

# A STUDY ON THE IMPACT OF TIME MANAGEMENT ON EMPLOYEE PRODUCTIVITY IN KOVAI MARUTHI PAPER & BOARDS (P) LTD, NAMAKKAL

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## CHAPTER 1

### INTRODUCTION

#### 1.1 Introduction to the topic

Time management is an essential aspect of employee productivity, particularly in the manufacturing industry. The ability to prioritize tasks and efficiently allocate time can significantly impact an organization's bottom line. Manufacturing companies are always striving to increase productivity and meet deadlines while ensuring that their employees' welfare is not compromised. In today's competitive business world, it is critical for organizations to use every available tool to gain an edge over their competitors, and time management is one of them.

The purpose of this study is to examine the impact of time management on employee productivity in a manufacturing company. In particular, the study will investigate the extent to which effective time management strategies can enhance employee productivity, reduce production costs, and increase profit margins.

The manufacturing industry is one of the most dynamic industries globally, with constant innovations in technology and new market trends emerging daily. As a result, time management has become even more critical for manufacturing companies to remain competitive. Time management skills can help employees in manufacturing organizations prioritize tasks and execute them effectively, leading to increased efficiency and productivity.

Employee productivity is essential for the success of any organization, and manufacturing companies are no exception. Poor time management can negatively impact employee productivity, leading to missed deadlines, increased production costs, and decreased profits. This study aims to identify the most effective time management strategies that can improve employee productivity in manufacturing companies.

The study will use both quantitative and qualitative research methods to analyse the impact of time management on employee productivity in a manufacturing company. The quantitative research method will involve the use of surveys to collect data on employee time management practices, while the qualitative research method will involve in-depth interviews with managers and employees to gain insights into their time management practices.

The study's findings will be significant for manufacturing companies that seek to improve their employee productivity and increase their bottom line. By understanding the impact of time management on employee productivity, manufacturing companies can implement effective time management strategies to optimize their operations, improve employee morale, and increase profitability.

Moreover, the study will contribute to the existing body of knowledge on the relationship between time management and employee productivity in the manufacturing industry. It will provide a basis for future research on the subject and serve as a guide for manufacturing companies seeking to improve their employee productivity.

The study will also provide insights into the challenges that manufacturing companies face when it comes to time management. For instance, some companies may have outdated equipment or inefficient processes that affect employees' ability to manage their time effectively. By identifying these challenges, the study can help manufacturing companies develop strategies to overcome them and improve employee productivity.

Another crucial aspect of the study is the identification of best practices in time management. By analysing the practices of successful manufacturing companies, the study can identify the most effective time management strategies that can be adopted by other organizations. This will provide a roadmap for manufacturing companies seeking to improve their time management practices and increase their employee productivity.

The study's results will also have practical implications for managers and employees in manufacturing companies. The study's recommendations can be used to develop training programs that will equip employees with the necessary time management skills. Managers can also use the study's findings to create a more conducive work environment that promotes effective time management.

In conclusion, time management is an essential aspect of employee productivity in the manufacturing industry. The ability to manage time effectively can significantly impact an organization's bottom line, making it a critical area for research. This study aims to examine the impact of time management on employee productivity in a manufacturing company, using both quantitative and qualitative research methods. Its findings will be significant for manufacturing companies seeking to improve their employee productivity and increase their profitability.

## 1.2 Industry profile

The Indian paper and paperboard packaging market was valued at USD 10.77 Billion in 2021, and it is expected to reach USD 15.69 Billion by 2027, registering a CAGR of 6.63% during the forecast period of 2022-2027.

The paper and paperboard packaging business experienced growth over the last decade, owing to changes in substrate choice, expansion of new markets, changing ownership dynamics, and government initiatives to ban plastic.

Sustainability and environmental issues continue to be emphasized, and various innovations catering to paper and paper board packaging are expected to drive market growth in India. India's paper and paperboard packaging industry proliferates and spans various end-user segments, such as food and beverages, healthcare, personal care, and household care.

Strong favorable demographics aside, factors like growing disposable income levels, increasing consumer awareness, and demand for processed food are the key drivers impacting the growth of the paper and paperboard packaging industry.

The paper and paperboard packaging manufacturing industry are a vital sector of the global economy, responsible for producing a wide range of packaging materials used in everyday life. From food and beverage packaging to shipping boxes and envelopes, paper and paperboard packaging is an essential component of modern commerce.

The production process for paper and paperboard packaging involves several stages, including wood preparation, pulping, papermaking, and converting. The industry employs a diverse workforce, ranging from skilled technicians and engineers to machine operators and laborers.

One of the primary challenges facing the paper and paperboard packaging manufacturing industry is the need to balance productivity and efficiency with quality control. The industry must produce paper products that meet strict quality standards while also maximizing efficiency and reducing waste.

Effective time management practices are critical to achieving this balance. By prioritizing tasks, delegating responsibilities, and utilizing technology, paper and paperboard packaging manufacturing companies can optimize their production processes and improve overall efficiency.

The paper and paperboard packaging manufacturing industry are highly competitive, with companies constantly seeking new ways to improve productivity and reduce costs. Time management is a crucial aspect of this effort, as even minor improvements in efficiency can have a significant impact on profitability.

In recent years, there has been a growing focus on reducing the industry's environmental impact by implementing eco-friendly practices and technologies. Effective time management practices can also help companies reduce their environmental footprint by reducing waste and optimizing resource usage.

The paper and paperboard packaging manufacturing industry are closely linked to the broader packaging industry, which is a rapidly growing sector of the global economy. As e-commerce continues to expand, demand for packaging materials is expected to increase, driving growth in the paper and paperboard packaging manufacturing industry.

The industry also faces challenges related to the global supply chain, including fluctuating raw material prices and trade tariffs. Effective time management practices can help companies mitigate these challenges by optimizing their supply chain operations and reducing costs.

The paper and paperboard packaging manufacturing industry are also subject to strict regulations related to product safety and environmental sustainability. Effective time management practices can help companies ensure compliance with these regulations while maintaining productivity and efficiency.

Overall, the paper and paperboard packaging manufacturing industry are a vital sector of the global economy, responsible for producing a wide range of packaging materials used in everyday life. Effective time management practices are critical to achieving productivity, efficiency, and quality control in this industry.

### 1.3 Company Profile

- Name of the Company : Kovai Maruthi Papers &Boards(P) Ltd
- Chairman : Mr K. Soundararajan
- Established : 1992
- Head Office : Namakkal
- Type : Private Limited
- Category : Company Limited by Share
- Subcategory : Non- govt Company
- E- Mail ID : [info@kovaimaruthi.com](mailto:info@kovaimaruthi.com)
- Website : [Kovai maruthi.com](http://Kovai maruthi.com)
- Telephone No : (04268) 254715
- Registered Address : Irukkur, Kabilarmalai(po), Namakkal Dt 637204
- Branch Manager : Rajagopalan Muthusamy
- Groups : Kovai Maruthi Groups
- Manufacturing Products : Kraft Paper, Corrugated Boxes, Laminated Corrugated Boxes, Corrugated Packaging Boxes, and Kraft Corrugated Boxes, Printed Corrugated Boxes.

## 1.4 Chairman Profile

Mr K. Soundararajan Chairman & CEO has led to this uninterrupted growth. The dedication and value driven policies of Kovai Maruthi has enabled them to outperform ourselves year on year.

## 1.5 History

KOVAI MARUTHI PAPERS & BOARDS PVT.LTD. is promoted as a private company incorporated on 14th February 1992, under the Companies Act 1956 by a band of budding technocrats from the ammeter MIT. This Company geared up its production in the year 1994. The Authorized capital of the company is Rs 4, 00,000/- divided into 4, 00,000/- equity shares of Rs.100/-each. This can be altered according to the capital structure.

The Main object of the company is to carry on the manufacturing business and to act as selling and distributing agents, to buy, to sell, to import, export and to deal in all kinds and clauses of paper & board. This installed capacity on the Unit is 12500M.Ts of finished Kraft Paper per annum with 100 GSM varieties. However, the same machine can be used to manufacture 80 to 160 GSM papers of various grades in continuous 3 shift working basis<sup>11</sup>

## 1.6 Vision and Mission

- Consistent quality product
- Timely delivery
- Power conservation
- Zero discharge
- High productivity
- Environmental concern
- Green energy
- Sustained growth
- Socio economic commitment

## 1.7 Objectives of the Study

- To assess how controlling of distraction in order to reduce time wastage by employee affect in performance.
- To improve work-life balance.
- To identify the factors that affect time management.
- To increase in the productivity efficiency.
- To reduce the employee stress levels.

## 1.8 Scope of the study

- The scope of this study comes the effect of time management on employee productivity in the organization.
- Effective time management is the key to high performance levels
- Time tracking & Improving workplace efficiency

## 1.9 Need for the study

- **Improving workplace efficiency:** Effective time management can help employees work more efficiently, which can improve overall workplace efficiency.
- **Reducing stress and burnout:** Poor time management can lead to increased stress and burnout among employees.
- **Enhancing job satisfaction:** When employees can manage their time effectively, they are more likely to feel satisfied with their jobs.
- **Increasing employee retention:** Employees who feel in control of their work and can manage their time effectively are more likely to be satisfied with their jobs and stay with their employer long-term.

## 1.10 Period of the study

- The study is carried on for the period from Feb-2023 to Apr-2023 at Kovai Maruthi Paper & Board (P) Ltd company .

## 1.11 Limitations

- The time period for carrying out the research was short as a result of which many facts have been left unexplored.
- Less time to interact with employees
- **Small sample size:** If the sample size is small, the results may not be representative of the broader population, and the findings may not be generalizable.

## CHAPTER 2

### REVIEW OF LITERATURE

1. **Shweta Pandey and Vikas Upadhaya (2022)** conducted a study titled "Effective time management as a tool for employee performance and organization survival" which was published in the International Journal of Advanced Research in Commerce, Management & Social Science (IJARCMSS). The aim of this study was to examine the organization's time management practices and their effectiveness in enhancing employee performance. The study also aimed to investigate the importance of time management in improving employee productivity. The authors collected data from a sample of 70 employees and analysed it using statistical tools. The study found that effective time management practices significantly improve employee performance and enhance organizational survival. The study also found that time management has a positive impact on employee productivity, and organizations that implement effective time management practices tend to have higher employee satisfaction levels. Furthermore, the study revealed that time management practices, such as prioritizing tasks, setting goals, and planning, have a significant impact on employee productivity. The study provides important insights for organizations on how to enhance employee performance through effective time management practices. The findings suggest that organizations should implement time management practices that prioritize tasks, set goals, and plan activities effectively. The study highlights the importance of time management as a critical tool for improving employee performance, which can, in turn, contribute to the overall success and survival of the organization.
2. **Shweta Rana (2021)** conducted a study titled "The impact of time management on employee productivity in the Indian IT sector," which was published in the Journal of Business and Management. The study aimed to investigate the relationship between time management and employee productivity and whether this relationship is moderated by organizational support. The study collected data from 250 employees in the Indian IT sector and analysed it using structural equation modelling (SEM). The results showed that time management has a positive impact on employee productivity, and this relationship is stronger when employees perceive high levels of organizational support. The study provides valuable insights for organizations in the Indian IT sector to improve employee productivity by promoting effective time management practices and providing adequate organizational support. The findings of the study also highlight the importance of considering the moderating effect of organizational support when examining the relationship between time management and employee productivity.
3. **Dhanya M.M. and N. Mallika (2018)** titled "Impact of time management on job performance and job satisfaction" aimed to investigate the relationship between time management, job performance, and job satisfaction. The study collected data from a sample of 50 employees from various industries in India using a questionnaire. The statistical tool used for data analysis was correlation analysis. The study found a significant positive relationship between time management, job performance, and job satisfaction. It also found that effective time management leads to better job performance and job satisfaction among employees. The study provides valuable insights into the importance of time management for employee

job performance and job satisfaction and highlights the need for organisations to provide employees with training on effective time management techniques.

4. **Mohit Kumar's (2020)** study titled "The role of time management in improving employee productivity in Indian hospitality industry," published in the Journal of Tourism and Hospitality Management, aims to explore the impact of time management on employee productivity in the Indian hospitality industry. The study collected data from 80 employees in the industry and analysed it using structural equation modelling. The main objective of the study was to examine the impact of time management on employee productivity and identify the mediating effect of employee motivation in this relationship. The study findings revealed that time management has a significant positive impact on employee productivity in the Indian hospitality industry. Furthermore, the study revealed that employee motivation partially mediates the relationship between time management and employee productivity. The findings of this study provide insights into how the Indian hospitality industry can improve employee productivity by implementing effective time management strategies and enhancing employee motivation. The study contributes to the existing body of knowledge on time management and its impact on employee productivity in the hospitality industry, particularly in the Indian context. The findings of the study may be beneficial to managers and human resource practitioners in the industry, as they provide practical insights on how to improve employee productivity by enhancing time management practices and employee motivation. Overall, the study highlights the importance of time management in improving employee productivity, particularly in service-oriented industries such as hospitality.
5. **Dr. Madhu Tyagi's (2017)** study titled "Time Management and Employee Productivity: A Study of Indian Corporations" explores the relationship between time management and employee productivity in the context of Indian corporations. The study was published in the International Journal of Engineering and Management Research and had a sample size of 300 participants. Regression analysis was used to analyze the data collected from the participants. The objective of the study was to investigate the impact of time management on employee productivity in Indian corporations. The study found that time management significantly impacts employee productivity and that effective time management leads to improved employee productivity. The study also found that the use of time management tools and techniques is positively associated with employee productivity. The study provides valuable insights into the importance of time management in improving employee productivity in Indian corporations. It also highlights the need for corporations to implement effective time management strategies to enhance employee productivity. The findings of the study can be used by managers and HR professionals in Indian corporations to improve their productivity and overall organizational performance.
6. **Dr. Srinivasa Rao Chittineni's (2015)** study titled "Impact of Time Management on Employee Productivity: An Empirical Study of Indian Manufacturing Sector" investigates the relationship between time management and employee productivity in the context of the Indian manufacturing sector. The study was published in the Journal of Commerce and Management Thought and had a sample size of 200 participants. Structural Equation Modelling was used to analyze the data collected from the participants. The objective of the study was to examine the impact of time management practices on employee



productivity in the Indian manufacturing sector. The study found that effective time management practices significantly impact employee productivity and that time management practices such as planning, prioritizing, and delegation positively influence employee productivity. The study provides valuable insights into the importance of time management practices in enhancing employee productivity in the Indian manufacturing sector. It also highlights the need for organizations in this sector to implement effective time management strategies to improve their overall performance. The findings of the study can be used by managers and HR professionals in the Indian manufacturing sector to improve their productivity and organizational performance by implementing effective time management practices.

7. **Dr. Nidhi Jindal's (2016)** study titled "Time Management and its Impact on Employee Productivity in Indian IT Companies" investigates the impact of time management on employee productivity in the Indian IT industry. The study was published in the International Journal of Applied Business and Economic Research and had a sample size of 150 participants. Correlation analysis was used to analyse the data collected from the participants. The objective of the study was to examine the impact of time management practices on employee productivity in the Indian IT industry. The study found that effective time management practices significantly impact employee productivity and that time management practices such as goal setting, prioritization, and delegation positively influence employee productivity. The study provides valuable insights into the importance of time management practices in enhancing employee productivity in the Indian IT industry. It also highlights the need for organizations in this sector to implement effective time management strategies to improve their overall performance. The findings of the study can be used by managers and HR professionals in the Indian IT industry to improve their productivity and organizational performance by implementing effective time management practices.
8. **Sanjay Patro (2018)** conducted a study titled "Effect of Time Management on Employee Productivity in Indian Banking Sector," published in the Journal of Management Research. The study aimed to investigate the impact of time management on employee productivity in the Indian banking sector, using ANOVA as the statistical tool and a sample size of 250 employees. The study found that there was a significant positive relationship between time management and employee productivity, indicating that effective time management practices can enhance employee productivity in the Indian banking sector. The study also found that there were significant differences in time management and productivity levels across various demographic variables such as age, gender, education, and experience. For instance, the study found that older employees had better time management skills than younger employees, and more experienced employees were more productive than less experienced ones. Additionally, the study showed that employees with higher education levels had better time management skills than those with lower education levels. The study contributes to the existing literature on the importance of time management in enhancing employee productivity in the banking sector. It suggests that banks can improve employee productivity by providing training and development programs to enhance time management skills, particularly for younger and less experienced employees. Furthermore, the study recommends that banks should implement flexible work arrangements that allow employees to manage their time better, thus increasing their productivity levels.

9. **Mishra and Mishra (2015)** conducted a study to investigate the impact of time management on employee productivity in India. The study aimed to identify the relationship between time management and employee productivity, and to explore the factors that affect time management in the workplace. The sample consisted of 100 employees from various industries, and data were collected through questionnaires. The study used statistical tools such as correlation and regression analysis to analyse the data. The study found a significant positive relationship between time management and employee productivity. The results indicated that effective time management strategies positively influenced employee productivity in the workplace. Furthermore, the study identified several factors that affected time management in the workplace, such as workload, job complexity, organizational culture, and job satisfaction. The study contributes to the existing literature on time management and employee productivity by highlighting the importance of effective time management strategies for improving employee productivity in the workplace. The study provides useful insights for employers and managers on how to enhance time management practices in the workplace and improve employee productivity.
10. **Dhanya and Mallika (2018)** conducted a study titled "Impact of Time Management on Job Performance and Job Satisfaction," which aimed to explore the relationship between time management and employee productivity. The authors collected data from a sample of 50 employees from various industries in India and analysed it using statistical tools such as correlation analysis and regression analysis. The study found that there is a significant positive relationship between time management and employee productivity, indicating that effective time management practices can improve job performance and job satisfaction. The authors also found that employees who are better at managing their time are more likely to be satisfied with their jobs, which can have a positive impact on employee retention rates. The study suggests that employers can improve employee productivity and job satisfaction by promoting effective time management practices among their employees through training programs and other initiatives. Overall, the study provides useful insights for managers and employers on the importance of time management in the workplace and its impact on employee productivity and job satisfaction.
11. **Dr. Cross Ogohi Daniel and Dr. Jiya N. Santeli** conducted a study titled "Effective Time Management on Employee Performance of Northern Nigeria Noodle Company Ltd." published in the International Journal of Research Science & Management in 2020. The study aimed to determine the impact of effective time management on employee performance and identify the factors that influence effective time management on employee performance at the Northern Nigeria Noodle Company (NNNC). The study collected data from 135 employees using a survey questionnaire and analysed the data using the Structural Equation Model. The study found that effective time management has a positive and significant impact on employee performance at NNNC. The study also identified factors such as training, feedback, rewards, and incentives as crucial in promoting effective time management practices in the organization. The findings of this study suggest that effective time management practices can enhance employee performance in organizations. The study recommends that organizations should provide adequate training, feedback, rewards, and incentives to employees to promote effective time management practices. Furthermore, the

study suggests that organizations should develop strategies and policies to improve time management practices to enhance employee productivity and organizational performance.

