

Influence of Delegation on Time Management

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Abstract - This paper aims to provide an understanding over the influence of Delegation over Time Management studied on a randomly chosen sample of 50 employees of Strides Shasun Limited, Pondicherry, India. Strides Shasun Limited is an organization that deals with the pharmaceutical sector. Here, the act of Delegation plays a prime role as the employees need to be provided with proper guidance and helpline from the part of the supervisors to enable employees to complete their tasks within the specified duration, thus ensuring Time Management by their employees. The present study makes us understand the practices that need to be followed in the case of Delegation, to ensure the effective practice of Time Management.

Keywords - Delegation, Strides Shasun Limited, Time Management.

I. INTRODUCTION

During these days, people are least bothered about time, until and unless they are given specific time schedule for the completion of the tasks that they need to perform. In this case, there arises the need for the act of Delegation, for making people to project the best that is possible by each one of them. Thus, in order to ensure the betterment of Time Management, the act of Delegation takes up the prime role. According to Newt Gingrich, "Lions would starve and die if they catch mice for their food. All the large carnivorous animals need to hunt larger preys in order to satisfy themselves, of their hunger. Thus it is the requirement of the superiors to fulfill their needs, based on the situation." Thus, we can check out the influence of Delegation on Time Management, through this study.

II. REVIEW OF LITERATURE

J. Peter Venton (1997) had put forth about "A General Theory Of Delegation, Accountability And Empowerment", to show that Delegation, Accountability and Empowerment are the constituents of a system affecting the performance of an organization. All of them are also interrelated producing drastic effect on the performance of as a whole. The conclusion drawn from this case is that the managers do not trust in the practice of empowering their staffs as they believe that the works will not get done on time. But in this case, when the staffs are made accountable of their tasks, then Delegation would prove to be effective in an organization. Even here, time seems to be the criteria over which managers are concerned about and hence in this case Time Management seems to have a great effect.

Abeer Mohamed zakaria (2016) had conducted a study on "Effectiveness of Learning Module on Time Management Ability and Delegation Skills for Head Nurses" at all the units of Mansoura Emergency Hospital and Main Mansoura University Hospital. The study subjects consisted of all head nurses working in both hospitals which included 34 from Mansoura Emergency Hospital and 43 from Mansoura University hospital and a jury group of 15 Nursing academic staff and 15 Nursing leaders. Data had been collected using personal interview method. A significant association existed in pre-test scores with regard to age and years of experience .The study recommended further research of this area.

A. DELEGATION

Delegation is the provision of authority to a person, to act on behalf of the authoritative person, by taking up of the responsibility and accountability of the task. Through Delegation, there is transfer of authority between the organizational levels. Delegation is usually carried out by apportion of obligations, delegation of authority, designation of obligation and introduction of answerableness. Again, Delegation is mainly done, to gain time for other tasks of priority, to enhance decision making, to develop subordinates by increasing their commitment and to improve the relationship between manager and subordinate. Similarly, managers often fear in the delegation of tasks, for their fear over their subordinates' ability to perform the task, for the worth of the decision, for the extreme stressful situation of the managers. In this study, Delegation was checked through the Time Duration set for task fulfillment, Medium of information provision, Organization's size on the basis of the employee strength, Attainment of Self-confidence.

A.1 CHECKERS TAKEN UP ON DELEGATION

A.1.1 DEADLINES SET FOR WORK COMPLETION

The task of Delegation is mainly performed for the efficient management of time. Hence, it is very essential to let the people aware of the duration within which they need to fulfill the task. Not all people are very fast at all tasks. Therefore, it is the need of every superior to ensure that tasks are delegated to the appropriate individuals, who are well-versed at it and to those who will remain accountable for every single act of theirs, on the basis of their responsible nature. Moreover, people are prone to complete their tasks at the appropriate times, only when they are under constant supervision with a stipulated time set for them. Else, it is the nature of people to remain free of tension over their duties, by postponing it to a later time, ignoring the ill-effects that would be caused to the organization as a whole through this action of the employee.

A.1.2 MEANS OF CIRCULATION OF INFORMATION

Unless and until there is a standard manner followed, for providing information to all those who are concerned with it, not all will get the appropriate message, also, not all will reap the benefits that they are ought to receive through the information. Hence it is very essential for the availability of a standard medium for the circulation of information from time to time. The medium of information might vary from circulars, meetings, notices, phone calls, emails and so on, based on the accessibility of the receivers from the part of the senders. It must also be taken care that the employees use all the services made available to them, only for official purposes and not for the waste of their time.

A.1.3 SIZE OF THE ORGANIZATION IN TERMS OF THE EMPLOYEES

Though an organization might be a large one in terms of its dimensions, it might not have sufficient number of employees for every single activity to be performed. Thus, the organization might not be successful in all its functioning, as Delegation, in this case might not occur efficiently as employees might actually experience overburdening from the part of the management. Similarly, there are organizations where the number of employees present might be greater than the actual requirement of the organization. In this case also, the organization might not be as successful as expected, as there might not be a proper channel of Delegation of tasks to the employees. Moreover, not all employees might be successfully engaged in all the works that are assigned to them, even after the provision of training to each of them in the respective areas of work.

A.1.4 GAIN SELF-CONFIDENCE THROUGH WORK

Delegation is an activity which offers a chance to an employee to exhibit one's efficiency at performing a task. Moreover, it gives the employee a feeling of recognition, when the person is delegated a task, which is actually performed by the superiors at work. This would also enable

the employee to perform the task to the best of one's ability. Through the successful completion of the task, the employee might gain the self-confidence in performing other tasks which might provide recognition, in one way or the other.

