Research Article

IMPACT OF STRESS AND TIME MANAGEMENT ON ACADEMIC RESEARCH AND DEVELOPMENT

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Abstract: *Time is a unique and most valuable resource of an organization, for unlike many other resources it can never be replaced, accumulated and stockpiled. It is irretrievable, intangible, irreplaceable and irreversible. It cannot be increased, borrowed or gifted. It moves on and cannot be stopped nor can it be stretched. Thus, time once lost is lost forever. Hence there is the need for effective time management. Statements like, 'Time is money', Time waits for no man', 'Time flies' , ' Time marches on' , show the significance of time management. In the present study an attempt is made to explore and identify the dimensions underlying the time management behaviour among Indian researcher and guide. Institutional researches take great interest in research satisfaction and research performance as they are important outcome variables. Improving research performance is of utmost concern for any organization as the success and effectiveness, even survival, of an organization depends on the performance of the research. The research aims at imparting knowledge, innovation and development and if the society is to benefit, such research and education should be at a higher level of performance. This is possible only if the research Scholars performs at his best. A scholar under stress with poor time management skills will not give his best or even the minimum required for the successful system of knowledge diffusion. It is therefore the duty of the society, to relieve the research scholars from stress factors for keeping the benefits of research and education are significant and relevant.*

Introduction

Time is a unique and most valuable resource of an organization, for unlike many other resources it can never be replaced, accumulated and stockpiled. It is irretrievable, intangible, irreplaceable and irreversible. It cannot be increased, borrowed or gifted. It moves on and cannot be stopped nor can it be stretched. Thus, time once lost is lost forever. Hence there is the need for effective time management. Statements like, 'Time is money', Time waits for no man', 'Time flies', 'Time marches on', show the significance of time management. However, the dimensions of time management remain largely unexamined in the Indian set up. The temporal aspects constitute a major topic in management and organizational studies. Therefore, it deserves more extensive research attention, In the present study an attempt is made to explore and identify the dimensions underlying the time management behaviour among Indian researcher and guide. Institutional researches take great interest in research

satisfaction and research performance as they are important outcome variables. Improving research performance is of utmost concern for any organization as the success and effectiveness, even survival, of an organization depends on the performance of the research. Thus, the researchers' quest for the correlates and predictors of research performance is understandable. The other essential ingredient for organizational effectiveness is education research work. It can contribute to productive output in the form of quantity and quality of research and educational services as well as organizational objectives as represented by low absenteeism and turnover. Scholars research satisfaction also reflects the overall well-being of a scholar and quality of research. Thus, in the present investigation an attempt is made to study the relationship of various dimensions of time management behavior with research satisfaction and research performance.

It is also possible that certain variables, for example motives of research scholars, may moderate the relationships between the particular time management behaviours and the outcome variables. Therefore, the present study takes a further step in this direction by examining the relationship of dimensions of time management behaviour with research satisfaction and research performance, and the role of motives in moderating these relationships. There could be particular elements, rather than broader dimensions, of time management behaviours which related to elements of research satisfaction and research performance. It could be argued that specific time management behaviour be considered independently rather than as aggregate scores of broader dimensions for analysis of relationships of time management behaviour with research satisfaction and research performance. This issue required an inter-battery factor analysis of the items of time management behaviour along with the motive scores and those of research satisfaction and research performance.

To enlarge the scope of the study, participants from both nationalized banks as well as from private banks are included; permitting a study of the relationship of dimensions of time management behaviour with research satisfaction and research performance in both social science and applied science & technology research scholars.

Time is one of those words in the English language, which despite its familiarity is often difficult to define. Although the concept of time is universal, yet, different people have defined it differently. Plato thought that 'time was the image of eternity' , whereas Immanuel Kant felt that 'it had no real existence outside the human mind.' While Einstein designated it

as the fourth dimension, Napoleon declared, 'Ask me for anything but time.

People's expectations regarding their accomplishments at work have been the major reason for the concern about time. In addition to this the enhanced rate of change and complexity in business environment have also contributed to people becoming more and more aware of time. Time is a major scarcity for the man in the late twentieth century. We will have to budget it, as we have budgeted money in the past. Hence, time management is of immense importance. It is this very importance which has attracted the attention of scholars, who have in turn tried to define the concept of time management in their own ways.

Objectives of The Study

The main objectives of this study are

To find out the different stress factors affecting by the research scholars for their research and to know about the importance of time management towards research.