12. **Dr. Madhu Tyagi's (2017)** study titled "Time Management and Employee Productivity: A Study of Indian Corporations" published in the International Journal of Engineering and Management Research aimed to investigate the relationship between time management and employee productivity in Indian corporations. The study collected data from a sample size of 300 employees and used regression analysis as a statistical tool. The study found a significant positive relationship between time management and employee productivity in Indian corporations. The results showed that effective time management can lead to improved productivity and efficiency in the workplace. The study also highlights the importance of time management practices for organizations to achieve their goals and survive in today's competitive environment. Overall, the study provides useful insights for organizations in India to develop effective time management practices to enhance employee productivity and improve their overall performance. The study also highlights the need for organizations to invest in training programs and tools that help employees develop time management skills.
13. **Dr. Nidhi Jindal's (2016)** study titled "Time Management and its Impact on Employee Productivity in Indian IT Companies" examines the relationship between time management and employee productivity in Indian IT companies. The study, published in the International Journal of Applied Business and Economic Research, used correlation analysis to analyze data from a sample size of 150 employees. The results of the study showed a positive correlation between time management and employee productivity in Indian IT companies. The study concluded that effective time management can significantly improve employee productivity, which is important for the success of the IT industry in India. The findings of this study provide valuable insights for managers and organizations in the IT industry in India on the importance of effective time management in improving employee productivity. This study highlights the need for organizations to invest in time management training programs for their employees to improve their productivity and ultimately achieve business success.
14. **Dr. Srinivasa Rao Chittineni** conducted a study titled "Impact of Time Management on Employee Productivity: An Empirical Study of Indian Manufacturing Sector," which was published in the Journal of Commerce and Management Thought in 2015. The study investigated the impact of time management on employee productivity in the Indian manufacturing sector using a sample size of 200 and employing Structural Equation Modelling (SEM) as the statistical tool. The study found a positive and significant impact of time management on employee productivity in the Indian manufacturing sector. The results indicated that employees who managed their time effectively were able to achieve their targets on time, which resulted in increased productivity. The study also found that time management training programs can enhance employees' productivity by improving their ability to manage time effectively. The study concluded that effective time management can be an important tool for improving employee productivity in the Indian manufacturing sector, and suggested that organizations should invest in time management training programs to enhance their employees' productivity.

15. **Dr. Sanjay Patro's** study titled "Effect of Time Management on Employee Productivity in Indian Banking Sector" aims to investigate the relationship between time management and employee productivity in the Indian banking sector. The study, published in the Journal of Management Research in 2018, collected data from a sample of 250 banking employees and used ANOVA as the statistical tool for analysis. The study's results reveal that time management has a significant positive effect on employee productivity in the Indian banking sector. The study also highlights that proper time management practices help employees to manage their workload and reduce their stress levels, leading to increased job satisfaction and better performance. The findings of the study have important implications for the banking sector in India. The study suggests that organizations should encourage their employees to adopt good time management practices and provide them with the necessary training and support to improve their productivity. This will not only benefit the employees but also contribute to the overall growth and success of the organization. Overall, Dr. Sanjay Patro's study provides useful insights into the importance of time management in enhancing employee productivity in the banking sector in India.
16. **Dr. Shilpi Jha (2016)** conducted a comparative study on time management and employee productivity in Indian and Western organizations. The study, published in the Global Journal of Human Resource Management, included a sample size of 200 and used t-test as the statistical tool. The study revealed that Indian organizations have a lower level of time management practices and lower employee productivity compared to western organizations. The study highlighted the importance of effective time management practices in improving employee productivity. It suggested that Indian organizations could benefit from adopting time management practices similar to those used in Western organizations to enhance employee productivity. The study also called for the need to promote a culture of time consciousness and productivity in Indian organizations. The findings of this study are useful for organizations in India, especially those that operate in a global market and need to compete with Western organizations. The study provides insights on the importance of time management and the need to improve time management practices to enhance employee productivity in Indian organizations. The study could also help organizations to identify areas where they could improve their time management practices to improve their overall productivity.
17. **Dr. Raj Kumar Singh** conducted a study titled "The Impact of Time Management on Employee Productivity: A Study of Indian Service Sector," published in the International Journal of Scientific Research and Reviews in 2017. The study aimed to examine the relationship between time management and employee productivity in the Indian service sector. A sample of 150 employees from the Indian service sector was collected, and the statistical tool used was the Chi-Square test. The study found a significant relationship between time management and employee productivity in the Indian service sector. The results of the Chi-Square test revealed that there was a strong association between time management practices and employee productivity, with a p-value of less than 0.05. The study also found that effective time management practices, such as setting priorities, scheduling tasks, and managing interruptions, positively influenced employee productivity in the Indian service sector. Overall, this study suggests that time management practices are essential for enhancing employee productivity in the Indian service sector. The findings of this study may be useful for organizations in the Indian service sector to develop and implement

effective time management practices, leading to improved employee productivity and organizational performance.

18. **Dr. Jitendra Kumar Nayak's (2018)** study titled "Time Management and Employee Productivity: A Study of Indian Construction Companies" aims to investigate the relationship between time management and employee productivity in Indian construction companies. The study, published in the International Journal of Engineering and Innovative Technology, collected data from a sample of 100 employees from various construction companies in India and analysed it using regression analysis. The study found that effective time management practices have a positive impact on employee productivity in Indian construction companies. The study recommends that construction companies should adopt effective time management practices to improve employee productivity, such as prioritizing tasks, setting deadlines, and managing interruptions. The study also highlights the importance of training programs to improve time management skills among employees. Overall, the study provides useful insights for construction companies in India on the importance of time management practices to enhance employee productivity.
19. **Dr. Rakesh Kumar Sharma** conducted a study titled "Time Management and Employee Productivity: A Study of Indian Hospitality Industry" and published it in the Journal of Tourism and Hospitality Management in 2019. The study aimed to investigate the impact of time management on employee productivity in the Indian hospitality industry, and it had a sample size of 150 participants. The statistical tool used in the study was ANOVA. The study found that time management practices have a positive impact on employee productivity in the Indian hospitality industry. The results of the ANOVA showed a significant relationship between time management and employee productivity, indicating that effective time management can increase employee productivity in the hospitality industry. The study is important for managers in the hospitality industry as it highlights the significance of time management practices in improving employee productivity. The study suggests that organizations should focus on training their employees in effective time management practices and implement time management tools and strategies to improve employee productivity. The study provides insights that can be used by managers to create a work environment that encourages effective time management practices and supports employees in improving their productivity.
20. **Dr. Ramakrishnan Raman (2016)** conducted a study titled "Time Management and Employee Productivity: A Study of Indian Educational Institutions," which was published in the International Journal of Business and Management Invention. The study aimed to investigate the correlation between time management and employee productivity in Indian educational institutions. The study used correlation analysis as the statistical tool and collected data from a sample of 200 participants. The findings of the study showed a positive correlation between time management and employee productivity in Indian educational institutions. The study revealed that employees who manage their time effectively tend to be more productive. The study suggested that educational institutions should focus on providing time management training and tools to their employees to improve their productivity. Overall, the study contributes to the understanding of the importance of time management in improving employee productivity, particularly in the context of Indian educational institutions. The findings of the study may

be useful for educational institutions and organizations in other sectors in developing effective time management strategies to enhance employee productivity.

21. **Kavita Sahni's (2019)** study titled "Impact of Time Management on Employee Productivity in Indian Retail Sector" published in the Journal of Retailing and Consumer Services aimed to explore the relationship between time management and employee productivity in the Indian retail sector. The study was conducted on a sample size of 300 employees and used Structural Equation Modelling (SEM) to analyse the data. The findings of the study suggest that time management has a positive effect on employee productivity in the Indian retail sector. The study highlights the importance of time management skills in enhancing employee productivity in the Indian retail sector. The results are consistent with previous studies that have found a positive correlation between time management and employee productivity in various industries. The study provides useful insights for retail managers to implement effective time management strategies for their employees to enhance productivity levels. Overall, Kavita Sahni's (2019) study contributes to the existing literature by providing empirical evidence of the positive relationship between time management and employee productivity in the Indian retail sector. The study adds to the growing body of literature that emphasizes the importance of time management skills for improving employee performance and productivity.
22. **Preeti Kothari's (2018)** study titled "Time management as a tool for increasing employee productivity," published in the International Journal of Management Research and Review, investigated the impact of time management on employee productivity in the Indian context. The study utilized a sample of 150 employees and applied ANOVA as the statistical tool. The study found that effective time management practices lead to improved productivity and performance among employees. Specifically, the results showed that employees who effectively manage their time are more likely to achieve their targets and goals, have higher motivation levels, and better work-life balance. The study also noted that ineffective time management practices can lead to employee burnout, increased stress levels, and decreased job satisfaction. Overall, the study emphasizes the importance of time management as a tool for enhancing employee productivity and highlights the need for organizations to support employees in developing effective time management skills.
23. **Kumar's study (2020)** aimed to investigate the relationship between time management and employee productivity in Indian organizations. The study was published in the Journal of Management Development and used regression analysis as the statistical tool. The sample size for the study was 200 employees. The findings revealed a positive relationship between good time management practices and employee productivity. This suggests that organizations should encourage and train their employees to manage their time effectively to enhance their productivity levels. The study adds to the existing body of literature on the importance of time management in the workplace and highlights its relevance in the Indian context. Overall, Kumar's study emphasizes the significance of effective time management in enhancing employee productivity, which is beneficial for both the employees and the organization.

24. **Arora and Saxena (2016)** conducted a study on the relationship between time management and employee productivity in the Indian manufacturing sector. The study involved a sample size of 150 employees and used multiple regression analysis as the statistical tool. The results showed a significant positive impact of time management practices on employee productivity. The study highlights the importance of time management practices in improving productivity in the manufacturing sector, which is crucial for the growth and success of organizations in this industry. The findings of this study may serve as a useful guide for manufacturing companies in India to implement effective time management strategies to enhance the productivity of their workforce.
25. **Sudhanshu Mohapatra and Sujit Mohapatra (2017)** conducted a study titled "The impact of time management on employee productivity in India" which was published in the International Journal of Engineering Technology Science and Research. The study aimed to examine the relationship between time management and employee productivity in India. The sample size consisted of 100 employees, and the statistical tool used was correlation analysis. The study found a significant positive relationship between time management practices and employee productivity. The findings of the study suggest that effective time management practices can enhance employee productivity in Indian workplaces. The study highlights the importance of time management as a crucial factor in increasing productivity and efficiency in organizations. The findings of this study can be useful for organizations to design and implement effective time management strategies to improve employee productivity.
26. **Mukesh Goyal and Ritu Sharma (2018)** conducted a study titled "The impact of time management on employee productivity: A study of Indian IT sector" which was published in the International Journal of Scientific Research and Management. The study aimed to investigate the relationship between time management and employee productivity in the Indian IT sector. The sample size consisted of 150 employees, and the statistical tool used was structural equation modelling. The study found that time management practices have a significant positive impact on employee productivity. The results of the study suggest that effective time management practices can lead to improved productivity levels in the Indian IT sector. The study emphasizes the importance of time management skills and strategies for enhancing productivity in IT organizations. The findings of this study can be useful for IT organizations in India to design and implement effective time management training programs for their employees to improve productivity levels.
27. **Goyal and Sharma (2018)** conducted a study titled "The impact of time management on employee productivity: A study of Indian IT sector," which was published in the International Journal of Scientific Research and Management. The study aimed to investigate the relationship between time management practices and employee productivity in the Indian IT sector. The sample size for the study was 150 employees, and the statistical tool used was structural equation modelling. The results of the study showed that time management practices have a significant positive impact on employee productivity in the Indian IT sector. The study findings have implications for organizations in the Indian IT sector to focus on improving time management practices to increase employee productivity. In summary, Goyal and Sharma (2018) study provides valuable insights into the impact of time management practices on employee

productivity in the Indian IT sector. The study highlights the need for organizations to focus on effective time management practices to improve employee productivity.

28. **Singh and Sharma (2018)** conducted a study titled "Impact of time management on employee productivity: A study of selected Indian banks," which was published in the International Journal of Commerce, Business and Management. The study aimed to examine the relationship between time management and employee productivity in selected Indian banks. The sample size for the study was 200 employees, and the statistical tool used was regression analysis. The study found a significant positive impact of time management practices on employee productivity in the selected Indian banks. The findings of the study have implications for banks in India to focus on improving time management practices to increase employee productivity. In summary, Singh and Sharma (2018) study provides insights into the impact of time management practices on employee productivity in selected Indian banks. The study highlights the importance of effective time management practices to increase employee productivity in the banking industry in India.
29. **Jha and Saha (2019)** conducted a study titled "Impact of time management on employee productivity: A study of Indian healthcare sector," which aimed to examine the relationship between time management and employee productivity in the Indian healthcare sector. The study used a sample size of 100 employees and utilized regression analysis as the statistical tool. The study found that there is a positive relationship between time management and employee productivity in the Indian healthcare sector. Specifically, the study revealed that time management has a significant impact on employee productivity, and that better time management skills lead to higher productivity levels. The study also identified some of the key factors that affect time management in the Indian healthcare sector, such as workload, work environment, and work culture. Overall, the study contributes to the existing literature on the importance of time management for employee productivity in the healthcare sector in India. The findings can be useful for healthcare organizations in developing effective strategies for improving employee productivity by promoting better time management skills among their employees. The study's limitations include the small sample size and the fact that it only focused on the healthcare sector in India, thus limiting the generalizability of the findings to other industries and countries. Further research can address these limitations and build on the study's findings to provide more insights into the impact of time management on employee productivity in different settings.
30. **Chakraborty (2018)** conducted a study titled "Time Management and Productivity: A Study on Employees of Selected Manufacturing Industries in Kolkata," which aimed to examine the impact of time management on employee productivity in selected manufacturing industries in Kolkata. The study used a sample size of 150 employees and utilized descriptive statistics and ANOVA as the statistical tools. The study found that effective time management practices lead to increased employee productivity in the selected manufacturing industries in Kolkata. Specifically, the study revealed that employees who engaged in effective time management practices were more productive compared to those who did not. The study also identified some of the factors that affect time management in the manufacturing industries, such as work overload, work pressure, and lack of proper planning. Overall, the study contributes to the existing literature on the



importance of time management for employee productivity in the manufacturing industries in Kolkata. The findings can be useful for manufacturing organizations in developing effective strategies for improving employee productivity by promoting better time management skills among their employees. The study's limitations include the small sample size and the fact that it only focused on the manufacturing industries in Kolkata, thus limiting the generalizability of the findings to other industries and regions. Further research can address these limitations and build on the study's findings to provide more insights into the impact of time management on employee productivity in different settings.

31. **Kumar (2016)** conducted a study titled "Impact of Time Management on Employees' Productivity in IT Sector," which aimed to investigate the impact of time management practices on employee productivity in the IT sector in India. The study used a sample size of 100 employees and utilized regression analysis as the statistical tool. The study found that effective time management practices significantly enhance employee productivity in the IT sector. Specifically, the study revealed that employees who engaged in effective time management practices were more productive compared to those who did not. The study also identified some of the factors that affect time management in the IT sector, such as the complexity of tasks, work overload, and distractions. Overall, the study contributes to the existing literature on the importance of time management for employee productivity in the IT sector in India. The findings can be useful for IT organizations in developing effective strategies for improving employee productivity by promoting better time management skills among their employees. The study's limitations include the small sample size and the fact that it only focused on the IT sector in India, thus limiting the generalizability of the findings to other industries and regions. Further research can address these limitations and build on the study's findings to provide more insights into the impact of time management on employee productivity in different settings.
32. **Bhatia's (2017)** study explores the relationship between time management practices and employee productivity in India. The author sampled 50 employees across different industries in India and utilized correlation analysis as a statistical tool. The study found a positive correlation between effective time management practices and employee productivity. The findings of the study suggest that employees who effectively manage their time are more productive than those who do not. This study provides insight into the importance of time management in the Indian workforce, and its implications for productivity. It highlights the need for organizations to train and develop their employees in time management practices to increase their productivity. The study contributes to the existing literature on time management and productivity, providing valuable insights for both researchers and practitioners in the field.
33. **Alok Kumar Singh and Anamika Kumari (2016)** conducted a study titled "Impact of Time Management on Employee Productivity in Indian Banking Sector" which was published in the International Journal of Business and Administration Research Review. The aim of the study was to investigate the relationship between time management practices and employee productivity in the banking sector in India. The study collected data from 100 participants and used Structural Equation Modelling as the statistical tool to analyse the data. The study found that effective time management practices have a significant positive impact on employee productivity in the banking sector in India. The study provides insights for banking organizations in India on how to improve employee productivity by implementing effective time management practices.

