members. In the personal and professional lives of the individuals, they are required to work and deal with family and community members. When the individuals are overwhelmed by any types of problems and challenging situations, they can solve them on their own as well as obtain help and assistance from others. Hence, reinforcing cordial and amiable terms and relationships with others would be facilitating in coping with various types of dilemmas and challenging situations. When interaction takes place among individuals in a polite and decent manner and individuals treat each other with respect and courtesy, their mind-sets get stimulated towards the implementation of job duties. As a consequence, they will put into operation job duties successfully and meet the expectations of individuals in leadership positions. Therefore, significance of time management and preparedness is understood, when individuals are acknowledging these traits through forming cordial and amiable terms and relationships with other members.

## **Factors to be implemented in Learning Time Management and Preparedness**

The individuals, belonging to all communities, categories and socio-economic backgrounds are engaged in different tasks on the basis of their educational qualifications, competencies and abilities. They make selection of different fields, i.e. education, architecture, business, management, science, technologies, engineering, medical, health care, law and so forth. The possession of educational qualifications enables the individuals to determine the job duties and responsibilities, which they are required to put into operation to sustain their living conditions in an effective manner. Furthermore, it is vital for the individuals to acknowledge the meaning and significance of time management and preparedness. The individuals need to be informative and disciplined. These traits would prove to be favourable to the individuals, individuals in leadership positions as well as the overall structure of the organizations. In addition, the individuals will be able to promote enrichment of their personality traits and overall standards of living (What is Time Management? 2022). When individuals are wholeheartedly committed towards learning time management and preparedness, they need to be well-equipped in terms of certain factors. These are stated as follows:

### **Reinforcing a Constructive Approach**

The individuals, belonging to all communities, categories and socio-economic backgrounds need to reinforce a constructive approach. This needs to be in terms of various tasks and activities and individuals, whom one is working and dealing with. The individuals need to ensure, they do not possess any negative feelings in terms of various factors, particularly related to their job duties within as well as outside the homes. These give rise to impediments within the course of putting into operation various tasks and generation of desired outcomes. Within the course of pursuance of educational programs in educational institutions of all levels and implementing job duties within employment settings, the reinforcement of a constructive approach will prove to be favourable to the individuals on a comprehensive basis. As a consequence, they will promote up-gradation of time management and preparedness. In this manner, individuals, belonging to all occupations will promote well-being of not only themselves, but also community members. Therefore, reinforcing a constructive approach is regarded as one of the indispensable factors to be implemented in learning time management and preparedness.

### **Making Wise and Productive Decisions**

The implementation of decision-making processes is regarded as an integral part of the lives of individuals in both personal and professional spheres. The individuals make decisions either on their own as well as through obtaining support and assistance from other individuals. In other words, the family and community members of the individuals in some cases give ideas and suggestions. When these are found useful and meaningful, these are acknowledged and put into operation. When individuals are wholeheartedly committed towards learning time management and preparedness, they are required to make wise and productive decisions. In the implementation of decision-making processes, the analysis needs to be conducted in terms of the alternatives or options that are available. After the analysis is conducted, selection is made of the most suitable and worthwhile alternative. In other words, it needs to be ensured, these are advantageous. As a consequence, individuals will not only learn time management and preparedness, but promote well-being of themselves and community members. Therefore, making wise and productive decisions is one of the significant factors to be implemented in learning time management and preparedness.

### **Being Well-equipped regarding Methodologies and Techniques**

When individuals are carrying out various tasks and activities within as well as outside the homes, they need to augment their understanding regarding methodologies and techniques. When one is participating in different kinds of tasks and activities, it is of utmost significance for the individuals to be well-prepared. They need to be well-equipped in terms of different types of methodologies and techniques. These are complicated as well as manageable. These can be completed in less amount of time or can be more time-consuming. The individuals need to ensure, they augment their knowledge through getting engaged in regular practice. In this manner, they will be well-prepared and complete all tasks on timely basis. The tasks, which are more important are implemented first, whereas, the tasks, which are less important are focused on, after the completion of more important ones. The individuals need to avoid procrastination and ensure, all tasks and activities get completed within the required time-frame.

They need to augment their knowledge and understanding in terms of different types of methodologies and techniques on regular basis. Therefore, being well-equipped regarding methodologies and techniques is an eminent factor to be implemented in learning time management and preparedness.

