

CHAPTER 2

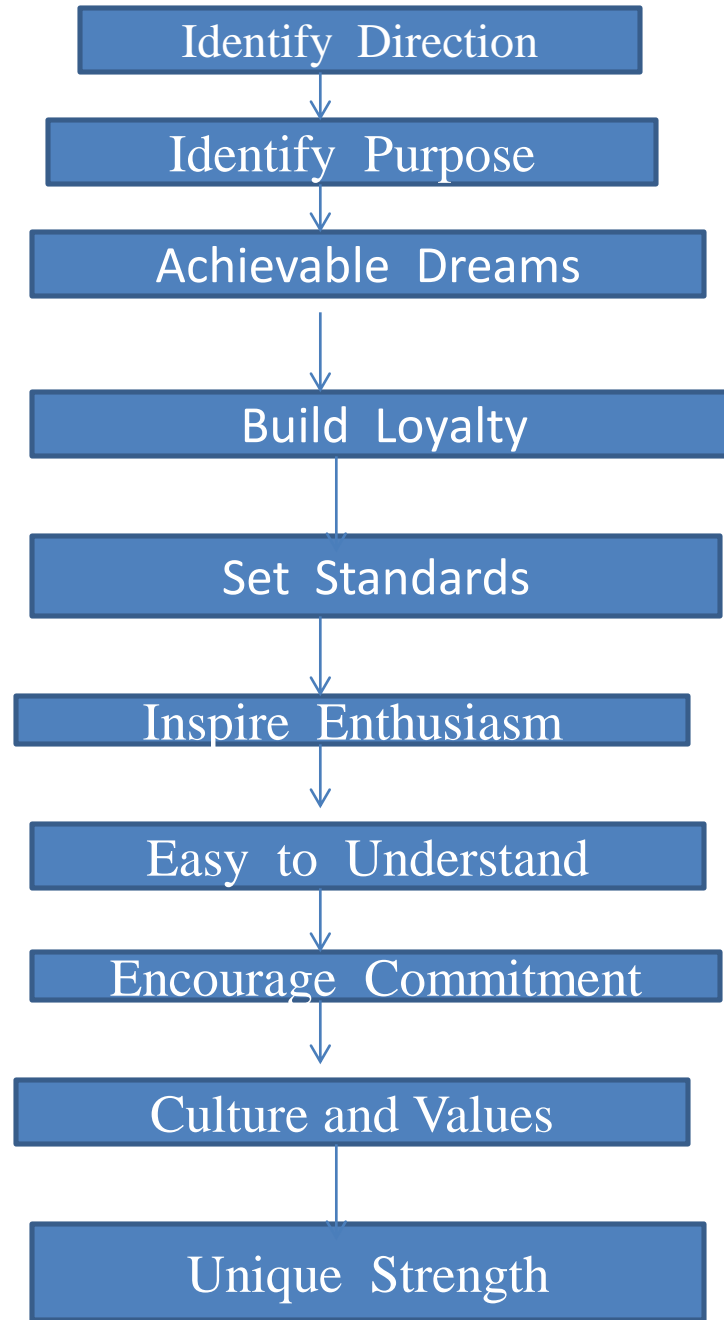
VISION, GOAL SETTING AND TIME MANAGEMENT

