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MANAGEMENT OF OFFICE TIME IN CAMPUS.

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ABSTRACT

All campus employees are required to clock in and clock out every working day. Office time in the campus must be carefully managed in order to verify that employees are at work and the system must be fair, and accuracy checking the time. The university policy is to create a good attendance tracking system that is simple and easy to use and the information linking to payroll system of the office of human resources. The purposes of this study were to examine the management of office time in campus and to offer ways to improve the use of time in campus. By using a qualitative research method to find the answers for this study, a total of 15 staff was selected to be in a focus group to gain more in-sight information from them. This study was conducted during the first quarter of the year 2019. The findings from the respondents in the focus group revealed that the university offered a high quality of attendance tracking system that was fair and accurate in nature. There were almost none of dispute about the attendance tracking system in the campus. However, the accuracy of attendance time was not the same as staff productivity, performance, and commitment to work. Therefore, there was a special need to train employees be aware that time is precious resources, encourage working smarter to improve productivity use of time, and use of positive reinforcement of better time management.

Keyword: Management, Office Time, Campus

INTRODUCTION

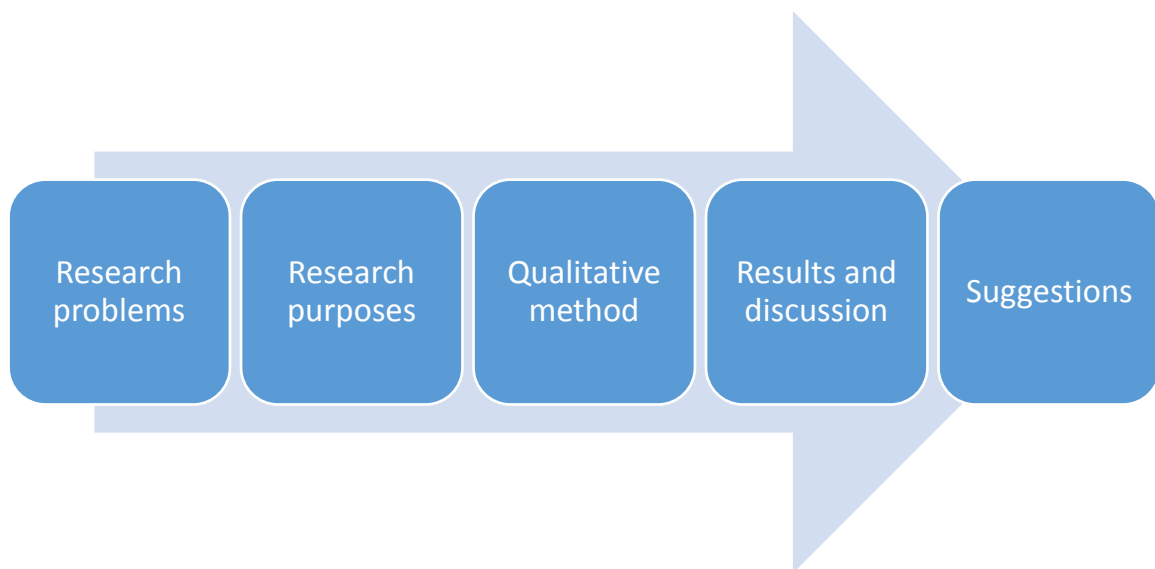
Time is money is the idea and concept that worldwide accepted. Time in every organization is considered as precious resources that must be used effectively and efficiently. It is a peripheral resource which means if we don't use it, we will lost it forever and can never, be able to take it back. Time control or time management of the educational organization is often considered as both necessary and important for the success of the organization. This is because it is an important process involving planning and exercising conscious control of time spent on specific activities every day to increase high level of effectiveness, efficiency, and productivity. Time management is the process of organizing and planning how to divide to accomplish activities to achieve the goals of the organization. The effective time management enables employees to work smarter with many results in high productivity and high performance by using less time or more time. Frequently miss the deadlines of the important projects or tasks is the sign of poor time management. We all have 24 hours, but the organization pays for only to use 8 hours a day. The organization must plan to use the most of the 8 hours a day by planning and monitoring the time resources closely. It is known that better time management organization often achieve massive success.