34. **Krishnan (2016)** conducted a study titled "Impact of Time Management on Employee Productivity in Indian Service Sector," which was published in the International Journal of Business Management and Research. The study aimed to examine the relationship between time management practices and employee productivity in the service sector in India. The sample size of the study was 75, and regression analysis was used as the statistical tool. The study found that effective time management practices have a significant positive impact on employee productivity in the service sector in India. The results showed that the use of time management practices such as prioritizing tasks, setting goals, and delegating responsibilities were positively related to employee productivity. The study also suggested that employees who are skilled in time management can effectively balance their work and personal life, leading to reduced stress levels and improved well-being. The findings of this study provide valuable insights for managers and organizations in the service sector in India. Effective time management practices can help organizations increase productivity, reduce stress levels, and improve employee well-being. By promoting and implementing time management practices, organizations can create a more productive work environment and achieve their business goals.
35. **Disha R. Lakhani's (2018)** study titled "Impact of Time Management on Employee Productivity: A Study of Selected Hospitals in Ahmedabad" published in the International Journal of Innovative Research in Management Studies aimed to investigate the impact of time management practices on employee productivity in selected hospitals in Ahmedabad. The study, which had a sample size of 80, employed descriptive statistics and regression analysis to analyze the data. The results revealed that effective time management practices significantly enhance employee productivity. This study adds to the body of knowledge on the relationship between time management practices and employee productivity in the healthcare sector in India. The findings provide insights that can assist healthcare organizations in improving employee productivity by implementing effective time management practices. The study also highlights the importance of time management practices in enhancing employee performance and, ultimately, organizational productivity. This research is relevant to human resource practitioners, management consultants, and policymakers interested in enhancing productivity in the healthcare sector in India.
36. **Parvathi R. (2015)** conducted a study titled "Time Management and Employee Productivity: A Study on Selected Software Companies in Bangalore," which was published in the International Journal of Management and Commerce Innovations. The study aimed to investigate the relationship between time management practices and employee productivity in selected software companies in Bangalore. The study used a sample size of 50 and employed correlation analysis as the statistical tool. The study found a positive correlation between effective time management practices and employee productivity. The results indicated that employees who practice effective time management techniques are more productive than those who do not. Furthermore, the study found that time management practices such as prioritizing tasks, setting goals, and planning work schedules can significantly enhance employee productivity. The study's findings provide valuable insights for software companies in Bangalore on how to improve employee productivity by implementing effective time management practices. The study suggests that companies can provide

training programs for employees to improve their time management skills and encourage them to set clear goals and prioritize tasks. Companies can also use technology tools such as time tracking software to help employees manage their time more effectively.

37. **Aggarwal (2018)** conducted a study titled "Impact of Time Management on Employee Productivity: A Study of Selected Organizations in Delhi-NCR Region" published in the International Journal of Commerce, Business and Management. The study aimed to investigate the relationship between time management practices and employee productivity in selected organizations in the Delhi-NCR region, and used regression analysis as the statistical tool. The study had a sample size of 120. The study found that effective time management practices significantly enhance employee productivity. This suggests that organizations should focus on promoting effective time management practices among employees to improve their productivity. The study also highlights the importance of providing training and support to employees to help them manage their time more effectively. In addition, the findings of this study are consistent with previous research on the positive relationship between time management practices and employee productivity. Therefore, the study provides further evidence to support the importance of effective time management practices in enhancing employee productivity, which could have significant implications for organizational performance and success. Overall, this study provides valuable insights into the relationship between time management practices and employee productivity in organizations, and highlights the need for organizations to prioritize effective time management practices to improve employee productivity.
38. **Kaur and Singh (2017)** conducted a study titled "Impact of Time Management on Employee Productivity: A Study of Selected Public Sector Undertakings in India" in the International Journal of Management Studies. The study aimed to investigate the relationship between time management practices and employee productivity in selected public sector undertakings in India. The study collected data from 250 employees and used regression analysis to analyse the data. The results of the study indicated a positive correlation between effective time management practices and employee productivity. The study highlights the importance of effective time management practices in improving employee productivity in the public sector undertakings in India. The findings of this study may be useful for public sector undertakings in India to improve their employee productivity by implementing effective time management practices.
39. **Rastogi and Srivastava (2018)** conducted a study titled "Effect of Time Management on Employee Productivity in Indian Organisations" and published it in the Journal of Business and Management. The study aimed to investigate the impact of time management on employee productivity in Indian organizations using Structural Equation Modelling (SEM) as a statistical tool. The sample size for the study was 150 employees. The study found that time management significantly influences employee productivity, and organizational support is a crucial factor in enhancing time management practices. The study provides valuable insights for Indian organizations on the importance of time management practices and how they can enhance productivity by providing organizational support.

40. **Mishra and Kumar (2019)** conducted a study titled "Time Management and Employee Productivity: A Study of Indian Manufacturing Firms" which investigated the relationship between time management and employee productivity in Indian manufacturing firms. The study sample comprised 200 employees, and data was collected using a survey questionnaire. Statistical tools such as ANOVA and regression analysis were employed to analyse the data. The findings of the study indicate that time management has a significant positive impact on employee productivity in Indian manufacturing firms. The study further revealed that the age, gender, and work experience of employees were significant factors affecting time management practices. Additionally, the study found that training and development programs on time management could improve the productivity of employees. The study provides valuable insights into the role of time management practices in enhancing employee productivity in Indian manufacturing firms. The results highlight the need for organisations to develop effective training programs and policies to enhance time management practices among employees. The study also emphasises the importance of considering demographic factors when developing time management interventions.
41. **Gupta and Singh (2019)** conducted a study titled "Impact of Time Management on Employee Productivity: A Study of Indian IT Firms," which was published in the International Journal of Management, Technology, and Social Sciences. The study aimed to investigate the impact of time management on employee productivity in Indian IT firms. The authors collected data from 300 employees and analysed it using structural equation modelling (SEM). The findings of the study suggest that time management practices have a positive impact on employee productivity in Indian IT firms. The study highlights the importance of time management training and development programs for employees, as well as the need for organizational support and resources to facilitate effective time management practices. Additionally, the study identifies the role of technology in facilitating time management practices in Indian IT firms. The study provides valuable insights for Indian IT firms in terms of improving employee productivity through effective time management practices. The findings can be used by managers and HR professionals to develop and implement time management training programs for employees, as well as to provide organizational support and resources to facilitate effective time management practices. Overall, the study contributes to the literature on time management and employee productivity, particularly in the context of Indian IT firms.
42. **Sharma (2018)** examined the relationship between time management and employee productivity in Indian healthcare organizations. Using a sample size of 100 employees and regression analysis, the study found that effective time management practices have a positive impact on employee productivity in healthcare organizations. Specifically, the study suggests that proper planning, prioritization, and delegation of tasks contribute significantly to increased employee productivity. The findings of this study are consistent with previous research in other sectors, indicating that effective time management practices are crucial for enhancing employee productivity. The study provides useful insights for healthcare organizations in India on how to improve employee productivity by implementing effective time management strategies.

43. **Rao and Garg (2018)** conducted a study titled "The Impact of Time Management on Employee Productivity: A Study of Indian Banking Sector," which was published in the Journal of Business and Management. The study aimed to investigate the impact of time management on employee productivity in the Indian banking sector. The study was conducted with a sample size of 150 employees and used structural equation modelling (SEM) as the statistical tool. The findings of the study indicated that time management has a significant impact on employee productivity in the Indian banking sector. Specifically, the study found that effective time management practices such as prioritizing tasks, planning and organizing work, and avoiding procrastination can lead to higher levels of employee productivity. The study also found that there is a positive relationship between time management and employee job satisfaction. The study provides insights for managers in the Indian banking sector on the importance of implementing effective time management practices to improve employee productivity and job satisfaction. The study also highlights the need for managers to provide training and development programs to employees to enhance their time management skills.
44. **Ashish Kumar Sharma (2019)** conducted a study titled "Role of time management in enhancing employee productivity" that was published in the Journal of Human Resource Management. The study aimed to investigate the relationship between time management and employee productivity in the Indian context. The study used a sample size of 100 employees and analysed the data using structural equation modelling. The results of the study revealed that time management has a significant positive impact on employee productivity. Specifically, the study found that effective time management practices such as prioritizing tasks, setting goals, and scheduling activities helped employees to enhance their productivity levels. The study provides useful insights for organizations looking to improve employee productivity by implementing effective time management practices. Overall, the study highlights the importance of time management in enhancing employee productivity, which can ultimately lead to better organizational outcomes.
45. **B. R. Natarajan's (2015)** study titled "Impact of Time Management on Employee Productivity in the Indian Manufacturing Sector," published in the Indian Journal of Industrial Relations, aimed to examine the impact of time management on employee productivity. The study collected data from a sample size of 150 employees in the Indian manufacturing sector and used regression analysis to analyze the data. The study found that effective time management positively impacted employee productivity. Time management is crucial for individuals and organizations to accomplish their goals and objectives effectively and efficiently. In the context of the manufacturing sector, time management can help reduce waste, improve efficiency, and increase productivity. Natarajan's study contributes to the understanding of the importance of time management in the manufacturing sector and provides insights for managers and policymakers on how to improve productivity in their organizations. Natarajan's study adds to the existing literature on time management and productivity in the manufacturing sector. Previous studies have also shown that time management can have a significant impact on employee productivity. For example, a study by Gerald, Lechter, and Maylor (2011) found that time management practices, such as planning and prioritizing, were positively associated with project success in the construction industry. Similarly, a study by Lee and Hwang

(2014) found that time management training had a positive effect on job performance in the hospitality industry. In conclusion, Natarajan's study provides evidence that effective time management positively impacts employee productivity in the Indian manufacturing sector. The study highlights the importance of time management in achieving organizational goals and provides insights for managers and policymakers on how to improve productivity in their organizations. The findings of this study can also inform future research on the relationship between time management and productivity in different sectors and contexts.

46. **Priya Verma (2018)** conducted a study titled "Time management and its impact on employee productivity in Indian manufacturing firms," which was published in the International Journal of Research in Management and Business Studies. The study aimed to explore the impact of time management on employee productivity in Indian manufacturing firms, and to investigate the relationship between time management and various demographic factors such as age, gender, and education level. The study collected data from a sample of 120 employees working in Indian manufacturing firms and analysed it using ANOVA. The findings of the study suggest that time management has a positive impact on employee productivity in Indian manufacturing firms. Specifically, employees who manage their time effectively were found to be more productive than those who do not manage their time effectively. Furthermore, the study found that age and education level have a significant impact on the relationship between time management and employee productivity. Older employees and those with higher education levels were found to be more productive when they managed their time effectively. The study provides important insights into the role of time management in enhancing employee productivity in Indian manufacturing firms. It suggests that organisations should consider implementing training programs to help employees manage their time effectively, particularly for older employees and those with higher education levels.
47. **Jain (2019)** conducted a study titled "Effectiveness of time management on employee productivity in the Indian banking sector," which was published in the Journal of Economics and Business Research. The study aimed to investigate the relationship between time management and employee productivity in the Indian banking sector. Data was collected from 150 employees, and regression analysis was used to analyze the data. The study found that time management has a significant positive impact on employee productivity in the Indian banking sector. The study provides valuable insights for managers in the banking sector to improve employee productivity by implementing effective time management strategies. The results of this study can also be generalized to other service sectors in India, where time management can play an important role in enhancing employee productivity.
48. **Neha Gupta (2019)** conducted a study titled "The Relationship between Time Management and Employee Productivity in Indian Service Organizations," which was published in the Journal of Services Research. The study aimed to examine the relationship between time management and employee productivity in Indian service organizations. The research collected data from 180 employees using a questionnaire and analysed it using structural equation modelling (SEM). The study findings revealed that time management has a significant and positive impact on employee productivity in Indian service organizations. Furthermore, the study results suggest that time management training and interventions can be implemented to enhance employee productivity in the Indian service sector. In conclusion, the study

conducted by Gupta (2019) provides valuable insights into the importance of time management in the service sector and emphasizes the need for organizations to adopt effective time management strategies to enhance employee productivity. The findings of this study have significant implications for human resource management practices in the Indian service sector.

49. **A. K. Srivastava and S. S. Singh (2017)** conducted a study titled "Time management practices and its impact on employee productivity in Indian banks," which was published in the Journal of Advances in Management Research. The study aimed to examine the relationship between time management practices and employee productivity in the Indian banking sector. The sample size for this study was 250 employees from various Indian banks, and structural equation modelling was used as the statistical tool for data analysis. The results indicated that effective time management practices, such as prioritization, delegation, and goal setting, were positively related to employee productivity. The study also found that the use of technology to manage time had a significant positive effect on employee productivity in the banking sector. The study highlights the importance of effective time management practices in enhancing employee productivity in the Indian banking sector. It suggests that banks should invest in training their employees to develop time management skills and use technology to manage their time effectively. By doing so, they can improve their overall productivity and gain a competitive advantage in the industry.
50. **Sharma and Singh (2018)** investigated the relationship between time management and employee productivity in the Indian IT industry. The study was published in the International Journal of Applied Business and Economic Research in 2018 and used multiple regression analysis to analyse data collected from 300 participants. The main objective of the study was to explore the effect of time management practices on employee productivity. The study found that time management practices have a significant positive impact on employee productivity in the Indian IT industry. Additionally, the study found that time management practices have a positive relationship with employee satisfaction, which further impacts employee productivity. The study provides insights for IT companies in India on how to improve employee productivity by implementing effective time management practices.

## CHAPTER 3

### RESEARCH METHODOLOGY

#### 3.1 Research Design

Research design refers to the blueprint or plan that a researcher follows to carry out a research study. It outlines the specific methods and procedures that will be used to collect and analyze data, as well as the overall approach that will be taken to address the research question or objective.

Research design includes decisions about the research methods, data sources, sampling strategies, and data analysis techniques that will be employed in the study. The selection of an appropriate research design is critical to the success of the research project, as it can affect the validity and reliability of the research findings.

A well-designed research project should be based on a clear understanding of the research problem, relevant theories, and prior research in the field. The research design should also be aligned with the research objectives and the available resources, including time, budget, and personnel.

By choosing an appropriate research design, researchers can enhance the rigor and credibility of their research, which can help to ensure that their findings are useful and relevant to the broader scientific community.

### 3.2 Method of Data Collection

Data collection methods are techniques and procedures used to gather information for research purposes. These methods can range from simple self-reported surveys to more complex experiments and can involve either quantitative or qualitative approaches to data gathering.

Some common data collection methods include surveys, interviews, observations, focus groups, experiments, and secondary data analysis. The data collected through these methods can then be analysed and used to support or refute research hypotheses and draw conclusions about the study's subject matter.

The choice of data collection method depends on the research question being addressed, the type of data needed, and the resources and time available. The method of data collection can categorize data collection methods into two types. They are as follows as

1. Primary methods of data collection and
2. Secondary methods of data collection.

Primary data is collected from first-hand experience and is not used in the past. The data gathered by primary data collection methods are specific to the research's motive and highly accurate.

Secondary data is the data that has been used in the past. The researcher can obtain data from the data sources, both internal and external, to the organization. The sources of secondary data are shown below

1. Organization's health and safety records
2. Mission and vision statements
3. Financial Statements
4. Magazines
5. Government reports
6. Press releases
7. Business journals
8. Libraries
9. Internet

The data collection method used in this research is primary data collection through offline survey by using questionnaire.



### 3.3 Population

Population in research design refers to the group of individuals, objects, or events that the researcher is interested in studying. The population is defined by certain characteristics or criteria that are relevant to the research question or objective. The population is the target group from which a sample will be drawn to represent the larger population.

The sample is a smaller, manageable subset of the population that is selected for the study. The selection of a representative sample is critical to the success of the study, as it ensures that the findings can be generalized to the larger population. The size of the population can vary widely depending on the research question, and researchers must carefully consider the characteristics and diversity of the population when selecting the sample size and sampling strategy.

Population for this study is approximately 250 employees in the company.

### 3.4 Sampling unit

A sampling unit is the individual member of a population that is included in a sample. The sampling unit is the smallest element of the population that can be selected for inclusion in the sample. For example, if the population of interest is all college students, the sampling unit might be an individual student.

The selection of the appropriate sampling unit is critical to the success of the study, as it must be clearly defined to ensure that the sample is representative of the larger population. The sampling unit should be selected based on the research question and the characteristics of the population, and it should be clearly defined to avoid ambiguity and ensure consistency in the selection process.

Once the sampling unit is identified, researchers can use various sampling techniques to select the sample, such as simple random sampling, stratified sampling, or cluster sampling. The selection of the appropriate sampling technique depends on the size and diversity of the population, as well as the resources available to the researcher. Overall, the selection of the appropriate sampling unit is a critical step in research methodology, as it can impact the validity and reliability of the study results.

Sampling unit for this study had taken as individual employees in the company.

### 3.5 Sample Size

Sample size is an important aspect of research methodology. It refers to the number of participants or observations that are included in a sample, which is a subset of the population of interest. The sample size is a crucial factor in determining the precision and accuracy of the research results.

A larger sample size generally increases the precision and accuracy of the study, but it also requires more resources and time to collect and analyze the data. A smaller sample size, on the other hand, may result in a less precise estimate of the population parameters, but it is more economical and easier to manage.

The appropriate sample size depends on various factors, including the research question, the variability of the population, the level of precision required, and the available resources. A well-designed sample size is critical to ensuring the validity and reliability of the study findings, and researchers should carefully consider the appropriate sample size to achieve their research objectives.

The sample size for this study is 120 employees out of a population of 250 in the company.

### 3.6 Sampling Method

Sampling method in research methodology is of two types and they are as follows:

1. Probability sampling
2. Non-probability sampling

Probability sampling is a sampling technique where a researcher selects a few criteria and chooses members of a population randomly. All the members have an equal opportunity to participate in the sample with this selection parameter. Probability sampling are of four types and they are as follows

1. Simple Random Sample
2. Systematic Sample
3. Cluster Sample
4. Stratified Random Sample

In non-probability sampling, the researcher randomly chooses members for research. This sampling method is not a fixed or predefined selection process. This makes it difficult for all population elements to have equal opportunities to be included in a sample. Non-Probability sampling are of four types and they are as follows

1. Convenience sampling
2. Purposive sampling
3. Snowball sampling
4. Purposive Sampling

Sampling method used in this study is Simple random sampling of probability sampling method.