MEANING OF VISION

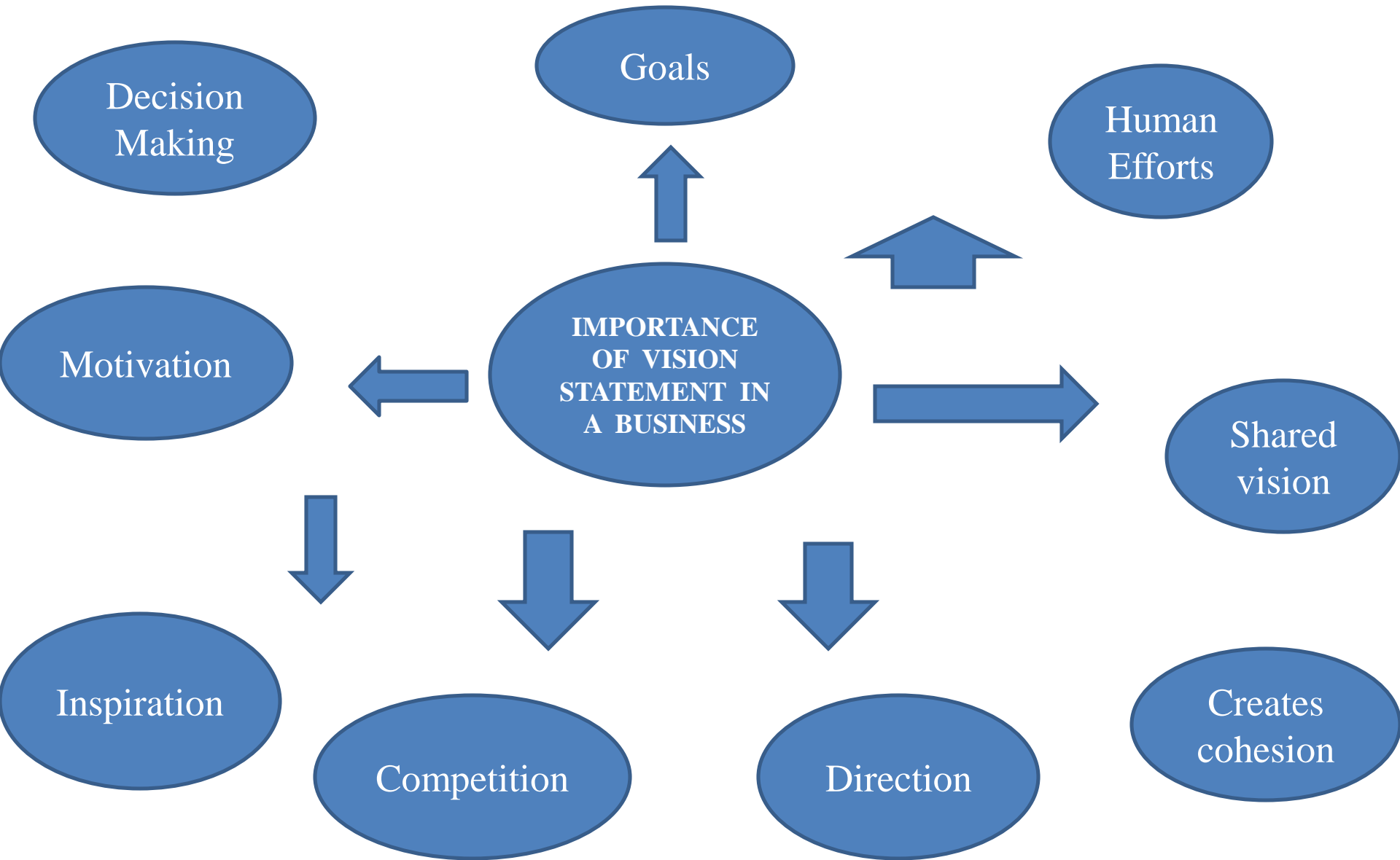
- o Vision means the ability to think about the future with imagination and wisdom. Vision is an important factor in achieving the objectives of the organization. The mission is the medium through which the objectives are achieved.



