**MPM732: CRITICAL THINKING FOR MANAGERS – ASSIGNMENT 2**

**Time Management: Transcript**

Hello, everyone. It is an honour that I stand before you to present my views today. Thank you all for coming here to listen to me. Well, the topic I have selected plays a very crucial role in lives of any prospective and current managers alike. As you may have already heard that time and tide wait for none, it is nothing far from the truth. Hence, in this fiercely growing competitive market, the ability to manage time and direct it towards appropriate way is important. I intend to shed light on the importance of time management in a corporate market in order to eliminate acute stress.

Now, one may ask what exactly time management is? It refers to utilising the time in an effective way. Making sure that the time allocated for certain activities are suitable. The time is allocated on the basis of the importance that these activities hold (Rapp *et al*. 2013, p.668). With the effectiveness in the management, it can be made sure that any individual is able to make the best use of their time without any major effort. Thus, the time management can enhance the overall managerial skills of the specific individual.

It is important to have the recognition that which task is needed to be done within what time frame. However, one of the key issues that are prevalent in recent times is the inability to do the same. It can be seen that while managing deadlines, there is the acute amount of stress that many individuals have to go through, resulting in succumbing to the pressure and getting ill. Over the years, with the rapid growth of the corporate market, the competitiveness among the organisation have risen resulting in the ambitious approach of the organisations to extract the best out of the employees (Werner *et al*. 2013, p.800). With a sorted capability of managing time, a systematic and organised approach can be attained. It initiates efficient planning. If you plan your schedule for the day in prior, you can ensure that you do not miss out on any important activity. Following a schedule can increase your productivity by ensuring that you are giving your focus on every task you is required to do, be it big or small (Forster, 2014, p.45). Thus, you can make sure that within a given time, you complete your pending works successfully.

Attaining the set objectives can be done by following certain time management processes. It can ensure that one is having a clear view regarding the processes and the time one is required to provide for achieving the goal. In addition to this, time management can be effective in meeting deadlines. It is important that one sets deadline in the schedule which is being followed. It can keep the wastage of time in check. Thus, only the time required to be devoted to a certain work will be utilised.

Thus, by following these measures any individual can attain immense benefits. By making sure that the right things are done within the required time schedule and a planned approach, one can lead a better and more disciplined life. Having a prior framework can channelize one’s performance in a manner that the systematic management capability develops. By giving value to time also ensures a standard boost in morale since one is able to meet the deadlines effectively and set a good image in front of the peers and other hierarchy as well. Thus, a boost in overall confidence is also evident (Nespor, 2014, p.67). Hence, it will be easier to attain the objectives for the ones following time management schedules to attain the targets and objectives within a short time period of time.

Now when the benefits of time management have been explained to you, let me elaborate certain techniques that you can follow to produce effective time management plan. Firstly, it is important to make sure that the priorities are recorded in advance (Catthoor et al. 2013, p.67). With specific time allocated to specific tasks, it will be easier to stick to the time management plan.

It is important that the difference between the urgency of a task and the importance of a task is recognised and the schedule is set in accordance with it. The urgent work must be completed first. However, it is essential that ample amount of time is devoted towards the important work in order to make sure that nothing goes wrong.

One thing that is very important to take into account is that one should always set targets which are realistic. While setting a time management schedule it is essential to make sure that the assigned time for any specific task is enough for completion (Woo, 2016, p.34). Thus, the set targets can be achieved without any major effort.

Another technique is to incorporate time for breaks and rests as well. Overburdening yourself with works may lead to acute stress. By taking small breaks for coffee or net surfing, you will be able to relax a bit and re-energise yourself. Thus, by maintaining steps as such, you can effectively build a strong time management plan to assist your performances as a manager.

Not only for the personal requirements, has time management also ensured that a manager is able to contribute more to the organisation effectively. The organisational deadlines can be met and the most efficient employees can be identified in a workplace. This can make sure that the talent of the employees is channelized in a proper direction. Thus, the overall work culture can be disciplined and punctual. Thus, by following steps as such, it will be easier for any manager to contribute their best effort for the organisation one is employed at (Stock, 2016, p.89). The organisation can ensure that the best is extracted from not only the manager but also the employees hired under his/her supervision.

It is important that a step by step progression is followed to achieve the set target in a given period of time. Setting smaller targets to acquire a big objective will be effective for any individual. In addition to this, it will be easier to reflect on the overall performance by evaluating the time taken and the procedure followed to attain any given goal. Thus, a standard time management process can be considered as a significant method that can provide any individual with an opportunity and a better framework to enhance their overall performance by chalking out the most suitable direction needed to be headed.

