



**Conference Paper**

## Time Management For working Women

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### Abstract

In contemporary Indian society, women increasingly engage in paid employment due to economic needs, personal aspirations, and the desire for financial independence. Along with professional responsibilities, working women are also expected to manage household duties, family care, and social obligations, which often leads to stress and imbalance. In this context, time management becomes an essential skill for working women. This paper analyses the importance of time management and discusses practical strategies such as prioritisation, planning, delegation, and work–life balance. The study concludes that effective time management helps working women successfully manage both professional and domestic roles while maintaining health and well-being.

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## **INTRODUCTION**

Traditionally, our Indian society expects men to earn the money & the women to stay at home and take care of the family & household. Many question the intentions of women when they opt to enter the workforce instead. Indian women work for different reasons. Many work out of necessity, having to do it just to make ends meet. Some do it because two paychecks are the only way to maintain the lifestyle that they want. Some do it because they like to be economically independent from their husbands. They like the financial security that their jobs provide them. And many do it because they don't want to be "just housewives" for the rest of their lives doing the thankless drudgery that is housework. Whatever the reason for their work, women feel that they are always pressed for time. And no matter how hard they try, they feel that they are still neglecting their homes & families in the process. The result is constant frustration & anxiety.

The million-dollar question for most working women is: Is it possible to work a full-time job? raise kids, maintain a home, have a good social life, and also preserve health and sanity in the process? Impossible though it may sound, it is possible. If you need to do so, women have to learn some basic time management skills that will help them stay on top of everything.

### **Necessity Of Time Management For Working Women**

Time management is not such an issue for men as it is for women. For men, the day ends when the office ends. Time management is mostly limited to their work-related issues and tasks. For women, it goes way beyond that. Needless to say, the demands on working women are overwhelming. The work never stops, and the day never ends. After coming home after an 8 or 9 hour shift, they must prepare meals, clean the house, do the laundry, help the kids with their homework, bathe them and make sure that they hit the bed early for school. Not to mention, attend to their husband's whims as well. By the end of it all, they are mentally & physically exhausted. There is simply too much to do and 100 little time to do it.

### **Theoretical Analysis**

After the review of available literature, it is clear that a working woman needs time management to fulfil her jobs at the office as well as at home. An attempt has been made to evaluate some tips to be taken in consideration for proper management of time for working women.

### **These tips are as follows:**

#### **1. Fix the Priorities**

In order to balance work, home and family, it is very important to set priorities. Evaluate what is more important to you? And then allocate your time, energy and efforts accordingly.

#### **2. Use Technology to Stay Organized**

Working Women can use personal scheduling software's which allow you to do things like keeping a calendar, to-do lists, and phone and address books on your computer. Sorting through clutter wastes time.

#### **3. Work Smart NOT Hard**

The idea is to get more done in less time. Do the tasks that are important to you at the time when your energy and your enthusiasm are at their highest levels. Vital activities will be done better and quicker.

#### **4. Concentrate on your own task**

More often than not, we end up spending too much time doing other people favors rather than doing our own things; whether it's helping a colleague with their work, or picking up our sister's clothes from the dry cleaners. When someone asks you to do something that you really don't have time to do, just say sorry, politely, but firmly. And don't feel guilty about it.

#### **5. Understand that Multitasking is not always good**

It is a big misconception that time management means multitasking. As a result, we try to do several activities at one time. It is true that women are better than men at multi-tasking but it is important to know that multitasking is not always the right approach. Sometimes it is more efficient to focus on one task at a time. That being said, lots of activities can be effectively and safely combined.

#### **6. Don't be a perfectionist & set reasonable goals**

It is not necessary to pay attention to every detail. Be rational and practical about what you can and cannot do in your limited time. Set reasonable & attainable goals for yourself. There is nothing more discouraging than setting goals too high and then not feeling any sense of accomplishment at all. Your home doesn't need to sparkle. Tidy is good enough. Don't get agitated or anxious if you see a layer of dust on the bookshelf or an overflowing laundry basket. It is not the end of the world. Remember, spending time with your kids is more important than dusting.

#### **7. Group similar tasks together**

By grouping as many similar tasks together, you can better manage your time, and you can balance work and family life more efficiently. For instance, try setting aside a block of time each week to run your errands and do your grocery shopping. Or try setting aside an hour or two each morning and afternoon to respond to work e-mails and return phone calls.

