

## TIME MANAGEMENT FOR BANK MANAGERS

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### Introduction

One of the most vital and irreplaceable asset is time. For becoming effective, one should develop an approach of utilizing time effectively, economically, and efficiently. In the present scenario, the business managers need to handle-multifarious issues and work overtime.

Bank manager being the “King Pin” of transactions of a bank is to be acquaint with time management in order to be successful personally and makes the branch a performing one

### Time Management

Time management refers to principles and system that an individual uses for making conscious decisions about the activities that occupy his or her time. An effective bank manager reviews the work to be accomplished and prepares a list of activities. In a bank the manager’s task covers reading, writing, dictating. Listening communicating, attending meeting taking decisions, attending to visitors, peers and subordinates and soon.

The following steps may be useful for bank managers to make the time work for them and be successful in their jobs.

#### 1. Planning the Actives

The first and foremost thing the manager supposed to do is planning. Planning not only makes a programme sounder, but it also makes the programme execution easier. The manager decides what he wants is supervision and how increased effectiveness in influencing staff members will help him. Also he may define objectives and goals in detail.

#### 2. Budgeting the Time

The next important thing for the successful time management is budgeting the time. As time is one of the few possession of man that cannot be replaced how he spends it is a serious problem. A hard-boiled budgeting of time is necessary for the managers, if they are to be most successful. They need two time budgets, the first one for the bank and the second for himself. The bank’s time budget provides for face to face contacts, planning work and schedules of others, record and report writing service to employees and carrying out assignments requested by others. The personal time budget provide for family, friends, community, and personal time for himself, reading perhaps of improving himself. The way in which personal time spent affects the quality and quantity of the manager’s performance during the bank time.

### **3. Preparation of Daily Schedules**

The manager's daily schedules should be made up at the end of the previous day or at the very start of the work day. Daily schedules provide a genuine feeling of accomplishment when he is able to check back and cross-off items are completed. They also serve as guideposts to keep him from spending his time inconsequentially in useless details.

### **4. Delegating the Authority**

Delegation of authority helps of the manager to ease himself out of some less important work and focus his attention on important work. Delegation of authority helps The manager to extend his area of operations as without delegation the activity of the manager must necessarily be confined to what he himself can do.

### **5. Maturity and Control**

Besides planning the activities and budgeting the time to be successful the manage must show maturity in this approach and exercise control over the activitiows. Bank manager's actions and behaviours must be laced with maturity. One of the signs of maturity is control.

### **6. Watching Own Performance**

Besides monitoring and controlling the performance of others, iti s improve for the managers to be watchful to their own performance. There are two phases of performance;how much and how well. So the manager should study his job and its problems, his handling of his job n order to spot strong and weak points in the performance area. This approach calls for performance standards in those matters that make up his daily schedules.

### **7. Working with One's Own Personality**

It is impreative for bank managers to spare some time and effort to enhance their personality. A manager's personality is anything of his or anythng about him that makes an impression on employees. His personal --- appearance, carriage, handshake, smile, speech, mannerisms are obviuslay features of his personality. Then in another groupng are his attitudes and emotinos, his thoughts and his acts, his principles and his philosopy, his mind and his knowledge - all parts of the personality as a whole which find expressino and make an imprint on others.

### **8. Guarding Health**

The bank managers shouldearmark some time for the upkeep oftheir health. One should remember that personality, personal relations, regularity at work and quality of work are all affected by one's health. Managers must be healthy mentally.

### **9. Being an Effective Communication**

The communication skill of the bank managers will make them effective in time management. The manager should work at perfecting a pleasant voice, one with quality sound. One that is not harsh, grating or disagreeable sounding. As a first step in the

direction of cultivating a pleasant voice, he must learn to control its volume and its pitch. He must make certain that he uses tone and inflection to make his delivery more readily received and effective.

#### **10. Being Mentally Alert**

Managers who are alert and agile are successful in time management. They are able to seize the matters in no time and take timely actions. Mental laziness is a disease affecting managers in varying degrees. To overcome this ailment some managers have to force themselves to think. To be on their toes, to keep their minds active.

#### **11. Staying Informed**

Bank manager may spare some of his time for reading journals and magazines relating to banking. The successful manager never stops learning. He is always willing to study, recognizing that he has to keep learning in order to keep with change and in order to continue growing. The manager must know enough about current events of a general nature to talk intelligently about them.

#### **12. Team Management**

The manager should never mind to spare some time for team building. We are aware that the need of the hour is to make a transition from traditionally managed bank to a self-managed team. In order to accomplish this goal, the concerned people are required to perform the task together. In fact, everyday has got certain crisis-oriented situations. And dealing with sensitive issues is one of the prime works. The problems are required to be handled properly. Therefore, the manager has to use wisely, each member's talent, experience, knowledge, common sense. To foster this phenomenon, the teamwork is required to be encouraged.

#### **13. Cost-Effectiveness and Quality Service**

The manager must also spare time to plan and execute cost effective and quality services. We are aware that with the fastest communication techniques, the world is shrinking in size. The competition is becoming sharper. To achieve competitiveness, a timely qualitative approach and attitude is needed. Effectiveness of cost can be achieved both by cost control technique and also cost reduction technique. If we want to outshine in the market, which is a consumer's market in the true sense, our persistent endeavor to maintain constant and consistently improving quality of service, dependability on timely delivery, errorfree paperwork, reliability of quality and services reasonability of prices has got tremendous importance.

#### **Conclusion**

The bank managers who are in the centre stage of banking operations may focus on the criteria time discussed above and be successful in tackling the ticklish issue of managing time and thereby become an effective manager. Though it is difficult to keep all

the criteria in an ideal proportion, it is possible for the managers who have the knack of time management and penchant for success.

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