### 3.7 Tools for Data Analysis

Statistical tools are essential for scientific research. In fact, statistical methods dominate the scientific research as they include planning, designing, collecting data, analysing, drawing meaningful interpretation, and reporting of research findings.

Furthermore, the results acquired from research project are meaningless raw data unless analysed with statistical tools. Therefore, determining statistics in research is of utmost necessity to justify research findings. Statistical tools are used to test hypotheses, make predictions, and draw conclusions from data.

Statistical tools used for this study are shown below:

## Descriptive Statistics

Descriptive statistics help summarize and describe the characteristics of a dataset. They include measures of central tendency (e.g., mean, median, mode) and measures of variability (e.g., standard deviation, variance, range). Percentage analysis is the method to represent raw streams of data as a percentage (a part in 100 - percent) for better understanding of collected data. Percentage Analysis is applied to create a contingency table from the frequency distribution and represent the collected data for better understanding.

Percentages are useful because people can compare things that are not out of the same number.

**PERCENTAGE = NO. OF RESPONDENTS**

**\*100**

**TOTAL NO: OF RESPONDENTS**

## Correlation Analysis

Correlation analysis helps measure the relationship between two variables. It includes techniques such as Pearson's correlation coefficient and Spearman's rank correlation coefficient. Correlation analysis is a statistical method used to measure the strength and direction of the relationship between two variables. Correlation analysis is used to determine whether there is a linear relationship between two variables and to quantify the strength of that relationship. The result of correlation analysis is known as a correlation coefficient, which can range from -1 to +1.

A correlation coefficient of +1 indicates a perfect positive relationship between two variables, which means that when one variable increases, the other variable also increases in a linear fashion. A correlation coefficient of -1 indicates a perfect negative relationship between two variables, which means that when one variable increases, the other variable decreases in a linear fashion. A correlation coefficient of 0 indicates no relationship between two variables.

Correlation analysis can be useful in many fields, including finance, economics, psychology, and biology. However, it is important to note that correlation does not imply causation. Just because two variables are correlated does not mean that one variable causes the other variable to change. Other factors may be involved in the relationship between the two variables. Therefore, it is important to use correlation analysis in conjunction with other statistical methods to fully understand the relationship between two variables.

## ANOVA

ANOVA (Analysis of Variance) is used to compare the means of two or more groups. It includes techniques such as one-way ANOVA and two-way ANOVA. An ANOVA test is a way to find out if survey or experiment results are significant. In other words, they help you to figure out if you need to reject the null hypothesis or accept the alternate hypothesis.

## “One-Way” or “Two-Way

One-way or two-way refers to the number of independent variables (IVs) in your Analysis of Variance test.

One-way has one independent variable (with 2 levels).

## “Groups” or “Levels”

Groups or levels are different groups within the same independent variable.

If your groups or levels have a hierarchical structure (each level has unique subgroups), then use a nested ANOVA for the analysis.

“Replication” It is whether you are replicating (i.e., duplicating) your test(s) with multiple groups. With a two-way ANOVA with replication, you have two groups and individuals within that group are doing more than one thing (i.e., two groups of students from two colleges taking two tests). If you only have one group taking two tests, you would use without replication.

## Types of Tests.

There are two main types: one-way and two-way. Two-way tests can be with or without replication.

- One-way ANOVA between groups: used when you want to test two groups to see if there’s a difference between them.
- Two-way ANOVA without replication: used when you have one group and you’re double-testing that same group.
- Two-way ANOVA with replication: Two groups, and the members of those groups are doing more than one thing.

## One Way ANOVA

A one-way ANOVA is used to compare two means from two independent (unrelated) groups using the F-distribution. The null hypothesis for the test is that the two means are equal. Therefore, a significant result means that the two means are unequal.

## Limitations of the One Way ANOVA

A one-way ANOVA will tell you that at least two groups were different from each other. But it won’t tell you which groups were different. If your test returns a significant f-statistic, you may need to run an ad hoc test (like the Least Significant Difference test) to tell you exactly which groups had a difference in means.

## Two Way ANOVA

A Two Way ANOVA is an extension of the One Way ANOVA. With a One Way, you have one independent variable affecting a dependent variable. With a Two Way ANOVA, there are two independents. Use a two-way ANOVA when you have one measurement variable (i.e. a quantitative variable) and two nominal variables. In other words, if your experiment has a quantitative outcome and you have two categorical explanatory variables, a two-way ANOVA is appropriate.

#### Main Effect and Interaction Effect

The results from a Two Way ANOVA will calculate a main effect and an interaction effect. The main effect is similar to a One Way ANOVA: each factor's effect is considered separately. With the interaction effect, all factors are considered at the same time. Interaction effects between factors are easier to test if there is more than one observation in each cell. multiple stress scores could be entered into cells. If you do enter multiple observations into cells, the number in each cell must be equal.

Two null hypotheses are tested if you are placing one observation in each cell.

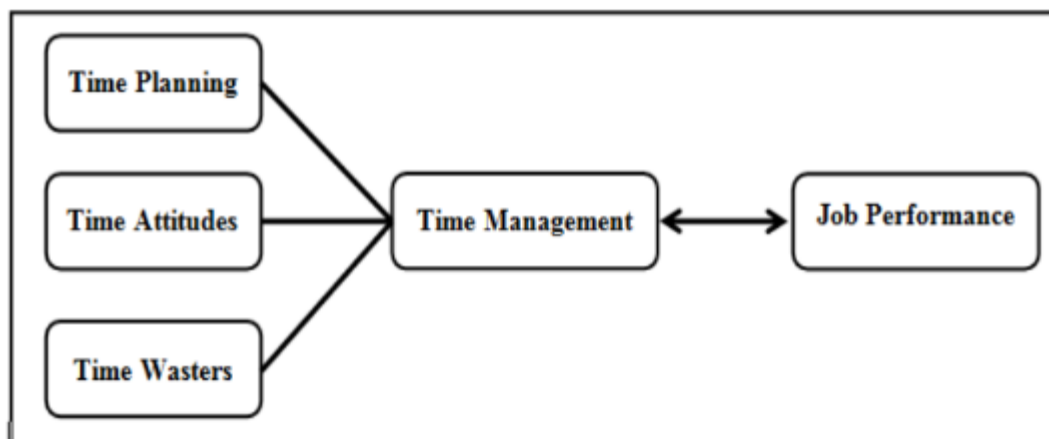
#### Assumptions for Two Way ANOVA

- The population must be close to a normal distribution.
- Samples must be independent.
- Population variances must be equal.
- Groups must have equal sample sizes.

#### RELIABILITY ANALYSIS

The factors that emerged in the questionnaire for collection of responses were tested for internal reliability using Cronbach's alpha which indicates the average inter-item correlation within each of the factors. Those factors resulting in a Cronbach's alpha of 0.7 or greater are generally considered to be reliable and therefore useful for further analysis as part of a specific variable.

### 3.8 Proposed Model



### 3.9 Scaling Method

Scaling is a method used in research methodology to measure and quantify subjective or abstract concepts such as attitudes, opinions, and beliefs. The process of scaling involves assigning numerical values to a set of subjective responses to make them amenable to statistical analysis. There are two types of scaling methods: comparative and non-comparative.

Comparative scaling methods involve comparing two or more objects, concepts, or stimuli, and assigning them a numerical value based on their perceived differences or similarities. Examples of comparative scaling methods include paired comparison scaling, rank order scaling, and constant sum scaling.

Non-comparative scaling methods, on the other hand, do not involve comparing two or more stimuli. Instead, they measure the intensity or degree of an attitude or belief. Examples of non-comparative scaling methods include semantic differential scaling, Likert scaling, and visual analogy scaling.

Likert scaling involves rating a set of statements or items on a scale ranging from strongly agree to strongly disagree. The responses are then assigned numerical values and averaged to obtain an overall score. Scaling method used for this study was Likert scaling of non-comparative scaling methods.

CHAPTER-IV

DATA ANALYSIS & INTERPRETATION

4.1 Data Analysis

Data analysis is a process of inspecting, cleaning, transforming, and modelling data with the goal of discovering useful information, informing conclusions, and supporting decision making. Data analysis has multiple facets and approaches, encompassing diverse techniques under a variety of names, and is used in different business, science, and social science domains.

4.2 Descriptive Statistics

Descriptive statistics are brief descriptive coefficients that summarize a given data set, which can be either a representation of the entire or a sample of a population. Descriptive statistics are broken down into measures of central tendency and measures of variability (spread). Measures of central tendency include the mean, median, and mode, while measures of variability include the standard deviation, variance, the minimum and maximum variables, and the kurtosis and skewness.

Percentage Analysis

Percentage analysis is a simple statistical instrument which is widely used in analysis and interpretation of primary data. It deals with the number of Respondents' reply to a questionnaire in percentage attained from the total population nominated for the study. It is one of the simple forms of analysis which helps the researcher to realize the outcome of the research.

It is normally used for inferring the results in quantitative terms. In this study, percentage analysis was used to measure the percentage of demographic profile of those employees who participated in the study on various aspects.

Percentage Analysis

**Table 4.2.1**  
Age

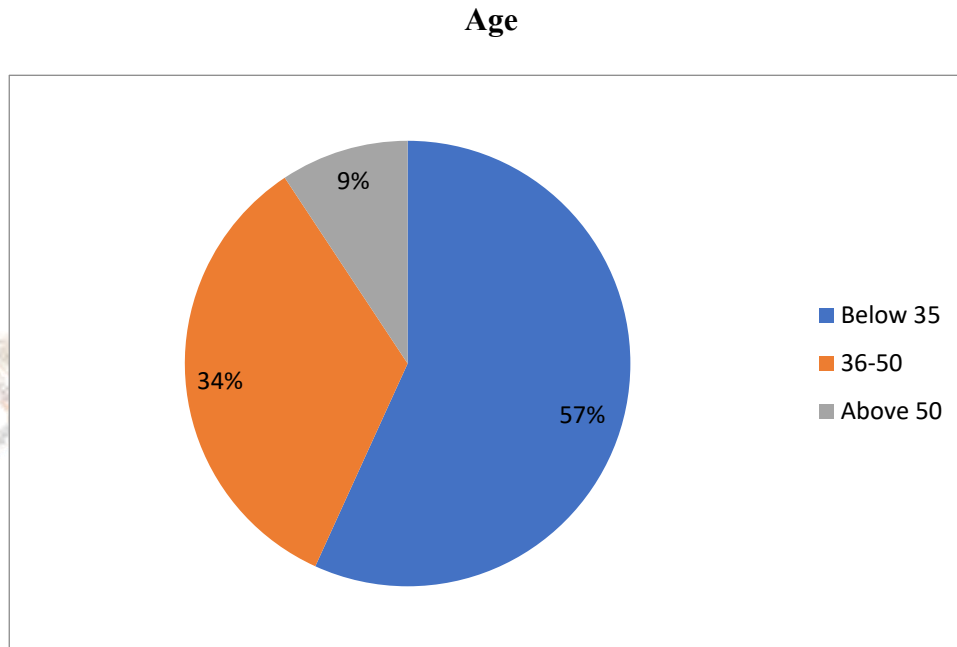
		Frequency	Percent (%)
Valid	Below 35	67	56.8
	36-50	40	33.9
	Above 50	11	9.3
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that 118 respondents, 56.8% are below 35, 33.9% are 36-50 and 9.3% are Above 50. Hence, the majority of the respondents belongs to below 35.

**Chart 4.2.1**



**Table 4.2.2  
Gender of respondents**

		Frequency	Percent (%)
Valid	Male	89	75.4
	Female	29	24.6
Total		118	100.0

*Source: Primary Data*

**Interpretation:**

The above table indicates that 118 respondents, 75.4% are male and 24.6% are female. Hence the majority of them are male



Chart 4.2.2

Gender of respondents

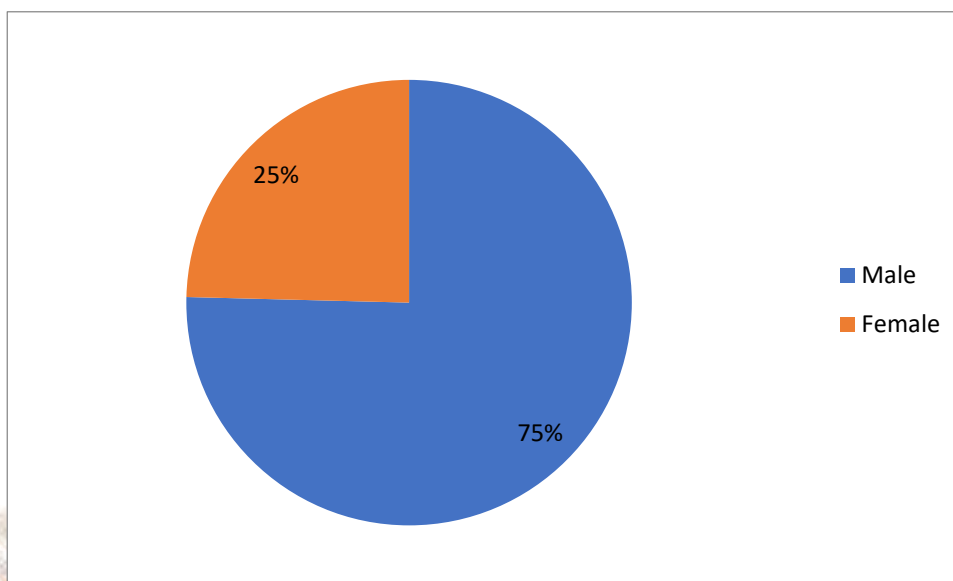


Table 4.2.3  
Marital status of respondents

		Frequency	Percent (%)
Valid	Married	87	73.7
	Unmarried	31	26.3
Total		118	100.0

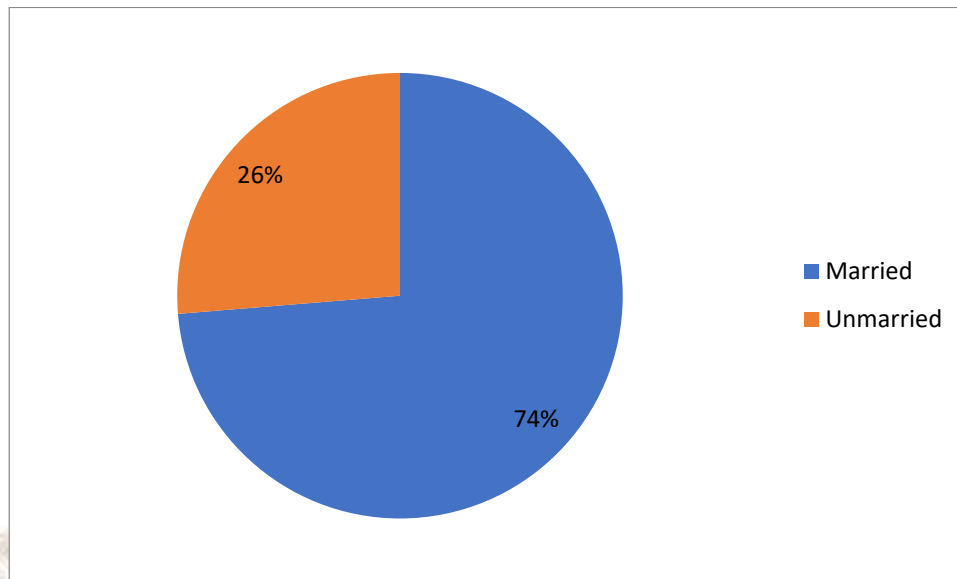
Source: Primary Data

Interpretation:

The above table indicates that 118 respondents, 73.7% are married and 26.3% are Unmarried. Hence the majority of them are married.

Chart 4.2.3

**Marital status of respondents**



**Table 4.2.4**

**Educational qualification of the respondents**

		Frequency	Percent (%)
Valid	Diploma	55	46.6
	Undergraduate	47	39.8
	Postgraduate	16	13.6
Total		118	100.0

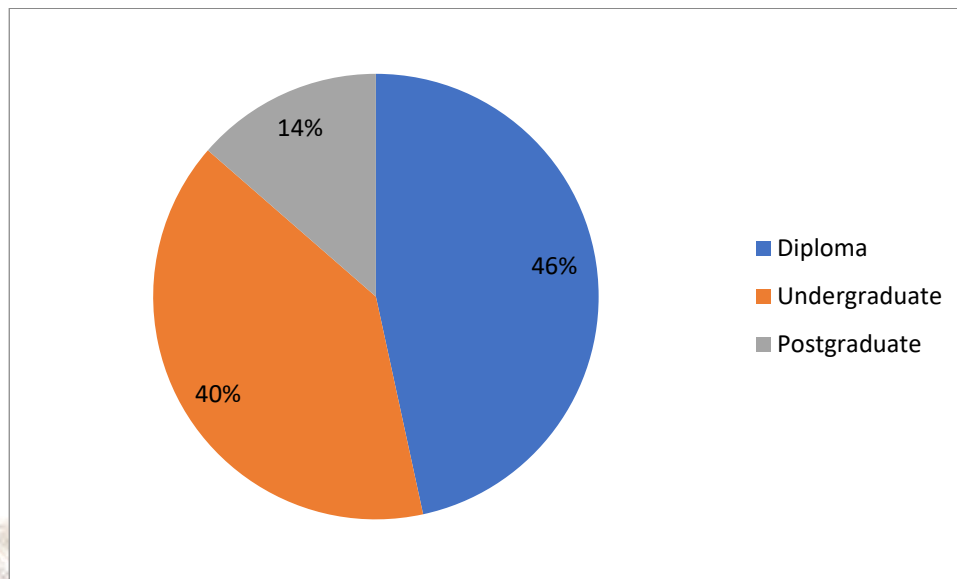
Source: Primary Data

**Interpretation:**

The above table indicates that 118 respondents, 46.6% are Diploma, 39.8% are undergraduate and 13.6% are postgraduate. Hence the majority of them are Diploma.