ELEMENTS OF GOOD VISION FOR AN ORGANIZATION



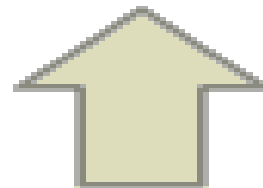
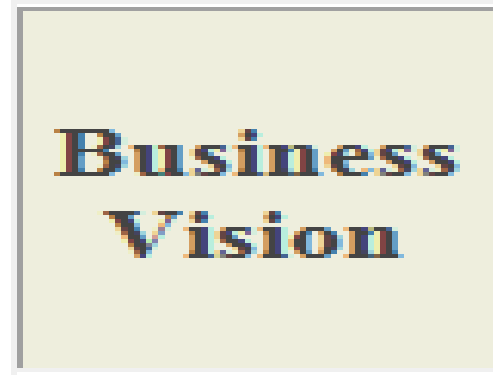
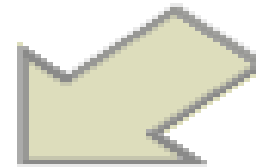
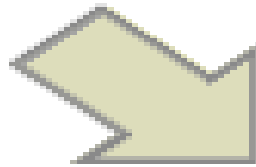
IMPORTANCE OF VISION STATEMENT IN A BUSINESS



COMPONENTS OF BUSINESS VISION

**Core
Values**

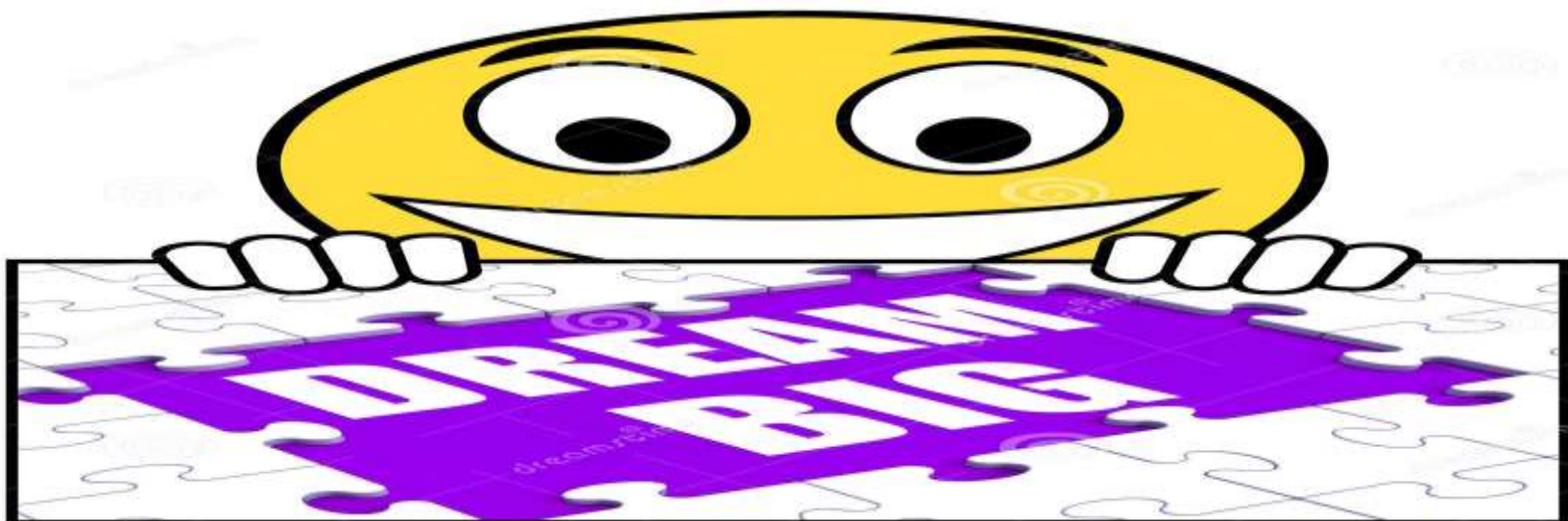
**Core
Purpose**



Visionary

MEANING OF GOAL SETTING

Goal setting involves establishing specific, measurable, achievable, realistic and time-targeted goals. Work on the theory of goal-setting suggests that an effective tool for making progress is to ensure that participants in a group with a common goal are clearly aware of what is expected from them. On a personal level, setting goals helps people work towards their own objectives. Goal setting features as a major component of personal development literature.