Methodology of the Study

This study is completely based on primary as well as secondary data in nature. The primary data have been collected from different research abased social media groups, posting, messengers, and WhatsApp etc. And the secondary data have been collected from, books, research journals and research related websites.

Stressors of Research Scholars

Factors which cause stress are called stressors. Stressors are generally the external demands of life or internal attitudes and thoughts that require a person to adapt. The stressors of research scholars are generally identified as Age, sources of Income. Research environment, research supported tools, Guide's cooperation. collection of primary and secondary Data, data management, writing of articles, paper presentation in seminar, writing of chapters, Data Analysis and interpretation, testing of hypothesis, plagiarism, demands of academic life, competition pressures, peer group relations, home/parental relationship and personal problems. Lack of research routines, negative attitude to work and unsound learning strategies, inadequate guidance, too much of work, too many dimensions/subjects in the research time table, fear about future career, scholars guide relationship, environmental factors such as rules and regulations of institution, rigid discipline, noisy research environment may cause stress to the research scholars.

Time Management of Research

Research scholars' time is a limited resource. Like other limited resources time needs to be effectively managed. Research scholars often have a large number of information processing tasks to do and the task are of different lengths, complexity, priority, deadlines and proneness to interruptions. In short Research scholars are over loaded by research and academic work. Research scholars enter the research life with different innovation-based knowledge, idea, skills or abilities and under stipulated time conditions. These differences are translated into differences in achievement of Degree. The problem is not only that Research scholars may not be able to complete all the tasks they are given, it is also important, the question of not being able to achieve a level of performance. In such circumstances it would be natural for Research scholars to consider how they might manage their time effectively. Research scholars have already often entered higher education from situations where their work routines were more or less prescribed for them by supervisors and guides. Many find that in research, the requirements are very difficult and difficult to manage their own time. If there is a continual failure to manage time, an individual may begin to question his competence and will experience strong feelings of stress.

Time management is an attitude of personal commitment, and more importantly, a dramatic recording of priorities and work habits. This time management behaviour can be further classified into three categories, which are as follows:

A. Biological Time Management

Involves managing needs of the body like sleep, food, digestion and regular exercises. Regular exercise is a must for proper time management. Those individuals who exercise regularly keep fit and are able to manage their time well.

B. Research Time Management

This involves time saving techniques in the office. Planning, Organizing, sampling, Data measurement, Delegation, scheduling, and minimization of routine work helps in finishing the work assignments in time.

C. Social Time Management

This is the time we use for ourselves, our family, friends, guides, academicians etc. The way we manage this time contributes effectively to strengthen our social network and fulfilling our various social as well as research obligations.

In the present context the focus is on the time management in research work. The dimensions

of time management used in research are discussed below.

Dimensions of Time Management

a. Planning:

Planning is the rational pre determination of what you want to do, when you want to do, where you want to go and how you intend to get there. Until this has been done, there can be no assurance that effort expended will be in the right direction. As the Roman philosopher Seneca advised, "When a man does not know what harbour he is heading for, no wind is the right one".

b. Priority

Time does not permit the researcher, and the guardian research guide to do all the things that his conscience or imagination tells him he might'. Thus, research work items need to be classified according to importance on a scale from very important to unimportant. Once the items have been arranged according to urgency and importance, they can then be classified according to whether they can or cannot be delegated. The result would be that the highest work priority is assigned to those items that cannot be delegated by the research Guide and are very urgent and very important. The priorities must be made keeping in view the ABC technique, Pareto Principle and Time Management Matrix Grid, described below:

c. ABC Technique

This is another tool for analysing one's research and helps formulating task priorities. Activities can be classified in the following manner:

A. Must do **B.** Should do **C.** Would like to do

d. Pareto Principle

It is named after the nineteenth century Italian economist and sociologist Vilfredo Pareto. According to him the significant items in a given group normally constitute a relatively small portion of the total items in the group. For example, 20 percent of the sales force will bring in 80 percent of new business. As that ratio seems to hold true in many areas it is often called the 80/20 rule or the concept of 'vital few' and 'trivial many.

e. Time Management Matrix Grid

Time management matrix grid (Figure) explains the issue of urgency and importance more effectively'.