Chart 4.2.4

**Educational qualification of the respondents**



**Table 4.2.5**  
**Experience of the respondents**

		Frequency	Percent (%)
Valid	Less than 5 years	27	22.9
	6 to 10 years	41	34.
	11 to 15 years	29	24.6
	16 to 20 years	21	17.
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that 118 respondents, 22.9% are less than 5 years, 34.7% are 6-10 years, 24.6% are 11-15 years and 17.8% are 16-20 years. Hence the majority of them belongs to 6-10 years.

Chart 4.2.5

Experience of the respondents

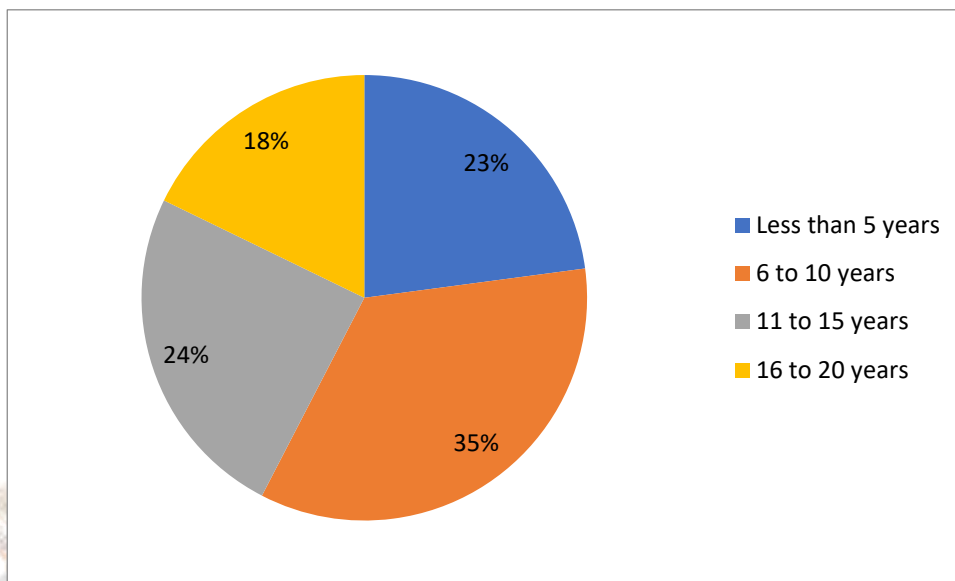


Table 4.2.6  
Monthly Income of the respondents

		Frequency	Percent(%)
Valid	Less than 10000	20	16.9
	10001-20000	54	45.8
	20001-30000	27	22.9
	300001-50000	7	5.9
	More than 50000	10	8.5
Total		118	100.0

Source: Primary Data

Interpretation:

The above table indicates that among 118 respondents, 16.9% are less than 10,000, 45.8% are 10,000-20,000, 22.9% are 20,000-30,000, 5.9% are 30,001-50,000 and 8.5% are more than 50,000. Hence the majority of respondents are 10,000-20,000.

Chart 4.2.6

Monthly Income of the respondents

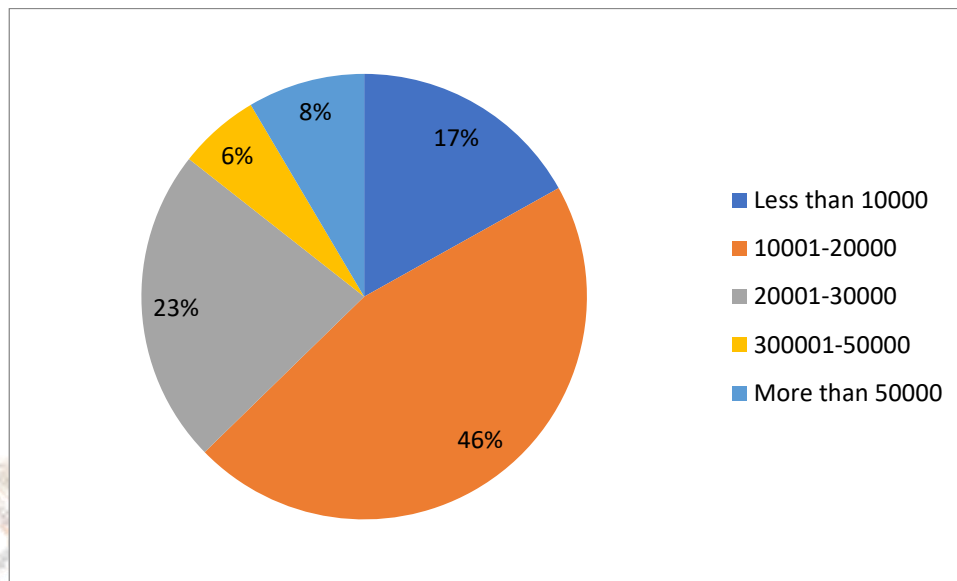


Table 4.2.7

I am able to complete my tasks within the given deadline.

		Frequency	Percent (%)
Valid	Neutral	23	19.5
	Satisfied	56	47.5
	Highly satisfied	39	33.1
Total		118	100.0

Source: Primary Data

Interpretation:

The above table indicates that among 118 respondents, 19.5% are neutral, 47.5% are Satisfied and 33.1% are strongly Satisfied. Hence the majority of respondents are Satisfied.

Chart 4.2.7

I am able to complete my tasks within the given deadline.

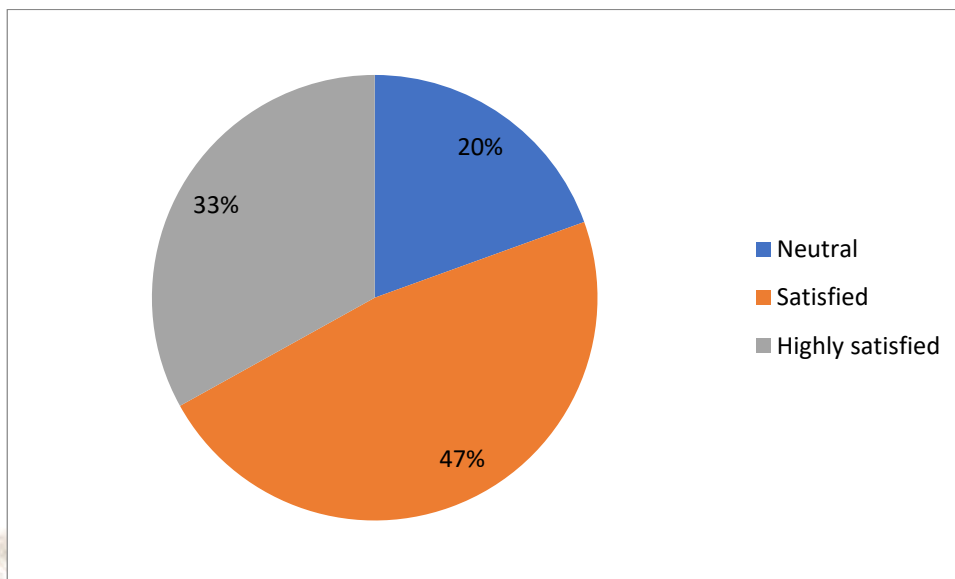


Table 4.2.8

I am able to prioritize my tasks effectively.

		Frequency	Percent (%)
Valid	Dissatisfied	3	2.5
	Neutral	39	33.1
	Satisfied	63	53.4
	Highly Satisfied	13	11.0
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 2.5% are dissatisfied, 33.1% are neutral, 53.4% are Satisfied and 11.0% are strongly satisfied. Hence the majority of respondents are Satisfied.

Chart 4.2.8

I am able to prioritize my tasks effectively.

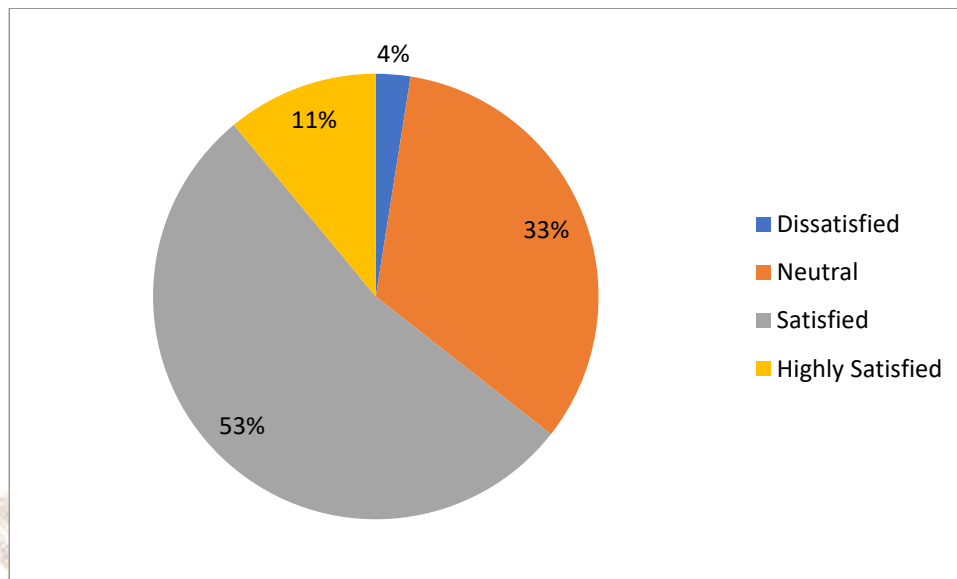


Table 4.2.9

I am able to use my time efficiently during work hours.

		Frequency	Percent (%)
Valid	Dissatisfied	7	5.9
	Neutral	34	28.8
	Satisfied	40	33.9
	Highly Satisfied	37	31.4
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 5.9% are Dissatisfied , 28.8% are neutral, 33.9% are Satisfied and 31.4% are Strongly satisfied. Hence themajority of respondents are Satisfied.

Chart 4.2.9

I am able to use my time efficiently during work hours.

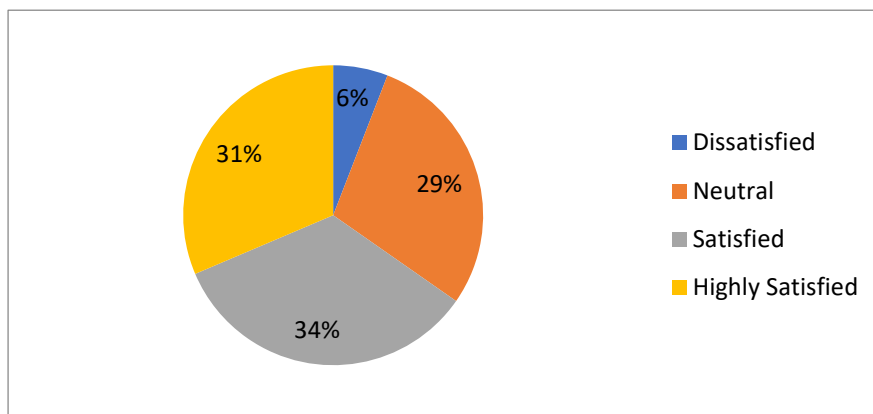


Table 4.2.10

I am able to avoid distractions and focus on my work.

		Frequency	Percent (%)
Valid	Neutral	10	8.5
	Satisfied	68	57.6
	Highly Satisfied	40	33.9
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 8.5% are neutral, 57.6% are Satisfied and 33.9% are Strongly satisfied. Hence the majority of respondents are Satisfied.

Chart 4.2.10

I am able to avoid distractions and focus on my work.

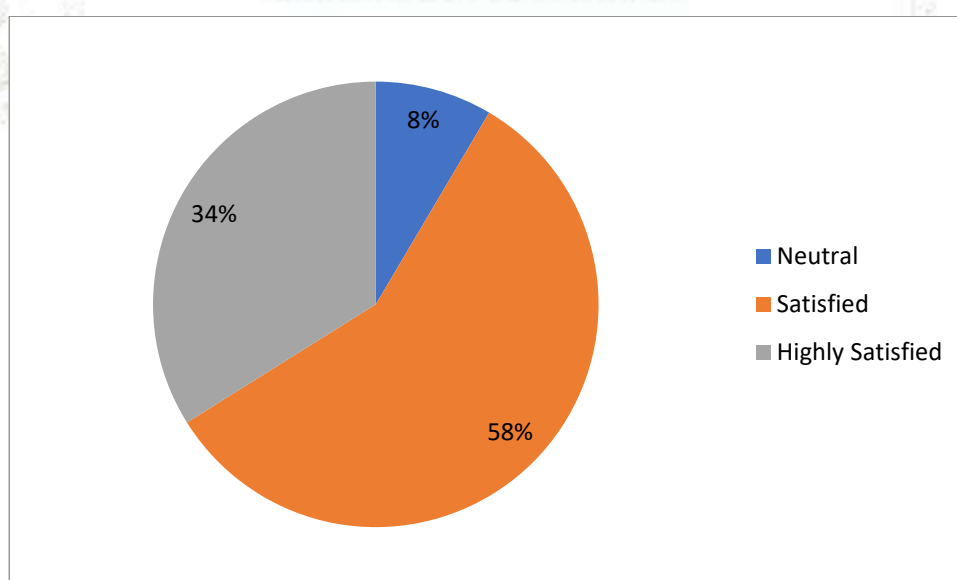




Table 4.2.11

**I am able to handle unexpected or urgent tasks without sacrificing my current workload**

		Frequency	Percent (%)
Valid	Neutral	8	6.8
	Satisfied	67	56.8
	Highly Satisfied	43	36.4
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 6.8% are neutral, 56.8% are Satisfied and 36.4% are Highly satisfied. Hence the majority of respondents are Satisfied.

Chart 4.2.11

**I am able to handle unexpected or urgent tasks without sacrificing my current workload**

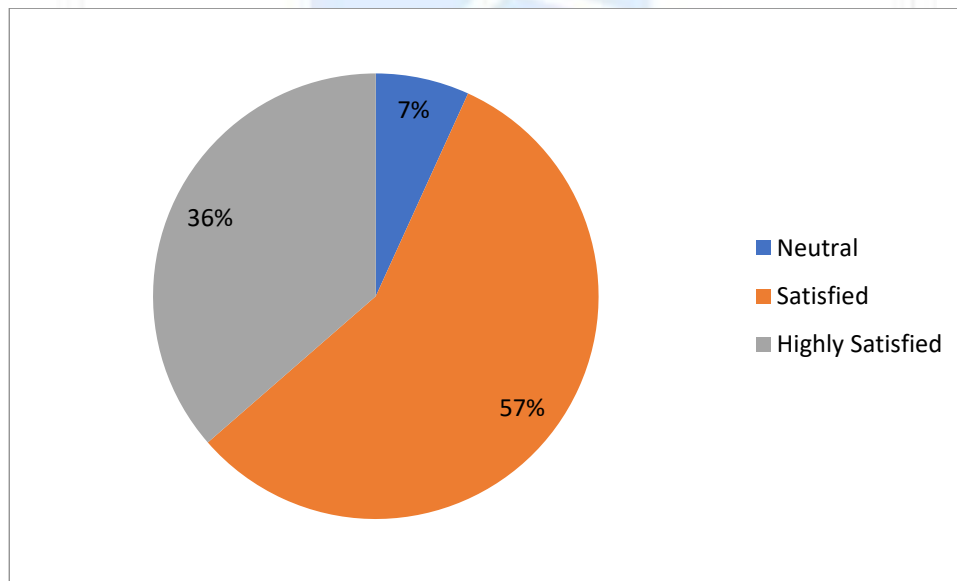


Table 4.2.12

**Do you believe that effective time management can reduce stress levels at work**

		Frequency	Percent (%)
Valid	Neutral	22	18.6
	Satisfied	50	42.4
	Highly Satisfied	46	39.0
Total		118	100.0

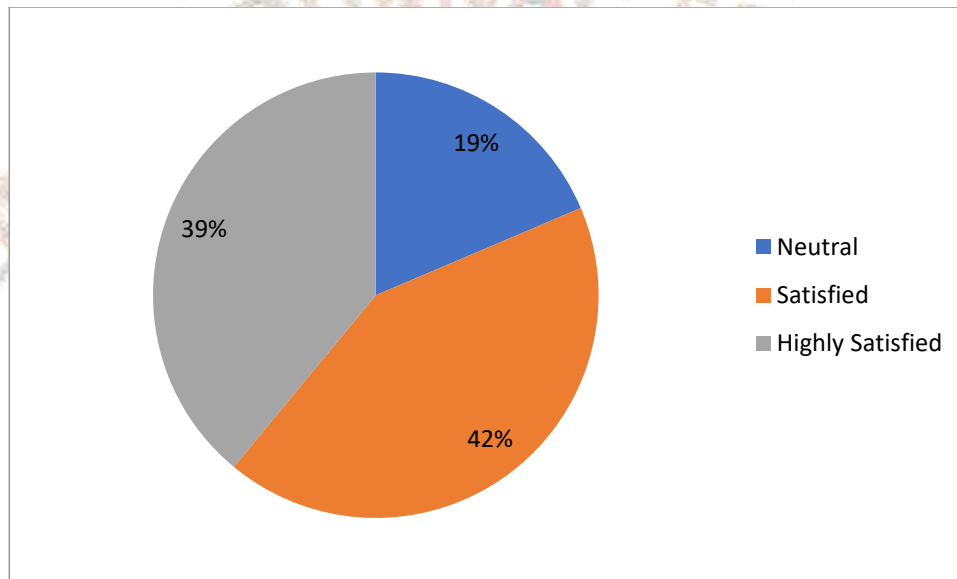
Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 18.6% are neutral, 42.4% are Satisfied and 39.0% are highly satisfied. Hence the majority of respondents are Satisfied.

**Chart 4.2.12**

**Do you believe that effective time management can reduce stress levels at work**



**Table 4.2.13**

**Do you think that feeling in control of your schedule and tasks decreases your overall stress levels?**

		Frequency	Percent (%)
Valid	Dissatisfied	3	2.5
	Neutral	33	28.0
	Satisfied	60	50.8
	Highly Satisfied	22	18.6
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 2.5% are Dissatisfied, 28.0% are neutral, 50.8% are Satisfied and 18.6% are highly satisfied. Hence the majority of respondents are Satisfied.