B. TIME MANAGEMENT

Time is a precious resource, which is of immense value because, the time once lost can never be gained again. Time is a resource which has a great role to play in the life of every individual. People care about time, only when they are provided with a deadline for the completion of a task. Else they are least bothered about time. Time is a resource which cannot be saved or preserved. But time can only be managed. The effective management of this resource is termed as Time Management.

Time Management can effectively be done through various other practices that affect it, in one way or the other. One such practice which helps in ensuring that time is properly managed is Delegation. In this research, time management is determined by looking into the presence of disturbances at work, proper planning of works, occurrence of works with priority, occurrence of effective meetings, occurrence of works on time, assistance of colleagues for timely work completion.

B.1 CHECKERS TAKEN UP ON TIME MANAGEMENT

B.1.1 EXISTENCE OF DISRUPTIONS AT WORK Disruptions at work are quite natural because people are the components of a society at large. The disruptions that affect time management of an organization may include those of the presence of braggarts, absenteeism of coworkers, annoying attitude of others at work, flirting attitude of coworkers and personal issues.

- Braggarts are those people who seem to know everything and hence making them understand what others mean would really be a headache to the organization.
- When people absent themselves from work, it might turn out to render overload of works to the others, thus reducing the productivity of the organization.
- Some people present in an organization seem to possess a bad attitude. Even if one or two people possess such an attitude, it might slow down the organization's efficiency by proving to be a disruption at work, as a whole.
- It is quite natural in an organization, for the development of favoritism among people. It might develop among co-workers or between a person in the supervisory role and another employee. Whichever may be the case, it might greatly affect the morale of the organization, leading to the erosion of the standards within the organization.
- Personal issues of the employees seem to play a great role in affecting the working of an organization

because every individual becomes emotionally disturbed in this case, leading to the slackness at work and thus lowering the development of the organization.

B.1.2 WORKS ARE WELL-PLANNED

It is the responsibility of the supervisors to provide a proper schedule to the employees by making a clear plan of the works of the organization. Only when a proper planning has been effected within an organization, can all the activities be performed on-time at work. When the works are planned and provided to the employees from time to time, it might seem to dissatisfy the employees, instead of pleasing them.

B.1.3 PRIORITIZED WORKS OCCUR

Works have to be done on a priority basis. The supervisors need to prioritize tasks, before providing it to the employees, to ensure the proper management of time. Else there would be a large amount of time wasted on unnecessary tasks.

B.1.4 EFFECTIVE MEETINGS TAKE PLACE Supervisors and top-management officials need to have a close watch over the meetings that happen within the organization. They must see that there is no time wasted over unwanted or unnecessary meetings to ensure the effective management of time.

B.1.5 WORKS ARE PERFORMED ON TIME It is greatly essential for the supervisors and managers to see that all the employees perform their tasks assigned to them on time, in an appropriate manner. Timely completion of works is very essential for the success of an organization.

B.1.6 TIMELY ASSISTANCE BY CO-WORKERS All individuals must remain united for the welfare of the organization. Only then, can the individuals help one another at times of need, for the completion of their tasks as required.

III. METHODOLOGY

C. DESIGN

This study uses descriptive research design to determine the relationship of the independent variable Delegation on the dependent variable Time Management.

D. INSTRUMENT

A self-developed questionnaire of the researcher was used for the pilot study of a random sample of 50 employees of Strides Shasun Limited; Pondicherry and the questionnaire consists of 4 questions concerning Delegation and 6 questions concerning Time Management. Bivariate Correlation was performed between Delegation and Time Management to make out the influence of Delegation on Time Management.

IV. INFLUENCE OF DELEGATION ON TIME MANAGEMENT

Table 4.1 Correlations

		Delegation	Time Management
Delegation	Pearson Correlation	1	.644**
	Sig. (2-tailed)		.000
	N	50	50
Time Management	Pearson Correlation	.644**	1
	Sig. (2-tailed)	.000	
	N	50	50

** . Correlation is significant at the 0.01 level (2-tailed).

The result shows that Delegation and Time Management are significantly correlated to each other in the two-tailed test of significance at 0.01 levels. Delegation and Time Management are significantly correlated with each other with a significant r-value of 0.644.

A Correlation of Delegation with itself (r=1)

B Correlation of Delegation and Time Management (r=0.644)

C Correlation of Time Management and Delegation (r=0.644)

D Correlation of Time Management with itself (r=1)

The important cells we want to look at are either B or C. Cell B and Cell C is identical, because they include information about the same pair of variables. Cells B and C contain the correlation coefficient for the correlation between Delegation and Time Management, its p-value, and the number of complete pair wise observations that the calculation was based on.

The correlations in the *main diagonal* (cells A and D) are all equal to 1. This is because a variable is always perfectly correlated with itself. Here SPSS has marked a 0.01 significance level with two asterisks as indicated above.

V. CONCLUSIONS

Delegation and Time Management have a statistically significant linear relationship ($p < .001$). The direction of the relationship between the variables, Delegation and Time Management is strong with a value of 0.644 showing positive correlation, meaning that both these variables tend to increase together, such that greater Delegation is associated with greater Time Management. Thus, it becomes very clear that Time Management through the act of Delegation can bring about great changes to the workings of the organization and thus reap huge benefits.

But accepting the practice of Delegation is tough from the part of the employees. When the employees become aware of the fact that, the tasks are delegated to them based on the trust of their managers over them, employees will do the best that is possible from their part. As time management is the crucial area for the success of an organization, delegation becomes very important. This is because, Delegation mainly happens in an organization for managers to concentrate on various other important areas of work, that require their constant attention.

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