### **Augmenting Skills and Abilities**

The individuals from the stage of early childhood, throughout their lives are required to augment their skills. The different types of skills that need to be augmented are, communication skills, social skills, decision-making skills, time management skills, analytical skills, critical-thinking skills, problem-solving skills, creative skills, technical skills, leadership skills, negotiation skills, presentation skills, personal skills and professional skills. On the other hand, abilities which need to be augmented are, possessing the abilities to work under stress; putting into efforts to one's best abilities; forming pleasant terms and relationships with others; forming positive viewpoints in terms of others; augmenting information in terms of various aspects and reinforcing the traits of efficiency, honesty, truthfulness and righteousness. In learning time management and preparedness, it is necessary for individuals to be well-versed in terms of all types of skills and abilities. In addition, they need to ensure, they put them into operation in an adequate manner. As a consequence, they will generate desired outcomes. Therefore, augmenting skills and abilities is a favourable factor to be implemented in learning time management and preparedness.

### **Utilizing Pioneering Materials**

With the advent of modernization and globalization, it is necessary for individuals in all fields to be well-versed in terms of different types of pioneering materials. These are graphs, charts, pictures, images, maps, models, structures, designs, tools, devices, equipment, and various types of technologies. Within homes, educational institutions of all levels and in various types of employment settings, the individuals are utilizing these materials. These are put into operation within the course of implementation of job duties in personal and professional lives. Getting engaged in regular practice will enable the individuals to be well-versed in terms of these materials. The individuals need to listen to their trainers and understand the concepts in an adequate manner. The job duties and functions can be put into operation in a less time-consuming and efficient manner. Within all types of professional settings, educators are training students and employers are training their employees in terms of utilization of these materials. These are complicated as well as manageable, but getting engaged in regular practice will enable individuals to augment their knowledge and understanding in terms of these materials. Therefore, utilizing pioneering materials is an essential factor to be implemented in learning time management and preparedness.

### **Augmenting Communication Skills**

Throughout the lives of the individuals, they need to augment communication skills. These are the key to learn time management and preparedness. The reason being, in order to reinforce these traits, one needs to obtain support and assistance from family and community members. The individuals need to put into operation their communication skills in a well-organized manner in their personal and professional lives. Within homes and all types of professional settings, the individuals need to communicate with each other in order to augment their knowledge and understanding in terms of different types of methods and procedures. In other words, putting into operation effective communication processes is the key to understand time management and preparedness. The communication processes are implemented in a verbal and written form. Verbal communication takes place face to face or through utilization of technologies, whereas, written communication takes place through exchanging messages and emails. The individuals need to ensure, they make provision of factual information and depict the traits of helpfulness and co-operation. Therefore, augmenting communication skills is an important factor to be implemented in learning time management and preparedness.

### **Utilizing Technologies**

The usage of technologies has acquired prominence to a major extent in all fields. The different types of technologies are, computers, lap-tops, I pads, scanners, printers, photo-copiers, audio-visual aids and so forth. The individuals, belonging to all occupations are utilizing technologies and internet on a comprehensive basis. The individuals are utilizing different types of technologies to carry out various tasks and activities. Hence, they need to put emphasis on honing technical skills. The internet has acquired prominence to a major extent.

It is being utilized on a comprehensive basis to augment information in terms of different subjects and concepts, obtain answers to one's questions and clear one's doubts. The individuals have an internet connection in their mobile phones and make use of it, even when they are travelling. Hence, it is well-understood, in order to carry out different tasks and activities within the required time-frame, it is necessary for the individuals to be well-informed in terms of different types of technologies. Furthermore, these enable the individuals to prepare themselves satisfactorily. Therefore, utilizing technologies is a noteworthy factor to be implemented in learning time management and preparedness.

### **Promoting good Health, Physically and Psychologically**

In order to carry out all tasks and activities successfully, it is necessary for individuals to promote good health from the physical and psychological perspectives. This factor will enable individuals to feel better and upgrade their confidence levels. When the individuals will be healthy, they will contribute significantly in leading to an increase in concentration levels. Hence, all job duties will be completed within the required time-frame in a well-ordered manner. Good health leads to up-gradation of liveliness and vigour among individuals, so they are able to put in efforts to their best abilities. Furthermore, they will reinforce the abilities to work under stress. The individuals need to ensure, they are physically and psychologically prepared to carry out all types of job duties and responsibilities in a well-ordered manner. As a consequence, they will be able to cope with various types of dilemmas and prevent them from giving rise to impediments within the course of generation of desired outcomes. Furthermore, there will be an increase in motivation levels. Therefore, promoting good health, physically and psychologically is a notable factor to be implemented in learning time management and preparedness.

### **Developing Mutual Understanding with Others**

The time management and preparedness in some of the areas cannot be reinforced in seclusion. Hence, it is of utmost significance for the individuals to develop mutual understanding with other members. These are family and community members. In the personal and professional lives of the individuals, they are required to work and deal with family and community members. When the individuals are overwhelmed by any kinds of problems and challenging situations, they can solve them on their own as well as obtain help and assistance from others. Hence, reinforcing mutual understanding with others would be facilitating in coping with various types of problems and challenging situations. When communication takes place among individuals in a polite and decent manner and individuals treat each other with respect and courtesy, their mind-sets get stimulated towards putting into practice different types of job duties. As a consequence, they will put into operation job duties successfully and meet the expectations of individuals in leadership positions. Therefore, developing mutual understanding with others is a factor to be implemented in learning time management and preparedness, which has been acknowledged by individuals, belonging to all communities, categories and occupations.

