

## CHAPTER : 25

### TIME AND ENERGY MANAGEMENT

Time and energy are essential but limited resources of human life. Both these resources are required for doing every day work. Time and energy have a strong inter-relationship. Utilization and organization of one resource affects the other one. Therefore, humans must make a prudent utilization of both the resources for achieving the desired goals.

#### Time

Time is a priceless treasure of human life. This is the most useful and limited resource. Every day we have 24 hours. We have to do many things in this limited time hence we must properly utilize our time. Time management means organizing time in such a way that we achieve all goals of our family as well as personal.

#### Management

To make our lives successful, meaningful and prosperous we must utilize our time. For this we should divide 24 hours into 3 parts- 8 hours for our work, 8 hours for rest and sleep and 8 hours for ourselves that includes our leisure activities. To operate these 3 parts successfully time management is necessary. Good management of time gives complete energy and capability to finish a work and also gives utmost satisfaction, on the other side mismanaged time leads to stress and tension. A person who completes work

on time gets time for rest and is always happy and healthy. On the contrary, the person who does not utilize time, his work does not get completed and he is always tired and stressed. Thus, time management is very essential.

#### The steps of time management are–

1. Organization of time– Planning should be such that time and energy both are saved.
2. A homemaker should maintain a balance between work, rest and entertainment while making a plan.
3. Some works are to be done daily, some every week, some every month and some are done once or twice a year. Therefore, work must be completed on priority basis. Some works have to be done at a particular time. e.g.- School, office time, lunch, dinner time, etc. if these works are done on time then others too fall in line.
4. While planning time, interests, needs, work habits of family members should be kept in mind as well as holidays should be taken care of.
5. Planning should be done for doing two-three works simultaneously.
6. Time should be assigned for all works. e.g.- if

you take half an hour to reach your office or school from home then you should keep exactly half an hour for travel and not less than that otherwise your planning will be faulty.

7. Planning should be flexible to accommodate any changes from time to time.
8. Planning should include all types of work like seasonal, yearly, personal, etc.
9. Some works get completed before the time scheduled time, the remaining time can be utilized for doing some pleasure like, watching TV or reading magazines.

**2. Controlling of time planning–** Success of a plan depends on its implementation. While planning, itself solutions for all possible problems should be anticipated. So that the daily work do not pose any difficulty. If difficulty persist, immediately new decisions should be taken to complete the work. If time falls short then–

1. Work should be completed on priority basis.
2. Speed of doing work should be increased.
3. Free time should be properly utilized.
4. Work can be completed with the help of other family members.

**3. Evaluation of time planning–** For the success of a plan, control is essential. Evaluation of work after completion is also essential. We can find out while evaluating that if work is completed or not? How practical the plan was? Whether the objective of plan was fulfilled or not? What were the shortcomings of the plan?

In this way, a successful planning is one in which available resources are efficiently utilized and personal, and family goals are achieved.

## Energy

We need energy for doing all types of work.

Energy is our capacity to do work. Working capacity of every individual is different. The amount of energy a person spends in doing a work depends on his physical structure and mental ability.

Energy management means doing work comfortably so that dullness is not experienced. A homemaker has to do household chores as well as some works outside the house. The energy for doing both these works differ. For example, chopping vegetables require less energy than climbing stairs. Schwartz has classified energy required for doing the work on the basis of drudgery of work–

S. No.	Work description	Percentage of energy spent more than the resting stage (kcal)
1	Light work	Less than 100
2	Normal heavy work	100 to 150
3	Heavy work	150 to 200
4	More heavy work	200 to 300
5	Excessive heavy work	More than 300

Energy is measured in calories. It is believed that man spends 100kcal during resting stage and less than 100 kcal for doing light work. He needs additional 100 to 300 kcal for doing heavy work. By using following equation we can find out energy spent (in kcal) for doing a particular work–

**Amount of energy spent = total energy spent for work – energy spent while resting**

Light work – 150 kcal – 100 kcal = 50 kcal

Excessive heavy – 450 kcal – 100 kcal = 350 kcal

## Fatigue

Fatigue is experienced after doing every type of work. Fatigue is a condition when physical and mental energy is reduced and in the end a person cannot work at all.

### Types of fatigue

Fatigue or weariness is of two types–

1. Physical fatigue
2. Mental fatigue

**1. Physical fatigue–** Continuous work reduce energy which affects the capacity of the body to perform function. This is because energy is consumed in doing work. We get this energy from food. Glucose in body gets oxidized to release carbon dioxide, water and energy. If sufficient oxygen is present in the body then glucose is completely oxidized and the person does not feel tired. But, if enough oxygen is not present then glucose is not oxidized completely and instead forms lactic acid. This lactic acid gets stored in muscles and fatigue occurs. In between this if the person takes rest then oxygen gets available sufficiently and oxidation reaction takes place converting lactic acid into carbon dioxide and water. Body gets the energy to perform work.

**2. Mental fatigue–** When a person has to do some work continuously, then he loses interest in the work and he no longer feels attracted towards that work, monotony is experienced, this state is known as mental fatigue. This fatigue causes dissatisfaction, indifference, depression and the urge to leave work is experienced.

Mental fatigue is experienced when working environment is not proper, goals are not achieved, when

the right method of doing work is not known in such a situation, a person feels irritated and annoyed.

Ways of reducing fatigue–

1. Taking rest between work reduces physical fatigue. After resting, energy and enthusiasm is rejuvenated for doing work.
2. Mental fatigue can be removed by :
  - (i) Developing interest in work
  - (ii) Making simple goals.
  - (iii) Giving motivation for doing work
  - (iv) Developing skills for work
  - (v) Keeping right physical posture while working
  - (vi) Making working place a happy one
  - (vii) Taking out some time for rest

### IMPORTANT POINTS:

1. Time is a priceless and is a limited resource. By utilizing time well we can achieve our desired goals.
2. Energy is required for doing work and we get that energy from food.
3. While managing time and energy, interest, working capacity, knowledge and habits of family members should be kept in mind.
4. While making a plan, light and heavy work should be balanced and period for rest should also be accommodated.
5. A homemaker should delegate work in such a way that she gets time for rest as well as for entertainment.
6. Fatigue is of two types–
  - (i) Physical fatigue
  - (ii) Mental fatigue

**EXERCISE :****1. Choose the correct option–**

(i) \_\_\_\_\_ is the second resource which is managed along with energy.

- (a) Money
- (b) Appliances
- (c) Time
- (d) Intelligence

(ii) What should be kept in mind while making a time plan?

- (a) Priority of work
- (b) Interests, habits and knowledge of family members
- (c) Flexibility of plan
- (d) All of the above

(iii) Reason of mental fatigue

(a) Headache

(b) Physical energy depletes

(c) Indifference and disinterest towards work

(d) All of the above

(iv) Main reason of physical fatigue

(a) Carbon dioxide      (b) Glucose

(c) Water                      (d) Lactic acid

2. Write short notes on-

(i) Physical fatigue      (ii) Resting period

3. What is fatigue? Write the types of fatigue.

4. Explain the main steps of time management.

5. How has Schwartz classified energy required for doing the work on the basis of drudgery of work?

6. Throw light on ways of reducing fatigue.

**ANSWERS :**

(i) c (ii) d (iii) c (iv) d