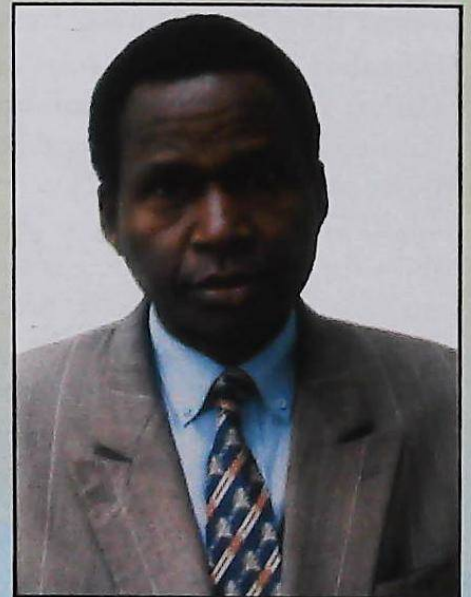


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INTRODUCTION

If someone were to stop you on the street of one of our cities and ask, "Please, excuse me, what time is it?" What would you do? You would probably look at your watch and say, "It is four o'clock" or some such thing. But if I were to stop you on the street and say the same words in a different order "Time, What is it?" you would most likely look at me as if I were crazy. Why? The reason is that in Ethiopia, as in most countries, we don't stop people and ask them such philosophical questions. Nevertheless, we utilise time and see other manage time.



What then is the concept of time? According to Hyrum Smith (1995), time is the occurrence of events in sequence, one after the other. In this paper, we define time as a component of eternity that can be measured in terms of units of seconds, minutes, hours, days, months, and years. The term, career, is a planned course of action that a person chooses to pursue through his working life. Career success is used here to denote the capacity of an individual to accomplish the goals he has set for himself throughout the course of his working life. Time management (TM) concerns how we organize ourselves to control the seconds, minutes, hours, days, months and years available to us to carry out the events of our life. It therefore means taking control of the events of our life. In the section below, we discuss the importance of time management and posit some time management strategies that are capable of enhancing career success.

IMPORTANCE OF TIME MANAGEMENT

Time management like, money management, is extremely important. Money management is simply about planning, organising and controlling our use of money. So it is with time management. The importance of TM lies in the fact it helps us avoid last minutes rush to get key jobs done. Without TM, one may be unable to keep up with the flow of activities in the work place.

TIME MANAGEMENT STRATEGIES FOR CAREER SUCCESS.

Whether one is a student or a worker/manager, it is imperative that any attempt for the individual to make a career success must of necessity take in to consideration certain things. A review of Spezzano (2002) and Yalokwu (2002) reveals the following time management strategies that can foster career success:

- **know yourself** : Knowledge of yourself and the kind of jobs you can effectively do and achieve results are highly critical to your success in your chosen career. So, choose a career that is in harmony with your line of least effort.

- **Vision-based Career Choice:** To be successful in your career you should base choice of career on your personal vision and core values. Ideally, it must be a career that profoundly joins your heart and mind to work with a focus to creating a win-win outcome for yourself and those with whom you interact.
- **Develop a love for problem- solving:** Individuals who love to solve organizational problems rather than running away from them tend to succeed faster in their careers. Organizational success demands a person who stays constructive and creative even when the going is tough.
- **Deliver the Goods:** Successful people always know what has to be done to achieve results. The key to their success is that they develop a result-focus in which the expected goal is clearly understood.
- **Drive to win:** Successful career persons have a knack for winning and becoming successful through hard work. They enjoy winning as a game of life. So, try and drive to win.
- **Trust the team:** while there is nothing wrong with the love of craftsmanship, most career successes would not be achieved in isolation. Successful career life demands seeking and working with a good team.
- **Love of Change:** Most careers involve changes in skills and competencies and those who love to adapt to changes in career tend to be more successful in moving up the career ladder. Therefore, embracing changes each time it comes is very essential.
- **Ability of cope with Stress:** Ability to cope with stress and recognition of how to manage stress as a way of life is important. The key to stress management is the awareness of one's capacity to work and resilience. Successful career people take control of their lives and cope effectively with stressful situations.
- **Ability to Negotiate:** Being able to strike the right deal with professional colleagues is a mark of successful career life. Effective career front people know how to achieve win-win outcomes with partners and provide what they need to work. They construct propositions in which every one stands the chance of winning.
- **Self Confidence:** Self confidence is an essential requirement for career success. An individual needs to speak up and argue effectively with colleagues and be a focus of attention in a range of organisational situations.
- **Good Family Support:** Individuals who have good family support (secure the help of wife, children, servants, etc) tend to achieve so much in their work lives over a short space of time. Hence, the maintenance of good home is a **sine-qua-non** for career success.
- **Develop a sense of Urgency:** To make a success of one's career, one needs to develop a sense of urgency in whatever job one does. Procrastination must not be the person's habit.
- **Daily Planning as Leverage:** As the old adage holds, "he who fails to plan has planned to fail". Daily planning leverages the time available for planning on a long- term and medium terms basis.

CONCLUSION

An attempt has been made to discuss time management as a tool for career success. Many people have failed to succeed in their chosen world of work because they did not manage the events of their life in such a manner as to accomplish much result in a relatively short time. For career success to happen, one must make an agonising appraisal of himself, so that he can only opt for a career in which he can effectively matrix his visions, talents, skills, aptitudes and opportunities. It is essential and somewhat compelling that hard work, daily planning, personal confidence, good human relations and team spirit be brought to bear on all that one does to sustain his chosen career.

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