There are many time management technique. One of the good technique is to create time audit to find out if employees have a big discrepancy between time subjective and time used in reality to finish the tasks required by the organization. With good data record and fair observation, it can be easily to find the areas to make an improvement of employees' time in the office, in the meeting, and in many different activities. Second, it is important to

determine the desired results before the day, in the meeting, and in many different activities in order not to waste time doing some less productive tasks or beating around the bush. Third, it is important to put the time limit on any task, meeting, project, and activity in order to be more focus and use time efficiency and try to eliminate time waster and any corporate culture that lead to wasting too much time. Fourth, it is important for all employees to understand the situation of the organization daily basis and try to focus on the priority works. This means employees have to know what task is more important what is less important in order to focus time and energy to finish what task is one the priority task first. Fifth, it is important to create a positive working environment where team work and positive attitude is clearly visible and encouraged. The distraction of any kinds should be minimized.

METHODOLOGY

There are five important steps of conducting this study: define research problems, set up research purposes or aims, use the qualitative method, obtain results and discussion, and finally offer suggestions. In order to obtain the findings and answers to this research objectives, a qualitative research study was chosen for the purposes. The study was conducted by utilizing an in-depth interviewing with 12 informants who have some experiences dealing with difficult people in the office. Six of them were managers of small business, whereas, the other six were from academic and policy makers who involved with the works of small business and government policy. The sample group were asked to provide information on the characteristics of difficult people and the actions they did that causes the problem as well as how to handle problems people in small business. Contextual analysis and both primary data and secondary data from focus group and findings of many researches were also complying for data analysis and to reach the findings and discussion.



FINDINGS

By conducting the research study with the method of in-depth interview, the results of this study can be reported that problems of time management and managing the time effectively in the office directly and indirectly affected the success of the business organizations as well as affected the key success of business organizations such as profitability, customer's satisfaction, teamwork, job satisfaction, work environment and in turn, affected the productivity, performance, and future outlook of the business organizations.

However, key success of business organizations often related to the composited characteristic traits of corporate value and culture. Problems in the office can affect the issues of the effectiveness of leadership, communication, productivity, people skills, and teamwork, but it can be mitigated by the brainstorming of the staff and management.

From the focus group discussion, it can be sum up from the experiences of the focus group that there are some of the actions that need to pay heed.

1. Distracting others in the office regularly
2. Always having bad attitudes which lead to uncomfortable zone
3. Know it all and never listen in the meetings
4. Inappropriate using the equipment and meeting room without authorization
5. Communicate with negative, angry or hostile tones
6. Shouting, throwing things, and slamming the doors
7. Giving insensitive remarks and bad joking
8. Verbally abusive or insensitive tones of remarks to staff or customers
9. Physically threatens with poor and negative communication.
10. Having an unreasonable demand in the office and command

SUGGESTIONS

The suggestions from this study to handle difficult problem of ineffective using of time management in office included be calm and realize that it can be change with the positive way of communication, build strong rapport and teamwork, treat a person and his or her time with respect, focus on what can be done, and be positive and supporting and creating positive environment in the office both formal and informal way.

The suggestions to improve the time management in the office are that the supervisors should take effective ways to handle the difficult situations from difficult situation and issues with positive and open communication and make it clear for everyone to understand. The first step is to identify problem of time wasted. Write it down what happen, what should be done better, and what is the damage? Who are involved in the situation and how to correct it? Then, there must have a meeting to brainstorming to gain better constructive discussion aims to solve the problem, not to focus on blaming anyone and allow the person with problems to react to the discussion meeting. Second, it is important and necessary to document the discussion and if possible video tape the situation in detail, the meeting, and the discussion. Finally, the last but not least step is to follow up with the difficult situation that wasted time and how to improve. If the situation may persist or keep continuing, a strong measurement is needed in the near future.

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