URGENT	NOT URGENT	
I • Crises • Pressing Problems • Deadlines meetings	**II** • Preparations • Prevention • Planning • Relationship Building	**IMPORTANT**
III • Interruptions • Some phone calls, mails, reports • Some meetings	**IV** • Trivia, busywork • Time Wasters • Irrelevant Mail • Excessive T.V.	**NOT IMPORTANT**

Time Management Matrix Grid

Quadrant I: Represents things that are both important and urgent. Here we need to spend more time. This is where we manage, we experience and judge to bear in response to many needs and changes. Here it is important to realize that many important things become urgent through procrastination because we don't do enough prevention and planning.

Quadrant II: Includes activities that are important but not urgent. This is the quadrant where we do our long-range planning and prevent problems. Ignoring this enlarges quadrant I, creating stress, burnout and deeper crisis for persons consumed by it. It does not act on anybody but one must act on it. This is the quadrant of Personal leadership.

Quadrant III: This is a quadrant of deception. It includes things, which are urgent but not important. The noise of urgency creates illusion of importance. But the actual activities if they are important at all, are only important to someone else. Example some phone calls, meetings, drop-in-visitors etc.

Quadrant IV: This is reserved for those activities that are 'not urgent and not important'? This is the quadrant of waste. We really should not be there at all. But we often escape to quadrant IV for survival.

f. Scheduling

Scheduling concerns location in the temporal realm (e.g., a 10.00 A.M. meeting/research work) and gives organizations a framework for constructing temporal boundaries. Scheduling allows the possibility of prediction and the resolution of temporal uncertainty

g. Deadlines

Having definite deadlines is important for time management. Many of our projects have been cancelled, or delayed considerably, or put off indefinitely just because of our neglect to set a

deadline for ourselves. It is said if you want to do something, set yourself a deadline

The deadline should be far away to allow for complete and efficient work and close enough so that everyone involved is kept busy and productive. Three techniques to follow are:

• Set a deadline for each project.

• Be realistic.

• Reward yourself when you bring a job in on time

h. Delegation

Delegation can be defined as, 'appointing someone else to act on your behalf'. It means that the manager asks a subordinate to do something which is normally part of his responsibility. Delegation saves manager's time and develops subordinates.

Effective delegation requires a minimal level of trust between the delegator and delegate. Delegation research works best when the institutional/research climate emphasizes research improvement, development, growth, innovation, creativity, and human dignity. The process of delegation actually creates more total responsibility within the institution/research. The scholars are responsible to the supervisors/Guides for same set of results and the superiors are still responsible for ultimate results. Hence total responsibility increases.

Perceptual Differences in Time Management

While it is true that the day consists of only 24 hours in any part of the world, there still are important cultural differences in people's attitudes to time and its use. To the Japanese, time is money. They are extremely careful about meeting their commitments on time. While in India there is little concern overtime.

The French and Germans are almost diametrically opposed in the way they organize their time. Germans are punctual; arriving a few minutes late creates a bad impression. Schedules are planned to the minute; meetings are planned far in advance. The French are punctual when the situations allow for it. They don't plan their day according to rigid time slots, and they accommodate for changes in plans.

It is important for a manager to be aware of these perceptual differences in his efforts to manage his own time as well as that of his organization. This is particularly important for international organization, as he has to work in vastly different cultures from time to time.

Conclusion

In nutshell, in the present investigation 'planning and scheduling' and 'perceived control of time' have been established as important factors of time management behaviour which relate

positively to research satisfaction and research performance. Neither low nor high but moderate levels of flexibility of time were observed to facilitate job satisfaction and job performance of managers in the present study. This, in a way resolves the contradictory findings in the previous research about the relationship of flexibility of time with job satisfaction and job performance. The finding that time submissiveness related negatively to performance (the overall and diligence factors) adds to our understanding of the dynamics of some of the less explored dimensions of time management behaviour. The particular dimensions of time management behaviour play a negative role in the research satisfaction and research performance of scholars with heightened levels of motivation. This finding highlights the usefulness of studying the interactive effects of motivational variables in the relationship of time management behaviour and research satisfaction and research performance.

The research aims at imparting knowledge, innovation and development and if the society is to benefit, such research &education should be at a higher level of performance. This is possible only if the research Scholars performs at his best. A scholar under stress with poor time management skills will not give his best or even the minimum required for the successful system of knowledge diffusion. It is therefore the duty of the society, to relieve the research Scholars from stress factors for keeping the benefits of research & education are significant and relevant.

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