VARIOUS PERIODICITY IN GOAL SETTING OR

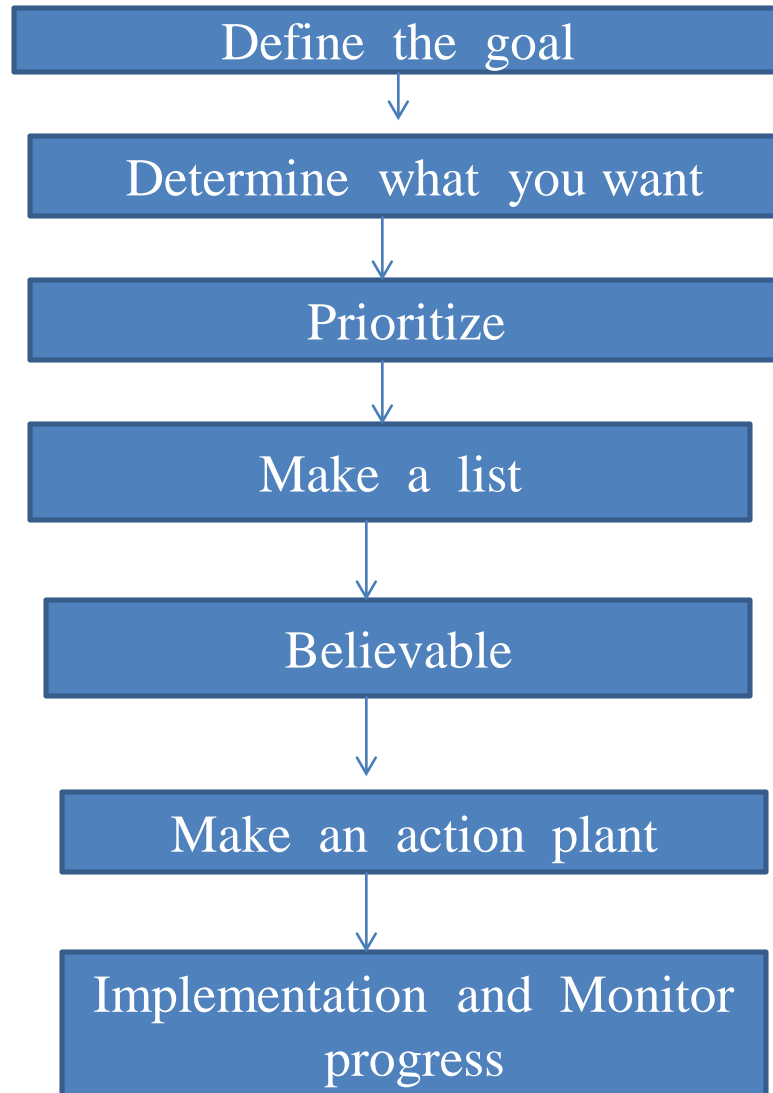
Types of Goals

- **Long Term Goals:**
10-year, 5-year and 1-year goals
- **Short Term Goals:**
goals for the next 9 months, 6 months and 3 months
- **Immediate Goals:**
1-30 days from now

LONG TERM GOAL SETTING

- Career
- Financial
- Education
- Family
- Attitude
- Physical
- Pleasure
- Public service

METHODS TO ACHIEVE SET GOALS / GUIDELINES / PROCESS FOR GOAL SETTING STEPS INVOLVED IN PROBLEM SOLVING PROCESS

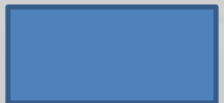
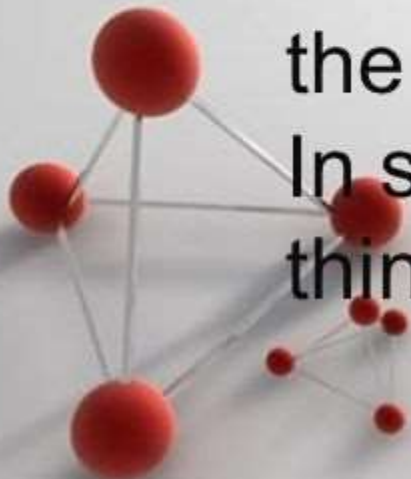