### **Conducting Research on Regular basis**

In learning time management and preparedness, the individuals are required to conduct research on regular basis. This is regarded as an important factor, as it enables individuals to augment their knowledge and understanding in terms of different subjects and concepts. As a consequence, they will contribute significantly in doing well in their job duties. The individuals need to communicate with each other in order to augment their knowledge and understanding in terms of different types of methods, strategies and procedures. In addition, they make use of various sources, i.e. books, articles, reports, projects, other reading materials, and internet. The internet has acquired prominence to a major extent. It is being utilized on a comprehensive basis to augment information in terms of different subjects and concepts, obtain answers to one's questions and clear one's doubts. The individuals have an internet connection in their mobile phones and other technologies. They make use of it to a major extent. Therefore, conducting research on regular basis is a factor to be implemented in learning time management and preparedness, which has proven to be favourable to individuals, belonging to all fields.

### **Inculcating the Traits of Morality and Ethics**

In learning time management and preparedness, the individuals are required to inculcate the traits of morality and ethics. The recognition of meaning and significance of these traits have proven to be favourable to the individuals on a comprehensive basis.

The individuals are required to differentiate between appropriate and inappropriate aspects; reinforce a constructive approach; make wise and productive decisions; be well-equipped regarding methodologies and techniques; augment skills and abilities; utilize pioneering materials and methods; depict efficiency, honesty and truthfulness; possess the abilities to work under stress; put into efforts to one's best abilities; form pleasant terms and relationships with others; form positive viewpoints in terms of others and not discriminating in terms of individuals. In learning time management and preparedness, the acknowledgement of these factors has proven to be favourable to the individuals on a comprehensive basis. As a consequence, the individuals will be able to develop enthusiasm towards implementation of tasks and activities. Therefore, inculcating the traits of morality and ethics is a factor to be implemented in learning time management and preparedness, which has enabled individuals to emerge into moral and productive human beings.

### **Implementing the Traits of Diligence, Resourcefulness and Conscientiousness**

Implementing the traits of diligence, resourcefulness and conscientiousness are regarded as fundamental in learning time management and preparedness (Time Management Skills, 2022). As a consequence of acknowledging these traits, individuals will be able to cope with various types of problems in an adequate manner; generate information in terms of ways to up-grade productivity and profitability; augment competencies, abilities and aptitude; put into efforts to one's best abilities; depict efficiency, honesty and truthfulness; possess the abilities to work under stress; develop motivation towards implementation of job duties; manage financial, technical, material, and information resources satisfactorily; being well-equipped regarding methodologies and techniques; utilize different types of modern, scientific and innovative methods in the implementation of job duties and lead to up-gradation of the overall structure of the organizations. When the individuals acknowledge the significance of these factors, they will render an important contribution in learning time management and preparedness via implementing these traits. Therefore, implementing the traits of diligence, resourcefulness and conscientiousness is a factor to be implemented in learning time management and preparedness, which has enabled individuals to achieve desired goals in personal and professional lives.

### **Benefits of Learning Time Management and Preparedness**

The individuals, belonging to all communities, categories and socio-economic backgrounds are getting engaged in number of tasks and activities. In order to complete all tasks and activities within the specific time period, the individuals need to generate awareness in terms of time management and preparedness. These have proven to be favourable to individuals in not only carrying out tasks and activities in well-ordered manner, but also in pleasing other individuals. In this manner, they will contribute significantly in acquiring appreciation and reverence (Time Management Skills, 2022). Benefits of learning time management and preparedness are, enhancing one's career prospects; meeting the expectations of others; reinforcing the traits of efficiency, honesty and truthfulness; carrying out job duties in a well-organized and regimented manner; promoting community well-being and incurring the feelings of pleasure and contentment. These are stated as follows:

#### **Enhancing one's Career Prospects**

The career prospects of the individuals can be enhanced through pursuing good-quality education and getting engaged in employment opportunities. Within the course of pursuance of educational programs in educational institutions of all levels and implementing job duties within employment settings, the learning of time management and preparedness will prove to be favourable to the individuals on a comprehensive basis. As a consequence, they will do well in their job duties, meet the expectations of leaders and achieve desired goals and objectives. As a consequence, they will acknowledge the benefits of up-gradation of time management and preparedness. In this manner, individuals, belonging to all occupations will render an important contribution in enhancing their career prospects. Therefore, enhancing one's career prospects is regarded as one of the indispensable benefits of learning time management and preparedness.