Chart 4.2.13

Do you think that feeling in control of your schedule and tasks decreases your overall stress levels?

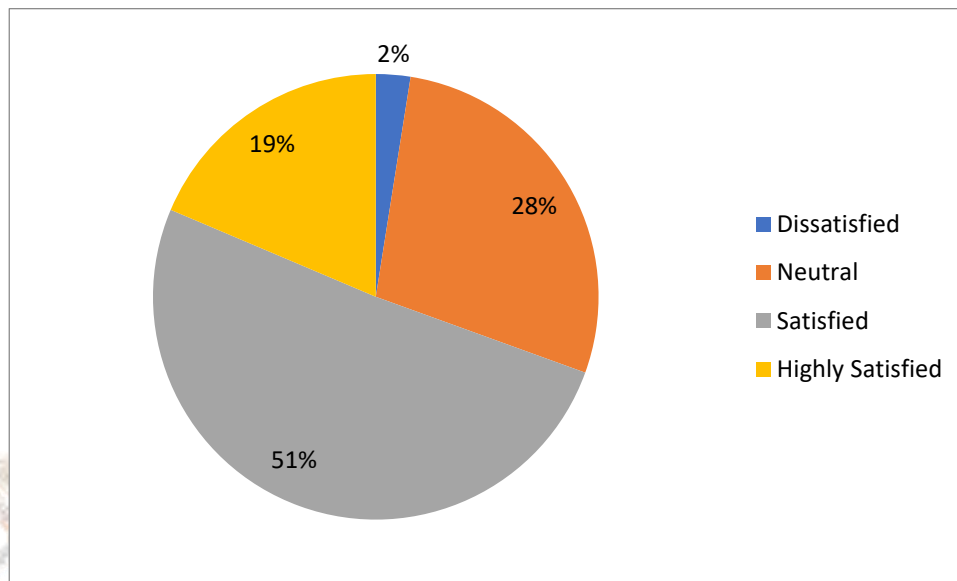


Table 4.2.14

Do you feel that having clear priorities and deadlines helps you manage your workload more effectively and reduces stress?

		Frequency	Percent (%)
Valid	Dissatisfied	7	5.9
	Neutral	33	28.0
	Satisfied	39	33.1
	Highly Satisfied	39	33.1
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 5.9% are Dissatisfied, 28.0% are neutral, 33.1% are Satisfied and 33.1% are highly satisfied. Hence the majority of respondents are Satisfied and highly satisfied.

Chart 4.2.14

Do you feel that having clear priorities and deadlines helps you manage your workload more effectively and reduces stress?

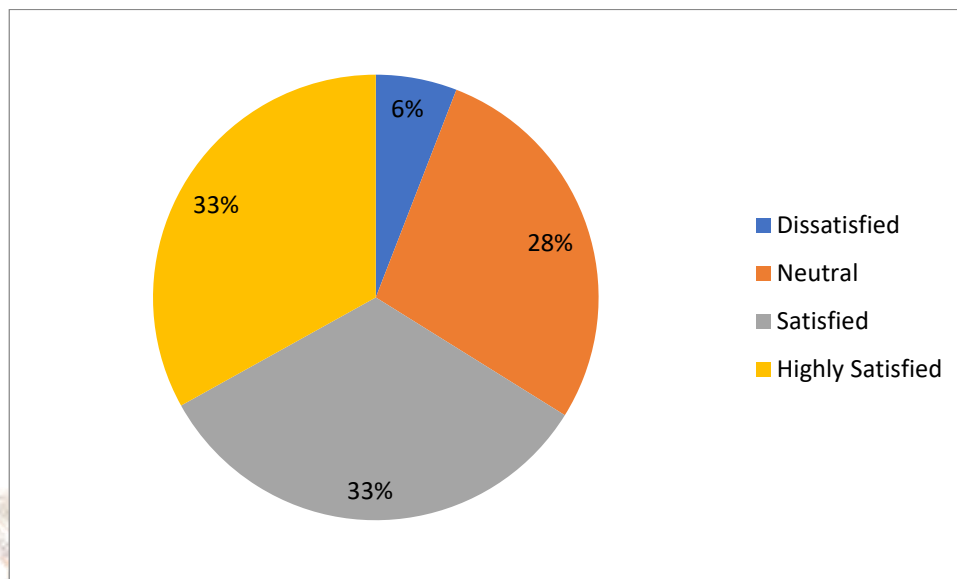


Table 4.2.15

Do you believe that having good time management skills can help you avoid procrastination and therefore decrease stress levels?

		Frequency	Percent (%)
Valid	Neutral	10	8.5
	Satisfied	60	50.8
	Highly Satisfied	48	40.7
Total		118	100.0

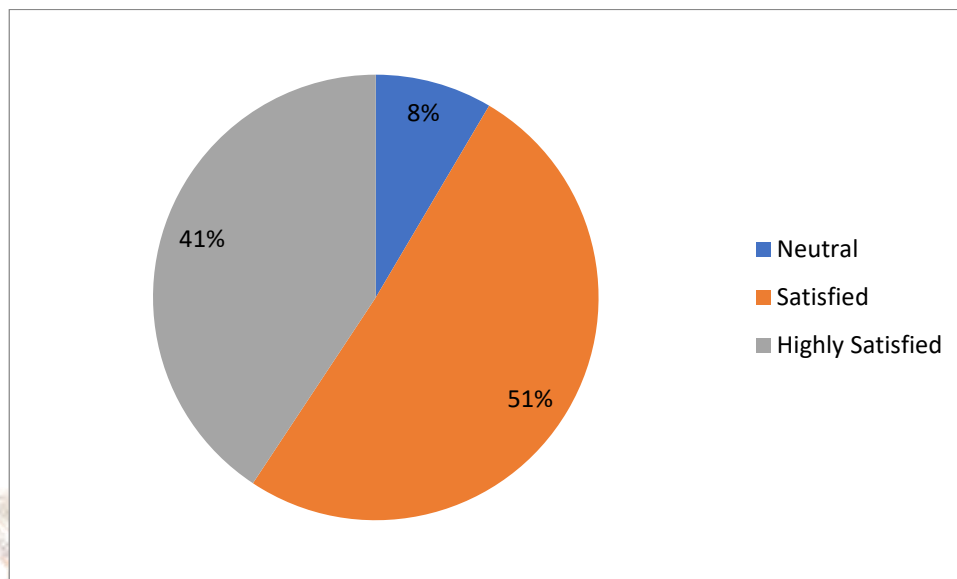
Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 8.5 % are neutral, 50.8% are Satisfied and 40.7% are highly satisfied. Hence the majority of respondents are Satisfied.

**Chart 4.2.15**

**Do you believe that having good time management skills can help you avoid procrastination and therefore decrease stress levels?**



**Table 4.2.16**

**Have you noticed a difference in your stress levels when you are effectively managing your time versus when you are not?**

		Frequency	Percent (%)
Valid	Neutral	8	6.8
	Satisfied	61	51.7
	Highly Satisfied	49	41.5
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 6.8% are neutral, 51.7% are Satisfied and 41.5 % are highly satisfied. Hence the majority of respondents are Satisfied.

Chart 4.2.16

Have you noticed a difference in your stress levels when you are effectively managing your time versus when you are not?

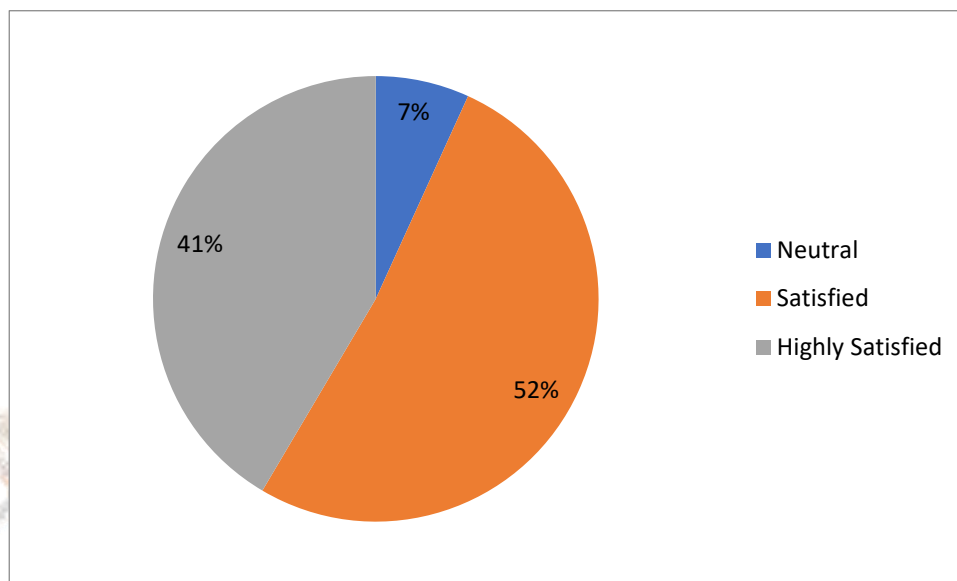


Table 4.2.17

I believe that setting clear and realistic deadlines helps me manage my time more effectively.

		Frequency	Percent (%)
Valid	Neutral	10	8.5
	Satisfied	40	33.9
	Highly Satisfied	68	57.6
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 8.5% are neutral, 33.9% are Satisfied and 57.6 % are highly satisfied. Hence the majority of respondents are highly Satisfied.

Chart 4.2.17

I believe that setting clear and realistic deadlines helps me manage my time more effectively.

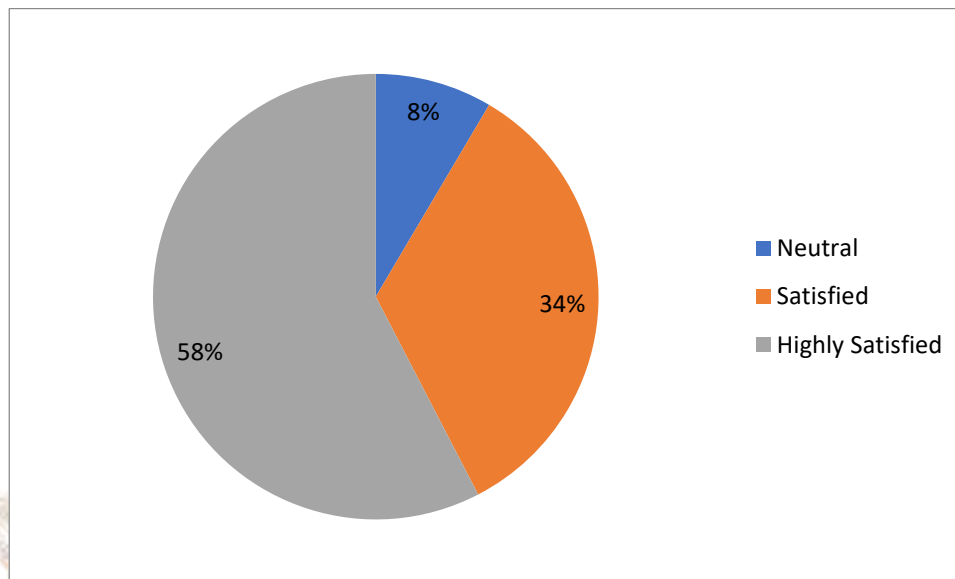


Table 4.2.18

I prioritize my tasks based on their urgency and importance in order to meet deadlines

		Frequency	Percent (%)
Valid	Neutral	27	22.9
	Satisfied	49	41.5
	Highly Satisfied	42	35.6
Total		118	100.0

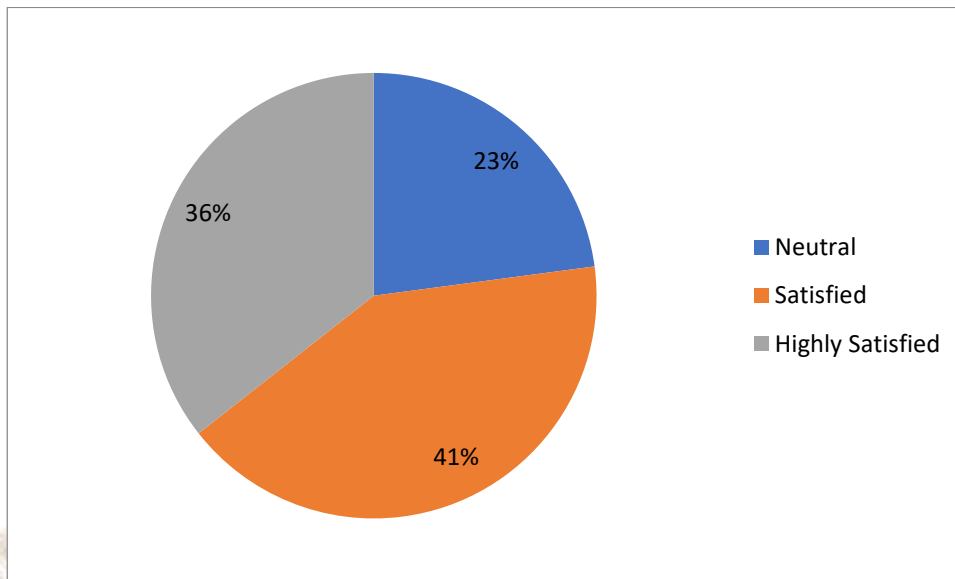
Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 22.9% are neutral, 41.5% are Satisfied and 35.6% are highly satisfied. Hence the majority of respondents are Satisfied.

**Chart 4.2.18**

**I prioritize my tasks based on their urgency and importance in order to meet deadlines**



**Table 4.2.19**

**I communicate with my colleagues and superiors if I anticipate that I might miss a deadline.**

		Frequency	Percent (%)
Valid	Dissatisfied	2	1.7
	Neutral	23	19.5
	Satisfied	30	25.4
	Highly Satisfied	63	53.4
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 1.7% are Dissatisfied, 19.5% are neutral, 25.4% are Satisfied and 53.4% are highly satisfied. Hence the majority of respondents are Highly Satisfied.



Chart 4.2.19

I communicate with my colleagues and superiors if I anticipate that I might miss a deadline.

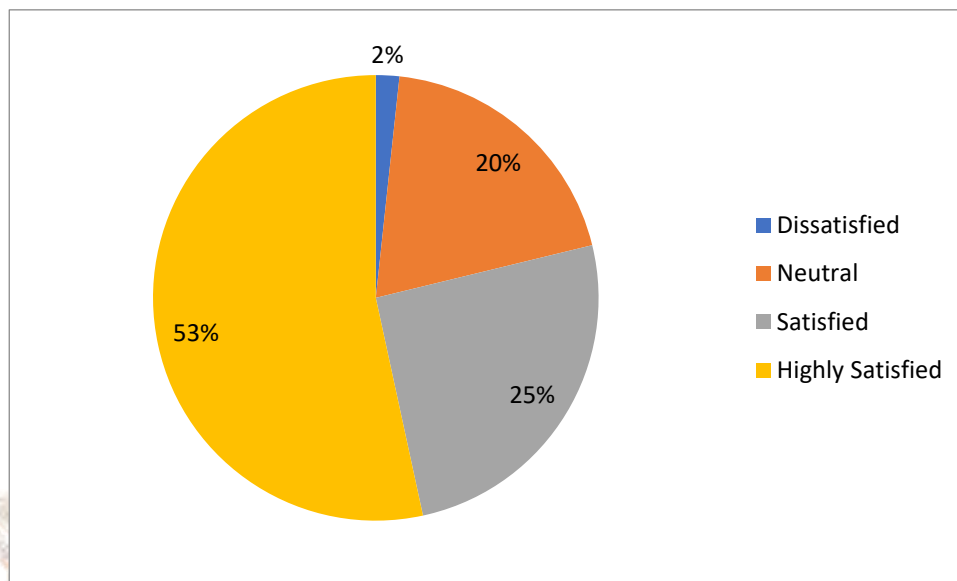


Table 4.2.20

I use tools and techniques such as to-do lists, calendars, and reminders to help me meet deadlines.

		Frequency	Percent (%)
Valid	Neutral	3	2.5
	Satisfied	48	40.7
	Highly Satisfied	67	56.8
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 2.5% are neutral, 40.7% are Satisfied and 56.8% are highly satisfied. Hence the majority of respondents are Highly Satisfied.

Chart 4.2.20

I use tools and techniques such as to-do lists, calendars, and reminders to help me meet deadlines.

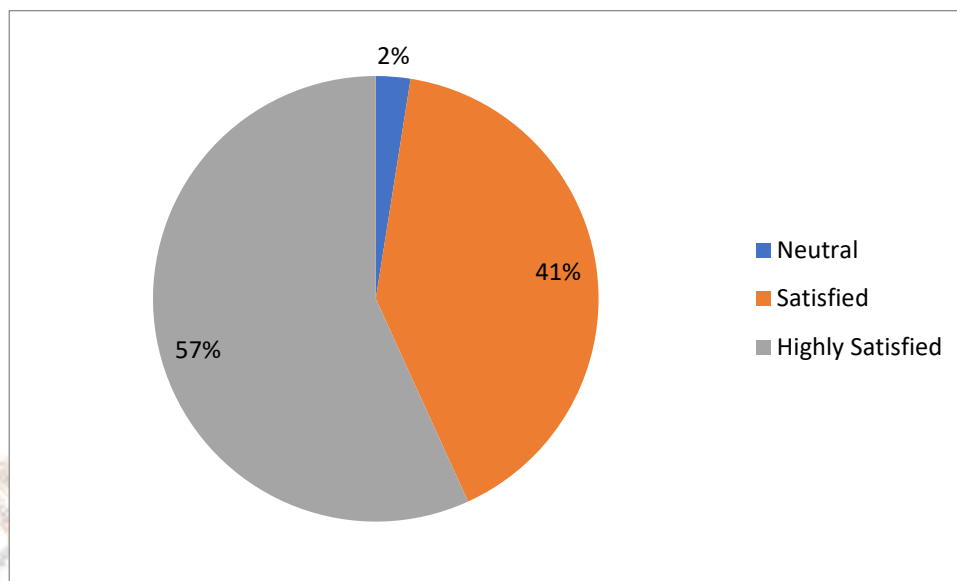


Table 4.2.21

Meeting deadlines is an important factor in my overall job performance and sense of accomplishment.