#### **8. Avoid distractions.**

Outside distractions can be a major destroyer of time. Physically block out disturbances as much as possible; shut your door, turn your desk away from passersby, ask people to be quiet etc. Avoid unnecessary meetings. Things that can be

dealt with on the phone or on email should be handled that way as one-on-one meetings always consume a lot more time than necessary. Try setting aside a period every day during which you will meet with people and take phone calls; the rest of the time is 'private time in which you work. uninterrupted. Most people say they accomplish more when they work for a long period of time instead of many smaller, disconnected periods.

#### **9. Try not to Procrastinate**

It is human nature to put off unpleasant, routine, or difficult chores. But try to avoid it as much as possible because by deferring a task for the next day, you're making the next day's schedule more hectic.

#### **10. Avoid working overtime as much as you can**

Although it is sometimes necessary to stay late in the office, working overtime is mostly avoidable. Avoid taking up Multiple Projects at the same time. Get your work done on time, Give up your lunch break if necessary. Tell your employer that it is difficult for you to work extra hours. Speak up for yourself.

#### **11. Opt for Flexi-Time**

Lots of organizations offer flexi-time these days, especially to women. Flexi-time is great as it provides women time to deal with personal matters, such as taking children to school, within the working day. Other commitments can be also arranged and fitted around the working day.

#### **12. Allow flexibility in your schedules**

Life never works like a well oiled machine. There will be many interruptions, distractions, emergencies and unscheduled activities. Make room for them. And don't panic if and when they arise.

#### **13. Plan the night before**

Plan your outfit for the next day and layout the clothes (including the shoes & accessories) the night before. Have your children get their clothes and backpacks ready for school. Pack the kid's lunches at night too. This will save a lot of time in the mornings. Plan the next day's menu as well. Keep the ingredients ready so that you just have to put things together when you get home. Preferably plan the whole week's menu on the weekend.

#### **14. Make the deep freezer your friend**

Learn to deep freeze and store your foodstuff ready for cooking. Opt for ready-to-cook meals (available in the market) on hectic days

#### **15. Learn to delegate chores**

Don't forget that you're a human being, not a machine. You can't do everything yourself. Share chores appropriately with

your husband and kids (if they're old enough). This will not only relieve your burden but will also set a good example.

#### **16. Hire Domestic Help**

If your family is not so cooperative then hire reliable domestic help. You can have a part-time servant for daily cleaning and other jobs. Pay for help with your own salary if necessary.

#### **17. Opt for school buses & vans**

They will take half the burden off of you. However, never send your child alone with a driver.

#### **18. Schedule some "Me" Time**

Don't forget to schedule some personal time for yourself, even if it is only for 30 minutes. This time should be meant for an activity that you enjoy and relaxes you (e.g walking, working out, listening to music, watching TV, reading a book, taking a long bath etc)

#### **19. Let weekends be weekends**

Don't leave all the laundry, cleaning and grocery shopping for the weekend. Your days off should be relaxing so that you can invigorate your self for the next week. Chill and relax. Indulge in activities you can do with your partner, family or friends, such as playing golf, a picnic, watching a good movie etc. Managing time for activities you enjoy will rejuvenate you.

#### **20. Look after your Diet & Health**

This will help increase energy levels and will definitely help you manage your time better.

#### **21. Keep a low maintenance look**

Opt for a hairstyle that requires minimum maintenance. Something that will require no more than a few flicks of the brush and your all set. Go for simple, elegant clothes that don't crease easily. Limit makeup to lip gloss, mascara and a little blush, all of which can be done within 5 minutes.

#### **22. Begin everyday with prayer**

It is said that "A day that begins and ends well starts with prayer". Ask God for the strength to get everything done. He is sure to listen.

### **CONCLUSION**

Maintaining a Work life balance is a continuous process that requires good time management. Don't let time control you. Learn to master it. Remember, the better working women manage their time, the better their life will be. There is no need to be superwoman. The working women target should be to complete all tasks in a timely manner without compromising health and well being. In sum we can say that the working women can manage her jobs in office and at home very successfully after following above tips related to Time Management.

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