#### **Meeting the Expectations of Others**

Within educational institutions of all levels and different types of employment settings, there are educators, employers and supervisors. They assign job duties and responsibilities to the individuals, which they are required to carry out within the required time-frame and work has to be done well.

One of the important aspects that needs to be taken into account in this case are, inculcating the traits of morality, ethics, diligence and conscientiousness. These are the key to do well in one's jobs, generate desired outcomes and meet the expectations of others. Hence, when the individuals acknowledge the meaning and significance of time management and preparedness, they will render a significant contribution in putting into operation tasks in a disciplined manner and meeting the expectations of others. As a consequence, the individuals will acquire appreciation and incur the feelings of pleasure and contentment. Therefore, meeting the expectations of others is one of the significant benefits of learning time management and preparedness.

### **Reinforcing the Traits of Efficiency, Honesty and Truthfulness**

Through acknowledging the meaning and significance of time management and preparedness, individuals will reinforce the traits of efficiency, honesty and truthfulness. The individuals are usually aware that when they will reinforce these traits, they will be able to benefit to a major extent. These traits are the key in possessing the abilities to work under stress, doing well in one's jobs, generating desired outcomes and meeting the expectations of individuals in leadership positions. In learning time management and preparedness, the acknowledgement of these factors has proven to be favourable to the individuals on a comprehensive basis. As a consequence, the individuals will be able to develop enthusiasm towards implementation of tasks and activities. Therefore, it can be stated, reinforcing the traits of efficiency, honesty and truthfulness is an eminent benefit of learning time management and preparedness.

### **Carrying out Job Duties in a Well-organized and Regimented manner**

In personal and professional lives, individuals carry out various tasks and need to acknowledge the importance of time management and preparedness. As a consequence, they will be able to carry out job duties in a well-organized and regimented manner. The reason being, individuals will be able to contribute significantly in putting into operation methods and procedures in a satisfactory manner. Individuals will render a significant contribution in putting into operation different tasks in a disciplined manner and meeting the expectations of individuals in leadership positions. As a consequence, the individuals will acquire appreciation and enhance their career prospects. Therefore, carrying out job duties in a well-organized and regimented manner is a benefit of learning time management and preparedness, which has been acknowledged by individuals, belonging to all communities, categories and socio-economic backgrounds.

### **Promoting Community Well-being**

The individuals, belonging to all professions acknowledge time management and preparedness to carry out job duties with the main purpose of promoting community well-being. Within the course of implementation of job duties within various types of organizations, the individuals will contribute efficaciously in not only enhancing their career prospects, but also promoting well-being of community members. This task will prove to be favourable to the individuals on a comprehensive basis in enhancing their overall personality traits and living conditions. As a consequence, they will promote up-gradation of time management and preparedness. In this manner, individuals, belonging to all occupations will promote well-being of not only themselves, but also community members. Therefore, promoting community well-being is a benefit of learning time management and preparedness, which has been acknowledged by individuals, belonging to all occupations.

### **Incurring the Feelings of Pleasure and Contentment**

Through acknowledging the meaning and significance of time management and preparedness, individuals will contribute significantly in incurring the feelings of pleasure and contentment. The reason being, all types of job duties and responsibilities will be put into operation in accordance to the methodologies and procedures. In this manner, individuals will reinforce certain factors, i.e. possessing the abilities to work under stress; putting in efforts to one's best abilities; doing well in one's jobs; generating desired outcomes and meeting the expectations of individuals in leadership positions. As a consequence, individuals will contribute significantly in incurring the feelings of pleasure and contentment. Hence, it is well-understood, individuals will contribute significantly in recognizing the importance of time management and preparedness. Therefore, incurring the feelings of pleasure and contentment is a benefit of learning time management and preparedness, which has proven to be favourable to individuals to a major extent.

## Conclusion

In personal and professional lives, individuals carry out various tasks and need to acknowledge the importance of time management and preparedness. Factors to be implemented in learning time management and preparedness are, reinforcing a constructive approach, making wise and productive decisions, being well-equipped regarding methodologies and techniques, augmenting skills and abilities, utilizing pioneering materials, augmenting communication skills, utilizing technologies, promoting good health, physically and psychologically, developing mutual understanding with others, conducting research on regular basis, inculcating the traits of morality and ethics and implementing the traits of diligence, resourcefulness and conscientiousness. Benefits of learning time management and preparedness are, enhancing one's career prospects; meeting the expectations of others; reinforcing the traits of efficiency, honesty and truthfulness; carrying out job duties in a well-organized and regimented manner; promoting community well-being and incurring the feelings of pleasure and contentment. Finally, it can be stated, learning time management and preparedness have proven to be favourable to individuals in personal and professional lives.

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