		Frequency	Percent (%)
Valid	Neutral	5	4.2
	Satisfied	45	38.1
	Highly Satisfied	68	57.6
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 4.2% are neutral, 38.1% are Satisfied and 57.6% are highly satisfied. Hence the majority of respondents are Highly Satisfied.

Chart 4.2.21

Meeting deadlines is an important factor in my overall job performance and sense of accomplishment.

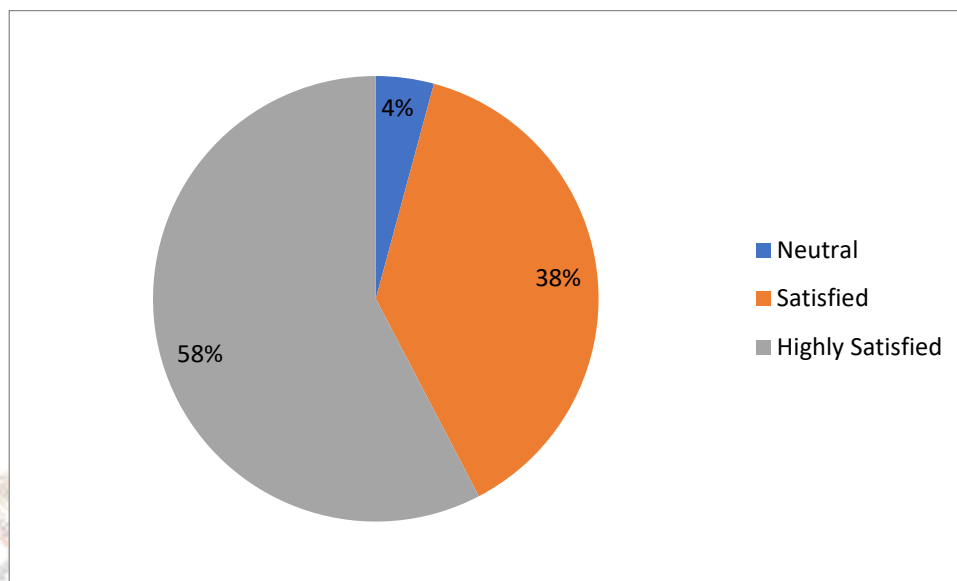


Table 4.2.22

Effective time management allows employees to better utilize their work hours and improve their overall productivity.

		Frequency	Percent (%)
Valid	Neutral	21	17.8
	Satisfied	45	38.1
	Highly Satisfied	52	44.1
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 17.8% are neutral, 38.1% are Satisfied and 44.1% are highly satisfied. Hence the majority of respondents are Highly Satisfied.

Chart 4.2.22

Effective time management allows employees to better utilize their work hours and improve their overall productivity.

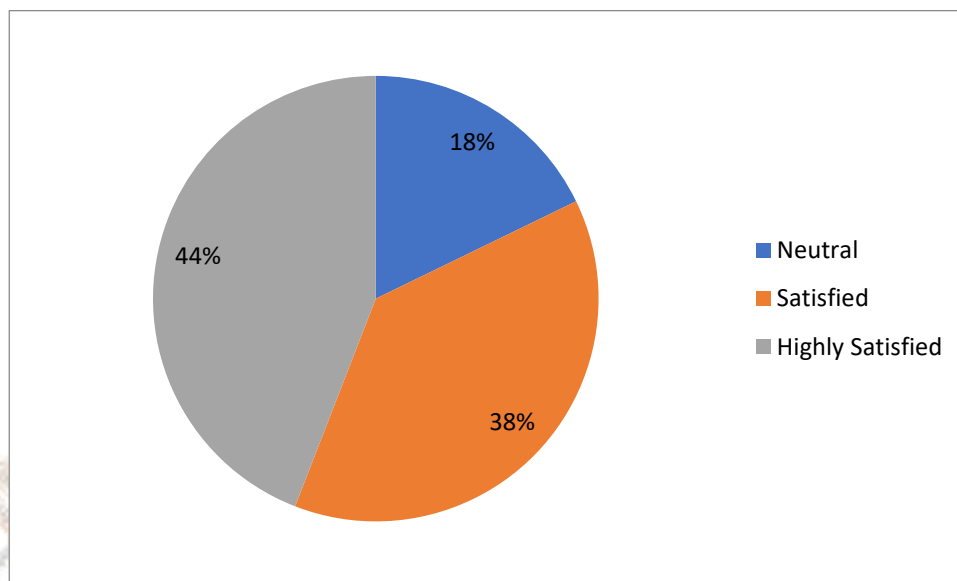


Table 4.2.23

The ability to prioritize tasks and allocate time appropriately is an essential skill for employees to be productive.

		Frequency	Percent (%)
Valid	Dissatisfied	3	2.5
	Neutral	34	28.8
	Satisfied	47	39.8
	Highly Satisfied	34	28.8
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 2.5% are Dissatisfied, 28.8% are neutral, 39.8% are Satisfied and 28.8% are highly satisfied. Hence the majority of respondents are Satisfied.

Chart 4.2.23

The ability to prioritize tasks and allocate time appropriately is an essential skill for employees to be productive.

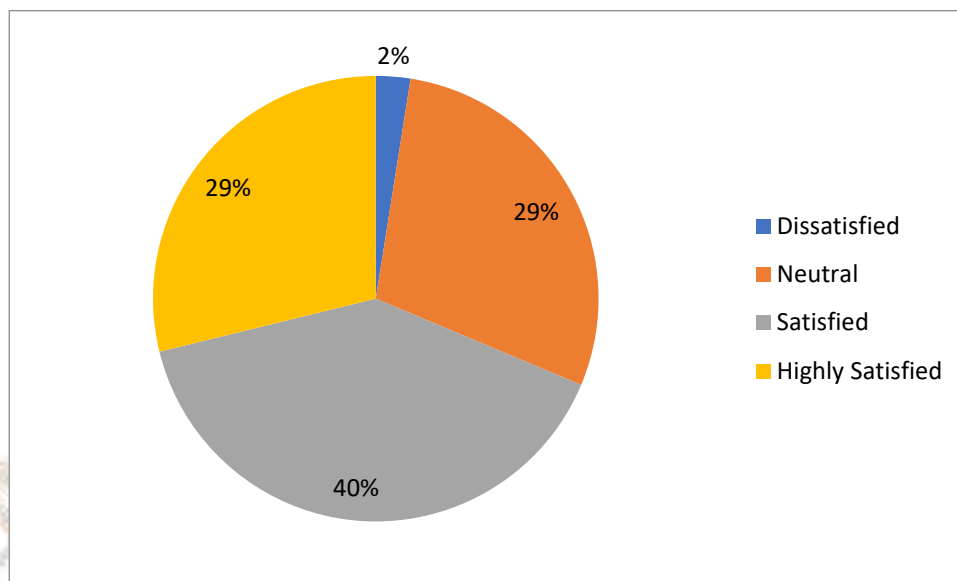


Table 4.2.24

Poor time management can result in missed deadlines, lower quality work, and decreased productivity.

		Frequency	Percent (%)
Valid	Dissatisfied	7	5.9
	Neutral	27	22.9
	Satisfied	36	30.5
	Highly Satisfied	48	40.7
Total		118	100.0

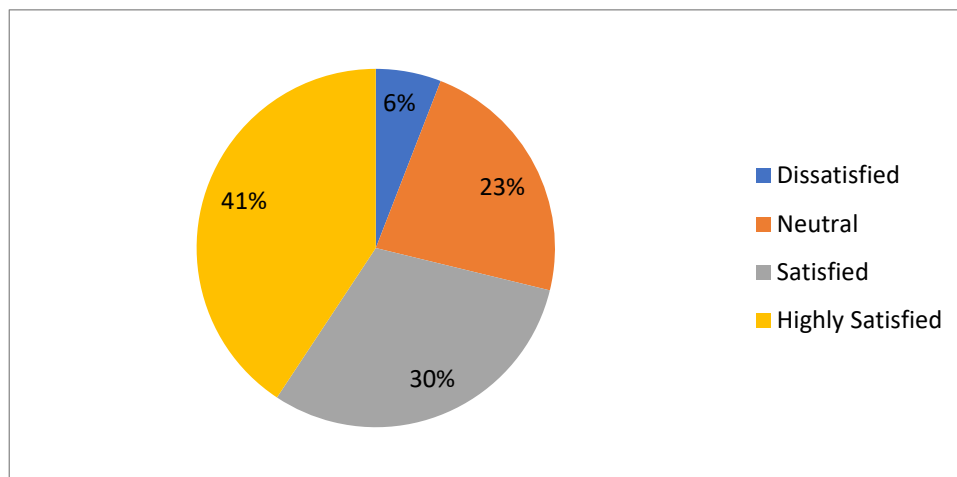
Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 5.9% are Dissatisfied, 22.9% are neutral, 30.5% are Satisfied and 40.7% are highly satisfied. Hence the majority of respondents are Highly Satisfied.

**Chart 4.2.24**

**Poor time management can result in missed deadlines, lower quality work, and decreased productivity.**



**Table 4.2.25**

**Regularly reviewing and adjusting time management strategies can lead to better time utilization and increased.**

		Frequency	Percent (%)
Valid	Neutral	10	8.5
	Satisfied	51	43.2
	Highly Satisfied	57	48.3
Total		118	100.0

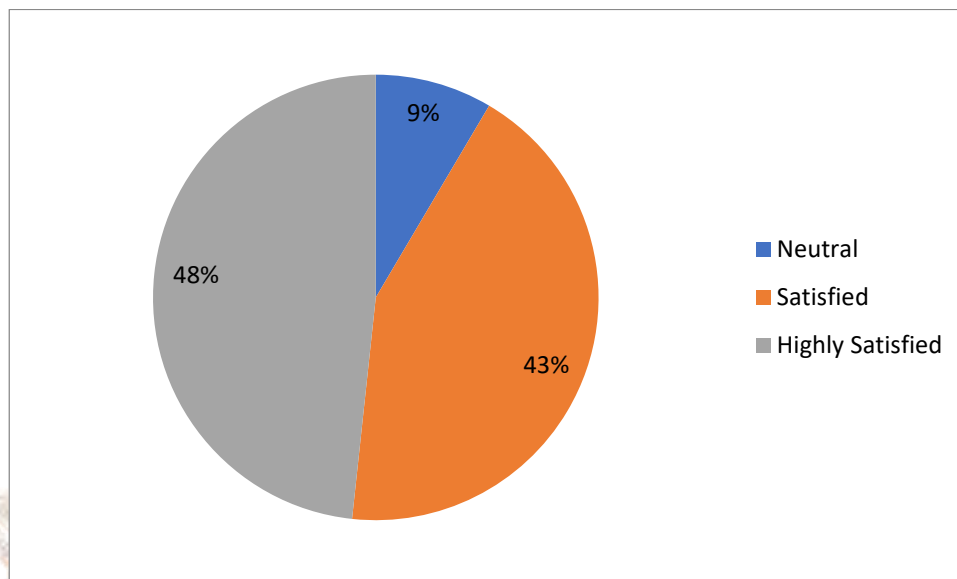
*Source: Primary Data*

**Interpretation:**

The above table indicates that among 118 respondents, 8.5% are neutral, 43.2% are Satisfied and 48.3% are highly satisfied. Hence the majority of respondents are Highly Satisfied.

**Chart 4.2.25**

**Regularly reviewing and adjusting time management strategies can lead to better time utilization and increased.**



**Table 4.2.26**

**Employers have a responsibility to provide training and resources to help employees develop effective time management skills.**

		Frequency	Percent (%)
Valid	Neutral	10	8.5
	Satisfied	51	43.2
	Highly Satisfied	57	48.3
Total		118	100.0

*Source: Primary Data*

**Interpretation:**

The above table indicates that among 118 respondents, 8.5% are neutral, 43.2% are Satisfied and 48.3% are highly satisfied. Hence the majority of respondents are Highly Satisfied.

Chart 4.2.26

Employers have a responsibility to provide training and resources to help employees develop effective time management skills

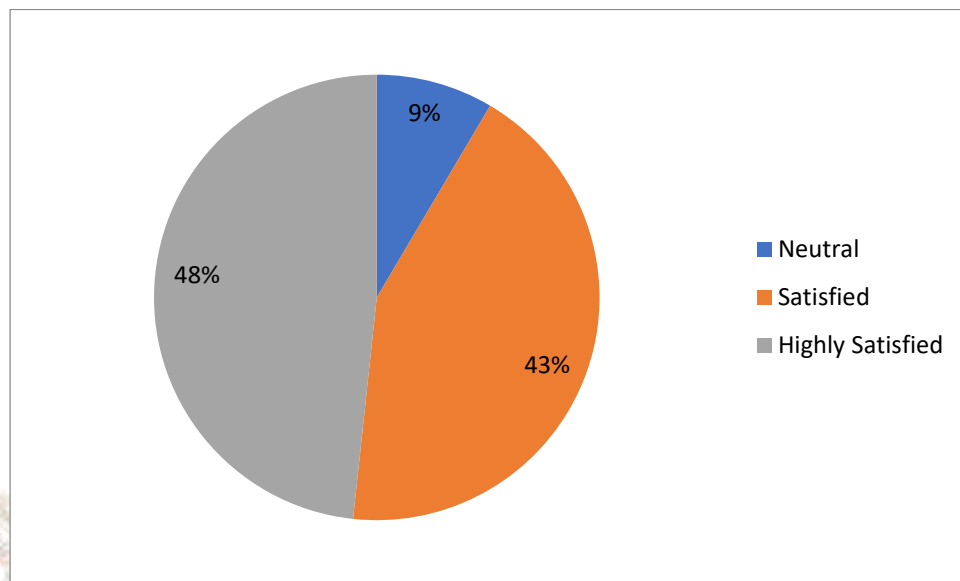


Table 4.2.27

Effective time management can help employees achieve a better work-life balance.

		Frequency	Percent (%)
Valid	Neutral	13	11.0
	Satisfied	41	34.7
	Highly Satisfied	64	54.2
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 11.0% are neutral, 34.7% are Satisfied and 54.2% are highly satisfied. Hence the majority of respondents are Highly Satisfied.



Chart 4.2.27

Effective time management can help employees achieve a better work-life balance.

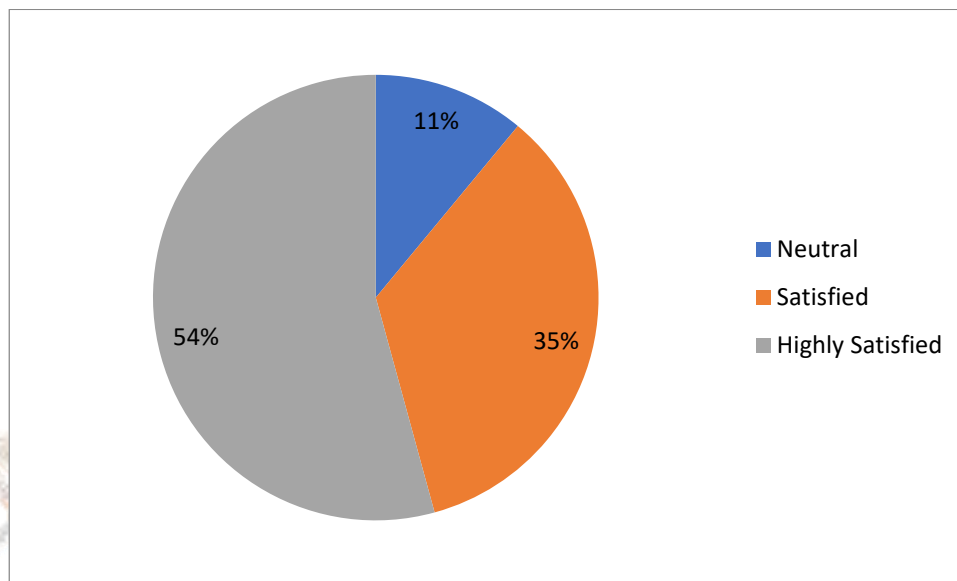


Table 4.2.28

Employees who struggle with time management are more likely to experience stress and burnout.

		Frequency	Percent (%)
Valid	Dissatisfied	3	2.5
	Neutral	31	26.3
	Satisfied	36	30.5
	Highly Satisfied	48	40.7
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 2.5% are Dissatisfied, 26.3% are neutral, 30.5% are Satisfied and 40.7% are highly satisfied. Hence the majority of respondents are Highly Satisfied.

Chart 4.2.28

Employees who struggle with time management are more likely to experience stress and burnout.

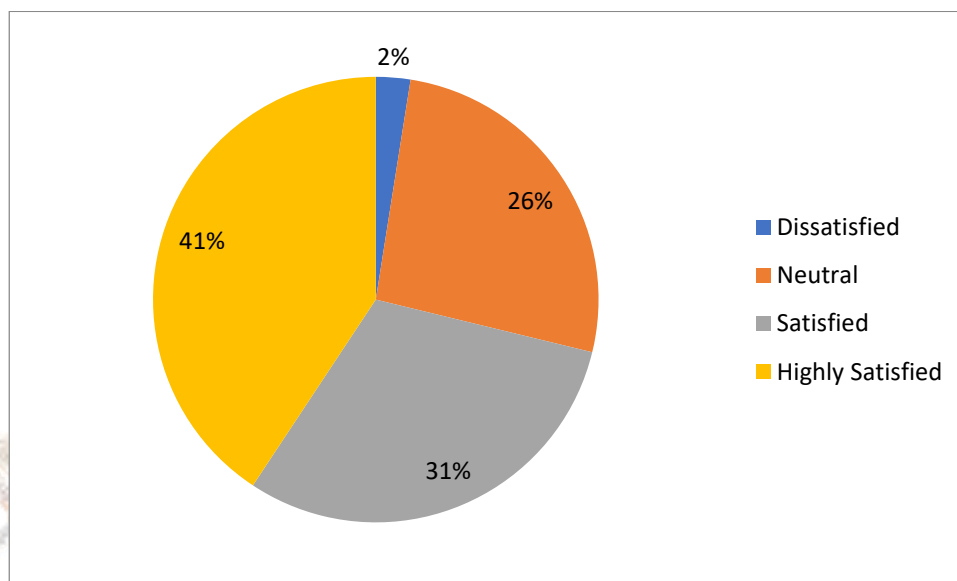


Table 4.2.29

A healthy work-life balance can lead to increased job satisfaction and employee retention.

