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## Co-ordination and time management of working Women in the society

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### Abstract

Nowadays working women find themselves at crossroads with work and home and a multiple of things in between ranging from being a mother, an entrepreneur, or a leader. Adapting to a new routine has pushed them out of their comfort zones leading to higher stress levels. In simpler terms, women during work at home as well as in offices faces tougher challenges and are trying to be the best at both fronts. This may sound extremely difficult, yet it's actually happening. And they are executing both their job roles with utmost sincerity, dedication and zeal maintaining a perfect blend of work and life. So the challenges faced by working women are endless and arguably, she has more responsibilities to handle other than domestic chores.

**Keywords:** time management, working Women, an entrepreneur, or a leader

### Introduction

“A woman is like a tea bag- you never know how strong she is until she gets in hot water”<sup>[1]</sup>. With this quote we try to throw the light on the strength of a woman and how she rises to the occasion gallantly when faced with a tough and challenging situation both at work place and home. Nowadays, worldwide working women are bombarded with domestic responsibilities. Every working woman will agree that there simply isn't enough time in the day to get everything done. Even the most organized working woman can become stressed out when short on time. Time management can be a difficult skill to master. We only have two hands and a day has only 24 hours. Time is of the essence and rightly said: a little effort and smart time-management becomes the requisite key to unlock a challenging day. The power lies that how women could co-ordinate time management at home or in work place with ease.

### Research Methodology

The methodology of the research is descriptive and has been taken in the form of questionnaire by the help of social media viz. face-book, blog and twitter. It covers both primary and secondary data of around 176 working women of the society. The secondary data were extracted from books, journals, blogs and websites.

### Objectives of the Study

To study co-ordination and time management of working women in the society.  
To find out factors related to personal life expectation, personal satisfaction, work expectation, work satisfaction, work load and work-appreciation.

### Analysis of the Study

Time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency and productivity. It involves a juggling act of various demands upon a person relating to work, social life, family, hobbies, personal interests and commitments with the finiteness of time. Using time effectively gives the person “choice” on spending or managing activities at their own time and expediency. The major themes arising from the literature on time management include the following<sup>[2]</sup>.

- Creating an environment conducive to effectiveness(in terms of cost-benefit, quality of results, and time to complete tasks or projects)

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- Setting of priorities,
- The related process of reduction of time spent on non-priorities,
- Implementation of goals.

Co-ordination is the process which ensures smooth interplay of the functions of management. Common objectives are achieved without much wastage of time, efforts and money with the help of co-ordination. Important elements of co-ordination are<sup>[3]</sup>.

- **Balancing:** Efforts, jobs, and activities of all departments must be balanced.
- **Timing:** It involves scheduling of operations in a suitable order.
- **Integration:** Integration refers to the unification of all unrelated and diverse activities in such a manner as to accomplish the job efficiently.

### Interpretation

Here, it is find that since independence employment has been a positive effect for women and families and despite that women faces crisis in co-ordination and time management in family as well as in society. This paper here will examine the problems and try to resolve the issues of working women. There is work & family conflict that affects the co-ordination and time management of working women. It extends working hours. It affects the women family and especially the child and loved once dependents to whom the women could not shares required time. Resulting in stress in the epicenter of the family. Specifically, the lack of sensitive, responsive and consistent care from overworked mothers or substitutes providers can lead to decreased cognitive and social skills. And can promote attachment insecurity in children.

Research has determined that working women with rigid schedules report more family difficulties and they could not co-ordinate with the family and the society. It has also been determined that there is a relationship between the lack of job flexibility and depression. It is also observed that when the family responsibilities expand, mothers are more likely than fathers to change jobs, to work part time or exit the labor force for a spell because families cannot afford to lose father's wages. The result is often a decrease in mother's financial and occupational attainment.

### Suggestions of the Study

Women today are, trying to complete too many goals and tasks which leave us feeling exhausted and unfulfilled. When it comes to the office and home, one needs to figure out how to balance. Time management for the working woman is crucial. Here are a few useful tips on time management for workaholic women.

### Bridge between work & home

They chart a proper schedule and decide how many hours they have to spend at work and stay focused on achieving their work goals for the week or day. Work with full dedication, but know when to go home and give rest to yourself. It is essential that every working woman have to prioritize each work every day and co-ordinate and balance home and workplace tasks<sup>[4]</sup>.

### Wrap-up the night before

To all the busy mothers and women, every second in the morning is precious. In order to leave for office early, they need to pre-pack bags and purses; coordinate bathroom

schedules; plan and lay out clothes; evaluate the following day's schedule before going to bed. Pre arrange everything so that they are not caught up in the last moment decisions. This will have adequately manage their time which otherwise is wasted on infinite thoughts for coming to a single conclusion.

### Start the day early & fresh

They have to leave their office works aside when at home. They have to wake up early, and they will have ample time to balance their chores for the day and gives them more time to think through her thoughts. For a fresh start, an early morning walk for half an hour will gear them up for the rest of the day. It is amazing how much time they have on their hands if they wake up earlier than usual.

### Spouse-Involvement

Time has changed, these days' men and women both are working and therefore the duo should equally share the responsibilities of the home. Talk about this with their spouse and take out ways to manage household chores and children together.

### Adaptation

The situation changes at times, new opportunities can knock the door untimely. Women should be flexible and ready to accept any challenge at any time. They should be willing to change their schedule and prioritize it to accomplish something that is important.

### Complacency

Women always complain about their over-packed schedules and the lack of time for themselves. A significant aspect of their life is to dedicate some 'me-time'. Make time in their schedule for their social lives, meet up friends, and go out for shopping or a movie. In all this hustle, they forget to care for themselves. They plan to groom themselves with some home facial, pedicure, manicure or a spa when they look better, they automatically feel better about them and the world around them also seems fresh<sup>[5]</sup>.

### Conclusion

Therefore, it is find that during work at home as well as in offices co-ordination and time management among working women of the society faces the heat as have to deliver at both professional and personal front, while this may be challenging, prioritizing everyday chores and thoughtful time management can provide pleasurable experience as a household manager and a professional. As uncertain times like this tend to make an environment of gloom, despair and stress, a perfect blend of the work-life balance can help celebrate every aspect of life, from being a business leader to a mother.

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