Affects outcomes in goal setting/ Mechanisms for goal setting

- The four mechanisms through which goal setting can affect individual performance are:
 - A. Goals focus attention toward goal-relevant activities and away from goal-irrelevant activities.
 - B. Goals serve as an energizer: Higher goals induce greater effort, while low goals induce lesser effort.
 - C. Goals affect persistence; constraints with regard to resources affect work pace.
 - D. Goals activate cognitive knowledge and strategies that help employees cope with the situation at hand.

What is Stress?

According to **Richard S Lazarus**, stress is a condition or feeling experienced when a person perceives that "demands exceed the personal and social resources the individual is able to mobilize." In short, it's what we feel when we think we've lost control of events.



TYPES OF STRESS

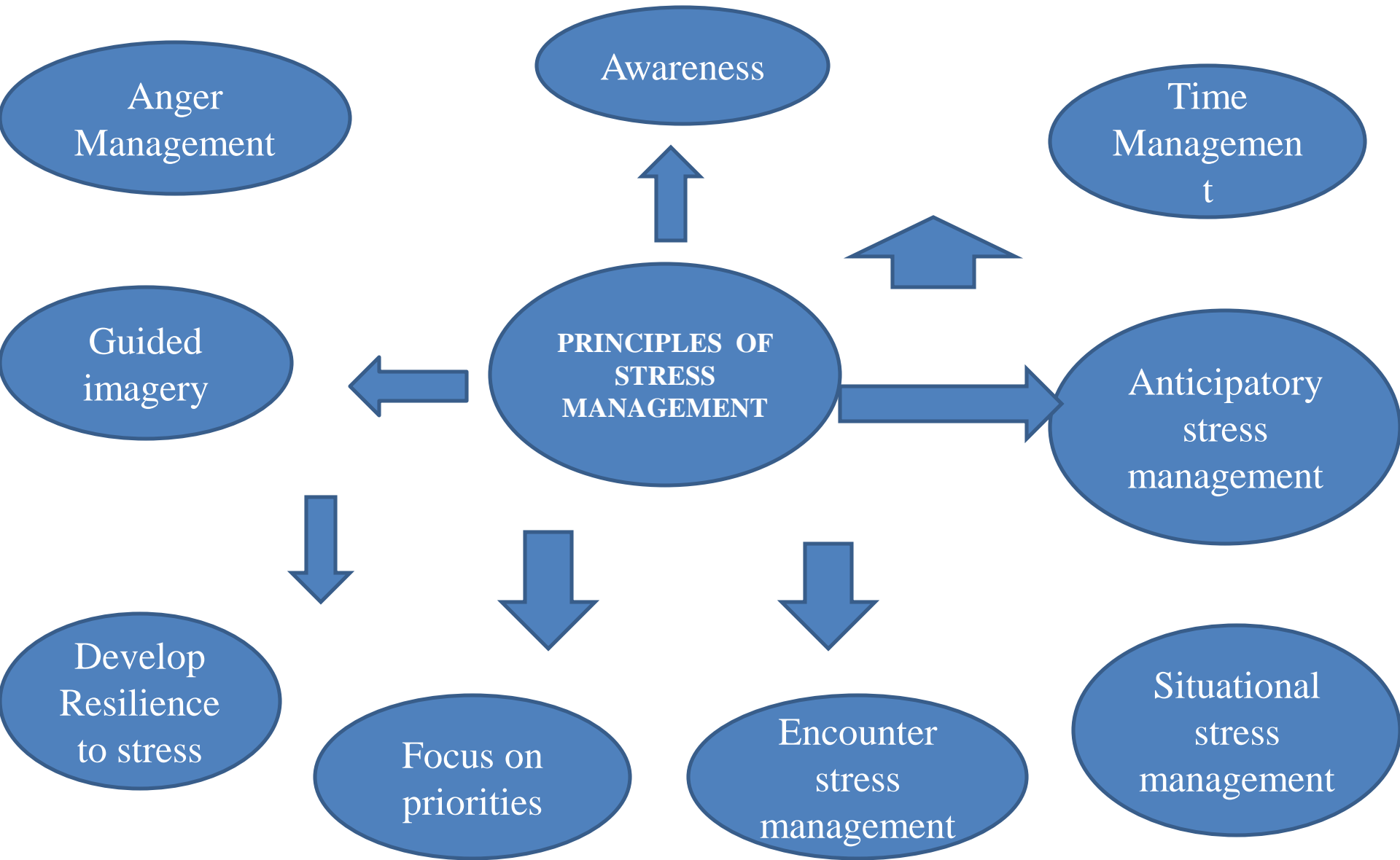
- **PHYSICAL STRESS**

- Dry mouth
- Difficulty in breathing
- Stomach upset
- Sweating palms
- Muscle pain

- **MENTAL STRESS**

- Tension
- Irritability
- Inability to concentrate
- Feeling tired
- Disturbed sleeping

PRINCIPLES / ESSENTIAL OF STRESS MANAGEMENT



FACTORS AFFECTING STRESS/ REASON FOR STRESS MANAGEMENT

- Bad relations with others colleagues
- Long hours of work
- Too much of work
- Repetitive work
- Working alone
- Job insecurity
- Incompatible managers
- Job or organisational change
- Low pay
- Jobs with heavy emotional demands
- Harassments
- Poor work environment
- Discrimination at workplace
- Lack of employee participation
- External pressure.

EFFECTS OF STRESS MANAGEMENT

- Hair loss
- Problem in remembering things
- Poor concentration
- Poor judgement
- Hypersensitive and extremely moody
- Able to see only negative side of things
- Confused mind
- Sudden and unwanted anger
- Getting irritated for small reasons
- Overreacting to any situation
- Loss of confidence
- Eating too much or too little
- Loss of confidence
- Sleeping too much or too little
- Disturbed sleep
- Constant headache
- High blood pressure



What is Time Management?