		Frequency	Percent (%)
Valid	Dissatisfied	6	5.1
	Neutral	17	14.4
	Satisfied	29	24.6
	Highly Satisfied	66	55.9
Total		118	100.0

Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 5.1% are Dissatisfied, 14.4% are neutral, 24.6% are Satisfied and 55.9% are highly satisfied. Hence the majority of respondents are Highly Satisfied.

Chart 4.2.29

A healthy work-life balance can lead to increased job satisfaction and employee retention.

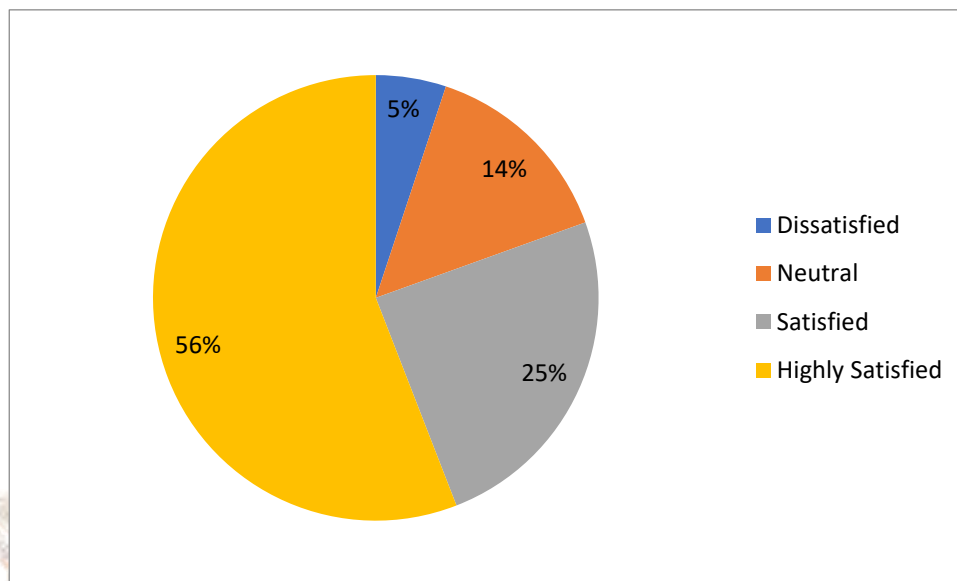


Table 4.2.30

Employers should prioritize work-life balance by promoting flexible schedules, encouraging breaks, and respecting employees' personal time.

		Frequency	Percent (%)
Valid	Neutral	6	5.1
	Satisfied	46	39.0
	Highly Satisfied	66	55.9
Total		118	100.0

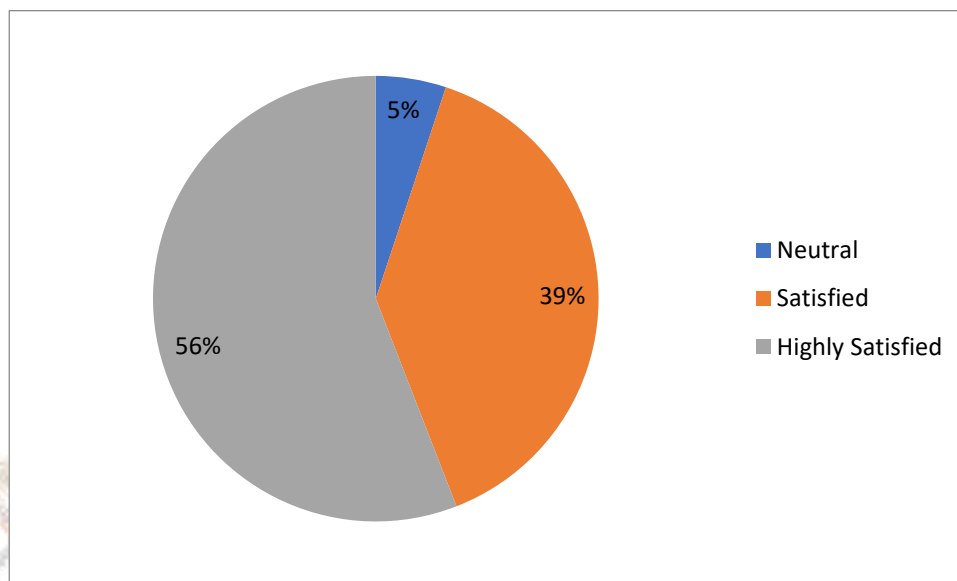
Source: Primary Data

**Interpretation:**

The above table indicates that among 118 respondents, 5.1% are neutral, 39.0% are Satisfied and 55.9% are highly satisfied. Hence the majority of respondents are Highly Satisfied.

Chart 4.2.30

Employers should prioritize work-life balance by promoting flexible schedules, encouraging breaks, and respecting employees' personal time.



ANOVA

Table No.4.3

ANOVA Test for comparing Age with Improve Work-Life Balance

		Sum of Squares	df	Mean Square	F	Sig.
Effective time management can help employees achieve a better work-life balance.	Between Groups	.74	2	.37	.78	.459
	Within Groups	54.22	115	.47		
	Total	54.96	117			
Employees who struggle with time management are more likely to experience stress and burnout.	Between Groups	1.71	2	.86	1.12	.331
	Within Groups	88.26	115	.77		
	Total	89.97	117			
A healthy work-life balance can lead to increased job satisfaction and employee retention.	Between Groups	4.28	2	2.14	2.70	.071
	Within Groups	91.12	115	.79		
	Total	95.40	117			
Employers should prioritize work-life balance by promoting flexible schedules, encouraging breaks, and respecting employees' personal time	Between Groups	.78	2	.39	1.10	.336
	Within Groups	40.71	115	.35		
	Total	41.49	117			

**Interpretation**

1. The significance value is 0.459. There is no significance relationship between age and the Effective time management can help employees achieve a better work-life balance.
2. The significance value is 0.331. There is no significance relationship between age and Employees who struggle with time management are more likely to experience stress and burnout.
3. The significance value is 0.071. There is no significance relationship between age and a healthy work-life balance can lead to increased job satisfaction and employee retention.
4. The significance value is 0.336. There is a significance relationship between age and Employers should prioritize work-life balance by promoting flexible schedules, encouraging breaks, and respecting employees' personal time

CORRELATION

**Table No.4.4.1**

**I am able to prioritize my tasks effectively and do you think that feeling in control of your schedule and tasks decreases your overall stress levels.**

**H0** – There is significance relation I am able to prioritize my tasks effectively and do you feel that having clear priorities and do you think that feeling in control of your schedule and tasks decreases your overall stress levels

**H1** – There is no significance relation I am able to prioritize my tasks effectively and do you think that feeling in control of your schedule and tasks decreases your overall stress levels?

		I am able to prioritize my tasks effectively.	Do you think that feeling in control of your schedule and tasks decreases your overall stress levels?
I am able to prioritize my tasks effectively.	Pearson Correlation	1	.793
Do you think that feeling in control of your schedule and tasks decreases your overall stress levels?	Pearson Correlation	.793	1
**Correlation is significant at the 0.01 level (2-tailed).			

## Interpretation

From the above table Indicates that, the value of Pearson Correlation is 0.793. Hence, I am able to prioritize my tasks effectively is strongly correlated with Do you think that feeling in control of your schedule and tasks decreases your overall stress levels.

### Table No.4.4.2

**I believe that setting clear and realistic deadlines helps me manage my time more effectively and Effective time management allows employees to better utilize their work hours and improve their overall productivity**

**H0** – There is significance relation between I believe that setting clear and realistic deadlines helps me manage my time more effectively and Effective time management allows employees to better utilize their work hours and improve their overall productivity

**H1** – There is no significance relation between I believe that setting clear and realistic deadlines helps me manage my time more effectively and Effective time management allows employees to better utilize their work hours and improve their overall productivity

		I believe that setting clear and realistic deadlines helps me manage my time more effectively.	Effective time management allows employees to better utilize their work hours and improve their overall productivity.
I believe that setting clear and realistic deadlines helps me manage my time more effectively.	Pearson Correlation	1	.296
Effective time management allows employees to better utilize their work hours and improve their overall productivity.	Pearson Correlation	.296	1
**Correlation is significant at the 0.01 level (2-tailed).			

## Interpretation

From the above table Indicates that, the value of correlation is 0.475. Hence, I believe that setting clear and realistic deadlines helps me manage my time more effectively is weakly correlated with Effective time management allows employees to better utilize their work hours and improve their overall productivity.

**Table No.4.4.3**

A healthy work-life balance can lead to increased job satisfaction and employee retention and Poor time management can result in missed deadlines, lower quality work, and decreased productivity.

**H0** – There is significance relation between A healthy work-life balance can lead to increased job satisfaction and employee retention and Poor time management can result in missed deadlines, lower quality work, and decreased productivity.

**H1** – There is no significance relation A healthy work-life balance can lead to increased job satisfaction and employee retention and Poor time management can result in missed deadlines, lower quality work, and decreased productivity.

		A healthy work-life balance can lead to increased job satisfaction and employee retention.	Poor time management can result in missed deadlines, lower quality work, and decreased productivity.
A healthy work-life balance can lead to increased job satisfaction and employee retention.	Pearson Correlation	1	.473
Poor time management can result in missed deadlines, lower quality work, and decreased productivity.	Pearson Correlation	.473	1
**Correlation is significant at the 0.01 level (2-tailed).			

**Interpretation**

From the above table Indicates that, the value of correlation is 0.473. Hence A healthy work-life balance can lead to increased job satisfaction and employee retention is moderately correlated with Poor time management can result in missed deadlines, lower quality work, and decreased productivity.

## CHAPTER 5

### 5.1 Findings

#### PERCENTAGE ANALYSIS

1. The majority 56.8% of the respondents are below 35 years.
2. The majority 75.4% of the respondents are Male.
3. The majority 73.7% of the respondents are Married.
4. The majority 46.6% of the respondents belongs to Diploma.
5. The majority 34.7% of the respondents are 6-10years working experience.
6. The majority 45.8% of respondent's monthly income between 10,001-20,000.
7. The majority 47.5% of the respondents are Satisfied with I am able to complete my tasks within the given deadline.
8. The majority 53.4% of the respondents are Satisfied with I am able to prioritize my tasks effectively.
9. The majority 33.9% of the respondents Satisfied with I am able to use my time efficiently during work hours.
10. The majority 57.6% of the respondents are Satisfied with I am able to avoid distractions and focus on my work.
11. The majority 56.8% of the respondents are Satisfied with I am able to handle unexpected or urgent tasks without sacrificing my current workload.
12. The majority 42.2% of the respondents are Satisfied with believe that effective time management can reduce stress levels at work.
13. The majority 50.8% of the respondents are Satisfied with feeling in control of your schedule and tasks decreases your overall stress levels.
14. The majority 33.1% of the respondents are Satisfied and highly satisfied with having clear priorities and deadlines helps you manage your workload more effectively and reduces stress.
15. The majority 50.8% of the respondents are Satisfied with having good time management skills can help you avoid procrastination and therefore decrease stress levels.
16. The majority 51.7% of the respondents are Satisfied with a difference in your stress levels when you are effectively managing your time versus when you are not.
17. The majority 57.6% of the respondents are highly Satisfied with believe that setting clear and realistic deadlines helps me manage my time more effectively.



18. The majority 41.5% of the respondents are Satisfied with prioritize my tasks based on their urgency and importance in order to meet deadlines.
19. The majority 53.4% of the respondents are Highly Satisfied with communicate with my colleagues and superiors if I anticipate that I might miss a deadline.
20. The majority 56.8% of the respondents are Highly Satisfied with use tools and techniques such as to-do lists, calendars, and reminders to help me meet deadlines.
21. The majority 57.6% of the respondents are Highly Satisfied with Meeting deadlines is an important factor in my overall job performance and sense of accomplishment.
22. The majority 44.1% of the respondents are Highly Satisfied with Effective time management allows employees to better utilize their work hours and improve their overall productivity.
23. The majority 39.8% of the respondents are Satisfied with ability to prioritize tasks and allocate time appropriately is an essential skill for employees to be productive.
24. The majority 40.7% of the respondents are Highly Satisfied with Poor time management can result in missed deadlines, lower quality work, and decreased productivity.
25. The majority 48.3% of the respondents are Highly Satisfied with Regularly reviewing and adjusting time management strategies can lead to better time utilization and increased.
26. The majority 48.3% of the respondents are Highly Satisfied with Employers have a responsibility to provide training and resources to help employees develop effective time management skills.
27. The majority 54.2% of the respondents are Highly Satisfied with Effective time management can help employees achieve a better work-life balance.
28. The majority 40.7% of the respondents are Highly Satisfied with Employees who struggle with time management are more likely to experience stress and burnout.
29. The majority 55.9% of the respondents are Highly Satisfied with A healthy work-life balance can lead to increased job satisfaction and employee retention.
30. The majority 55.9% of the respondents are Highly Satisfied with Employers should prioritize work-life balance by promoting flexible schedules, encouraging breaks, and respecting employees' personal time.

### 5.1.2 Findings of Correlation

1. From the table (4.32) Indicates that, the value of Pearson Correlation is 0.793. Hence, I am able to prioritize my tasks effectively is strongly correlated with Do you think that feeling in control of your schedule and tasks decreases your overall stress levels.

2. From the table (4.33) Indicates that, the value of correlation is 0.475. Hence, I believe that setting clear and realistic deadlines helps me manage my time more effectively is weakly correlated with Effective time management allows employees to better utilize their work hours and improve their overall productivity.
3. From the table (4.34) Indicates that, the value of correlation is 0.473. Hence A healthy work-life balance can lead to increased job satisfaction and employee retention is moderately correlated with Poor time management can result in missed deadlines, lower quality work, and decreased productivity.

### 5.1.3 Findings of One-way Anova

1. From the table (4.31) Indicates that, the significance value is 0.459. There is no significance relationship between age and the Effective time management can help employees achieve a better work-life balance.
2. From the table (4.31) Indicates that, the significance value is 0.331. There is no significance relationship between age and Employees who struggle with time management are more likely to experience stress and burnout.
3. From the table (4.31) Indicates that, the significance value is 0.071. There is no significance relationship between age and a healthy work-life balance can lead to increased job satisfaction and employee retention.
4. From the table (4.31) Indicates that, the significance value is 0.336. There is a significance relationship between age and Employers should prioritize work-life balance by promoting flexible schedules, encouraging breaks, and respecting employees' personal time

### 5.2 Suggestions

Determine the main time management problems that workers encounter at work and look at how these problems effect production. Employees might struggle, for instance, with work prioritisation, distraction control, or interruption management. Research could examine how these difficulties affect worker productivity and provide solutions.

Examine how employee happiness and time management are related. Burnout, increased stress, and a drop in job satisfaction can all result from poor time management. Future studies may examine the impact of effective time management strategies on worker satisfaction and well-being. Examine the connection between time management and staff happiness. Ineffective time management can result in increased stress, burnout, and reduced job satisfaction. Research could look into how efficient time management techniques can increase job satisfaction and employee well-being.

Investigate the role of technology in time management and how it affects employee productivity. Technology can be both a help and a hindrance when it comes to time management. Research could explore how different types of technology, such as email, social media, or project management software, affect employee productivity.

Explore the impact of organizational culture on time management and employee productivity. Organizational culture can play a significant role in shaping employee attitudes towards time management. Research could investigate how different aspects of organizational culture, such as communication norms or performance expectations, impact employee time management practices and productivity.

Identify effective time management strategies and interventions that can be implemented in the workplace. There are a variety of time management techniques and tools that can be used to improve productivity, such as the Pomodoro technique or time blocking. Research could investigate the effectiveness of these strategies and identify best practices for implementing them in the workplace.

### 5.3 Conclusion

According to the study on how time management affects employee productivity, it is clear that good time management is essential for raising employee productivity. Employees may efficiently prioritise their duties and manage their time by using a variety of time management approaches, which improves work outcomes and boosts job satisfaction.

Furthermore, effective time management can lower work-related stress and improve work-life balance, which in turn can enhance general wellbeing and job performance. Therefore, it is crucial for businesses to support and encourage their staff to use time management techniques.

Overall, this study emphasises the necessity for organisations to prioritise the improvement of time management skills in order to increase employee productivity.

### 5.4 Scope for further research

**Investigating the impact of time management training:** While it is known that effective time management skills can improve productivity, it is unclear how much impact time management training can have on employee productivity. Future research could explore the effectiveness of different time management training programs and the extent to which they can improve employee productivity.

**Examining the role of technology in time management:** With the rise of digital technologies, employees now have access to a wide range of tools that can help them manage their time more effectively. Research could explore how different types of technology, such as task management apps or time tracking software, affect employee productivity.

**Exploring the impact of time management on employee well-being:** While time management is often discussed in the context of improving productivity, it is also important to consider how it affects employee well-being. Future research could explore how effective time management practices impact employee stress levels, work-life balance, and job satisfaction.

**Investigating the impact of time management on different types of work:** It is possible that the impact of time management on employee productivity varies depending on the nature of the work being performed. For example, time management may be more important in jobs that require a high degree of multitasking or project management. Research could explore how time management impacts productivity in different types of jobs and industries.

Examining the role of organizational culture in time management: The organizational culture of a workplace can have a significant impact on how employees approach time management. Research could explore how different aspects of organizational culture, such as leadership style or company policies, affect employee time management practices and productivity.

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