



## Types Of Essays

### **Strategies Through Which Time Efficiency Can Be Increased**

Organizations that need to cement their place regarding competitive advantage need to put in place strategies that will make it possible for remaining efficient. Productivity and high levels of innovation are also important when analyzing organizational competitiveness (“Top 10 Ways to Improve Employee Efficiency,” 2016.). As time passes by, an individual will notice that more tasks are to be completed bearing in mind the available time and hence it will be important to devise methods that are efficient in the management of time. Organization of tasks will make it possible for completion of more activities on a daily basis. Work will be done in a better way, and there will be the reduction of stress in an organization. The paper, therefore, delves into an analysis of some of the strategies that can be used in the effective management of time.

The strategy has been seen as the most obvious despite that it faces resistance among those who need to delegate their tasks. The initial phase of an organization is characterized by the management having the need to be involved in every aspect that is being carried out. Management has an observation that this is the core strategy through which they can maintain the business processes and hence streamline business activities (“Top 10 Ways to Improve Employee Efficiency,” 2016.). It is, however, important to note that an organization needs to prioritize on quality as it is the core competency that makes business entities to out-compete others in the business world. There is the need; however, to note that by checking every detail of business instead of delegating, there is valuable time wasted that could have been used in meeting other aspects of the organization.

A productive workforce can only be attained in the process where there has been set a clear method through which communication can be done is set out.

Appropriate technologies need to be employed that will make it easy for the employees to communicate amongst themselves as well as give them the possibility to communicating with the management. Research findings, however, indicate that the use of emails has been seen as one of the methods through which employees have lost considerable tie when meeting their specific job duties. Organizations are therefore not supposed to over-rely on emails but instead they are supposed to make use of alternative methods of communication.

Behavior styles and skills that are possessed by an employee make it possible for the management to increase the degree of efficiency in an organization. A creative, extroverted, out-of-the-box thinker can be used as the core person who is to disseminate certain ideas to the clients. Such an individual is well endowed with the capability of disseminating ideas to a person in a unique manner and will equally be in a position to use minimum time possible (“Top 10 Ways to Improve Employee Efficiency,” 2016.). Persons that are incompetent in such situations or are faced with the deficiency in skills need to be used in areas that they can be termed as being appropriate.

An organization works well in situations where goals are well focused, and timelines for meeting such goals are also set. Time efficiency will, therefore, be met in situations where goals are uniquely tailored and aimed towards an end. Clearly defined and achievable goals are the fundamental motivators for employees who will work within a given time frame so that they can achieve the set goals (Applebee, 2007). Duties that are to be met by an individual need to be clear and they are also supposed to be narrow as broad goals are always associated with contradictions. The management needs to detail to employees what they exactly need from them, and the impact of the task to on organization also need to be stated.

A reason as to why employees need to be time efficient need to be given to them and this can only be attained through effective employee incentives. Employees that do work well need to be recognized and they will feel appreciated, and this only

boosts their morale towards meeting set6 timelines for future tasks (Applebee, 2007). Employees need to be encouraged on why it is important for them to meet timelines and this need o be stated as to why it is important in meeting organizational goals and objectives. Rewarding of employees need to be done by based on their individual needs and preferences.

It is evident that different methods can be used in increasing time efficiency. The above-stated methods are not unique to an organizational setting, but they can only be used on an individual basis. It is for example important to set personal goals that also have a timeline within which they can be achieved. Individuals need to avoid setting of broad goals although the setting of such goals needs to be based on personal abilities. The underlying requirement is that such goals need to be achievable both in the long-run and short-run. Communication is also important in increasing time efficiency.

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1. Applebee, K. (2007). Ten ways to improve time efficiency in general practice. Independent Nurse 2007(5).

2. Top 10 Ways to Improve Employee Efficiency. (2016.). Retrieved from <https://www.zenefits.com/blog/top-10-ways-to-improve-employee-efficiency/>