- Time management is an art. It is arranging, organizing and budgeting time for the purpose of accomplishing something within a time.
- Time management is having control over the amount of time spent on a particular activity.
- Hence, time management helps an individual to be more organized and more productive.

TIME THEIVES

- Time theft at work occurs when an employee accepts pay from their employer for work that they have not actually done, or for time they have not actually put into their work. Such an employee is know as a time thief.

FEATURES OF GOOD TIME MANANGENT

- Meet deadlines and review quality of work
- Achieving work life balance
- Lower stress and feeling more control
- Striving towards meaningful goals
- Spending quality time on important task
- Managing yourself
- Reduce time wasting activities
- Change behaviour
- Schedule time
- Prioritise the task
- Standard routines
- Set time limit

FEATURES OF POOR TIME MANAGEMENT

- Often missing dead line and feeling stress
- Regularly working long hours
- Feeling pressurized by lack of time or too many work to do.
- Lack of purpose of direction
- Jumping from crisis to crisis

NEED / TIPS FOR BETTER TIME MANAGEMENT

- 1. Honour and value your time to achieve goal**
- 2. Prioritise your work**
- 3. Work smart**
- 4. Create image**
- 5. Avoid unwanted meeting to save time**
- 6. Focus on our work**
- 7. Set goals for each activity**
- 8. Break the big job into small manageable work to complete on time.**
- 9. Take time to think**
- 10. Plan your time for effective operation.**
- 11. Use time to build your ideas**
- 12. Delegate the work to save time**
- 13. Provide time to relax to reduce stress**
- 14. Update your knowledge by reading**
- 15. Trust the people who work with you to develop relationship**
- 16. Recognise good worker to motivate them to work fast.**



Basic Time Management Principles

- Adjust your attitude
- Be organized
- Follow a routine
- Write down your goals
- Be selective
- Prioritize
- Give yourself extra time
- Track what you do
- Schedule downtime