That’s all from mu side. Hope you liked my presentation. If there are any queries, you are welcome to ask me.

**Critical Reflection**:

While the problems of acute stress because of the inability to manage time are one of the biggest issues in recent times, being able to give an elaborate presentation regarding the same was an experience in itself. I would say that the topic is vast and had various aspects to be explored. It is needed to be understood that any oral presentation should consist of specific ideas and not dwell on broad areas. This ensures elimination of confusion among the audience. However, the portion that this specific presentation dealt with was related to the benefits and techniques of the time management process. It can be seen that the speech didn’t outright jump on the topic. After the basic introductive statements, it was maintained that the main topic was revealed only after the attention of the audience towards what is being spoken is attained. Hence, the speech was started with a well-known proverb that is relevant to the topic. Thus, the attention of the audience was captured easily.

However, attaining the attention is not enough. In order to make sure that the attention of the audience is sustained, it is important that the interest grows gradually. Hence, a slow transition towards the topic of discussion was done (Caty *et al.* 2015, p.411). In simple sentences, the prevalent issue regarding time management was identified. It can be said that the identified issue was one of the relatable factors that are persistent in recent times. Hence, the standard argument was produced in order to support the raised issue. It was elaborated in the speech that the acute stress of performing well is one of the leading causes that the pressurised publics are unable to deliver.

Hence, it can be said that the identification of the reason behind the issue also provides a proper justification of the same. It has been explained how the excessively rising competition in the corporate market is leading to the organisations imposing more pressure on employees to meet deadlines (Best *et al.* 2016, p.49). Hence, in order to rectify the situations as such, the requirement of time management and the benefits one can attain from it have been established in an efficient way. However, it can be said that the mention of certain practical evidence would have been better to support the identified issue and its effective solution.

After the establishment of the fact regarding the essentiality of time management, the explanation regarding the benefits of the same has been provided. It can be seen that the information that is being provided has been explained in a simple manner which is easy to comprehend (Yong et al. 2013, p.358). However, it is made sure that even though the information provided is crisp, it does not lack the proper explanation. Hence, rather than stating every benefit in just one sentence each, explanation regarding how it can provide benefit to the managers or the prospective managers have been given.

Thus, it can be seen that the explanations are short but informative. However, it can be seen that the logic behind the benefits is lacking strength in certain areas. A more detailed research and the inclusion of certain results of practical studies would have given appropriate support to the stated facts (Travers *et al*. 2015, p.225). Thus, it can be said that the benefits have been explained in a proper manner that can be helpful in making sure that the audience is able to grasp the same and get persuaded properly. In addition to this, relevant descriptive examples have been provided that made up for the lack of evidence-based examples.

The next part of the speech gives details regarding the techniques of the time management. While the importance and the benefits of time management are identified, it can be said that the audience is likely to grow interested in the techniques which are required to be followed for a successful time management schedule (Gelfuso and Dennis, 2014, p.4). Hence, it is made sure that step by step guidance is provided to the listeners. In this section, it can be seen that the main focus is to share the attained practical knowledge to the audience. Therefore, it can be seen that more than three to four suggestion were provided which are not only capable of making sure that the set targets are being achieved, as well as, the scope of distressing also remains evident (Aly, 2014, p.400)

The speech was concluded by summing up the entire discussion rather than providing elaborate details of the facts and theories. Hence, even though the presentation was short and comprehensive, it can be said that the little inclusion of evidence and research was one of the major drawbacks.

However, in terms of technicalities, the presentation can be considered up to the mark. The main ides have been identified and catered in an efficient manner. The elimination of difficult words and complex sentences made sure that the audience is able to keep a track regarding where the speech is directed (Grund and Müller-Camen, 2016, p.89). In addition to this, it can be further seen that the issue raised was provided with the most suitable solution which was the major discussion point of the study. The main ideas were carefully picked that gave appropriate justification as a solution for the identified issue.

It was ensured that rather than making a boring and dull presentation, an even flow was maintained that can be effective in making the audience engaged. Concrete arguments were extended and standard explanations of the same were provided as well. Thus, it can be seen that the presentation was overall satisfactory in its approach. The use of correct grammar was maintained throughout the speech. This can enhance the confidence of the speaker and also make the audience take the speaker more seriously (Pässilä and Vince, 2015, p.48). The process of persuasion, thus, becomes easier to attain. Even though, the scope of improvement cannot be denied. The critical reflection provided me with the opportunity to identify where I am going wrong and what are my strengths. Hence, if I am able to give a presentation as such in future, I will make sure that the experiences from this specific presentation are applied in that in order to enhance the overall performance in future.