



# Study of Time Management Technique to Manage Stress among Software Professionals

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**Abstract:** India has a very exciting corporate sector which is one of the most important driving forces of its economic growth. Corporate sector has played a major role in the economic development of the country. The corporate sector separately from creating the riches for nation plays a significant task in the national economy by providing investment and employment opportunities. This is very positive part of the corporate sector. Due to these developments culture has changed food traditions have transformed to a great extent. Working environment has undergone lot of charges. Working stress is also growing day by day. These conditions are causing various health hazards in employees. A hazardous condition is one that damages the proper function of the body or one of its parts. The environment in which software industries are operating today is incessantly changing in term of organizational culture and climate due to increase in international business and foreign assignment. The study conducted by us also co insides with these findings. One of the major factor causing health hazards is work place stress. Work stress leads to suffer exhaustion in this industry. Their work nature is always time bounded and ambiguity Adequate knowledge about coping up strategies can be helpful in avoiding stress Proper time managements techniques will help to avoid stress This paper compacts with time management technique to avoid stress at workplace . We have collects 300 Information Technology (IT) professionals in Chennai city.

**Keywords:** Data Mining, Stress, Management of workload, Techniques

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## 1. Introduction

Data mining, the extraction of hidden predictive information from large databases, is a powerful new technology with great potential to help companies focus on the most important information in their data warehouses. Data mining tools predict future trends and behaviors, allowing businesses to make proactive, knowledge-driven decisions. The automated, prospective analyses offered by data mining move beyond the analyses of past events provided by retrospective tools typical of decision support systems. Data mining tools can answer business questions that traditionally were too time consuming to resolve. They scour databases for hidden patterns, finding predictive information that experts may miss because it lies outside their expectations.

India has a very exciting corporate sector which is one of the major motivating forces of its economic growth. Corporate sector has played an important role in the economic development of the country. The corporate sector separately from creating the wealth for nation plays an important role in the national economy by providing investment and employment opportunities. This is very positive side of the corporate sector. Due to these developments culture has changed food tendencies have transformed to a great extent. Working environment has undergone lot of accuses. Working stress is also increasing day by day. These conditions are causing various health hazards in employees. A hazardous condition is one that damages the proper function of the body or one of its parts. The environment in which software industries are operating today is continuously changing in term of organisational culture and environment due to increase in international business and foreign assignment.

Data mining techniques are the result of a long process of research and product development. This evolution began when business data was first stored on computers, continued with improvements in data access, and more recently, generated technologies that allow users to navigate through their data in real time. Data mining takes this evolutionary process



beyond retrospective data access and navigation to prospective and proactive information delivery. Data mining is ready for application in the business community because it is supported by three technologies that are now sufficiently mature:

- Massive data collection
- Powerful multiprocessor computers
- Data mining algorithms

## 2. Employee Stress

Increased irritation, Depression, Loss of awareness in the job/ feeling of boredom in the job, Frequent fights with the colleagues, Withdrawal from social life, Increased number of mistakes in any work done, Frequent headaches, Disturbed sleeping and eating patterns, Aggravated health disorders such as - Asthma, ulcers, skin allergies and cardiac problems.

**2.1. Physical Stressors :** It has been found that poor working conditions at the workplace have resulted in physical stress among employees. The physical stressors include - poor lighting, improper ventilation, high level of humidity, unsuitable temperatures at workplace etc. Extensive usage of computer leads to various muscle related ailments in employees, especially those in the IT industry.

**2.2. Psychological Stressors:** Physical stressors impact an individual even psychologically. For instance, long working hours without the required breaks would make a person tired and demotivated and a sense of helplessness creeps in. This would lead to aggravation and eventually, psychological stress. Psychological stressors include - unfriendly work environment, monotonous job, problems in the social/external environment, job insecurity, problems with colleagues or immediate superiors, lack of proper balance between work and home, external factors in the industry, unsuitable work culture in the organization etc. Computers have become an epitome of modern life, being used in every aspect of life from calculating grocery bills, telecommunications, banking operations, name any sphere and one will find computer. With use of Internet technology distances carry little meaning and information anywhere in the world is accessible just with a click of mouse. Computer, a hallmark of technological advancement has ushered in a new genre of occupational health problem, i.e. of computer related health problems. India is one of the countries where the IT Industry is developing. A lot of job opportunities are available in this field and young generations are attracted by this field both for enjoyment and earnings. Modern occupational diseases, which are slowly taking its roots among the information technology (IT) professionals. These problems if ignored can prove debilitating and can cause crippling injuries forcing one to change one's profession. Society will have more individuals with health problem. Definitely this will affect the growth of our nation.

**2.3. Procrastination:** Many of us like to postpone our works for a future date that never comes. Procrastinating people masters the art of doing nothing. That leads to more tasks in the line, more stress and low productivity . The problem of procrastination affects a person's ability to function in a motivated sense and it interferes with the person's ability to complete assignments in a timely manner. Procrastination, no doubt meddles with productivity. Procrastinating people seldom perform well at a job. Usually, the problem of dilly dallying comes as the result of many years of laziness that thickens into a long-formed habit. Procrastinators are people who feel that they have not the guts to square up to the job right now and they reassign it to some vague moment in the future. They do not want to experience failure, so they put off the work until the last possible moment.

## 3. Objectives

This paper is to analyse the causes for workplace stress and to suggest time management technique to avoid stress using data mining techniques.

### Methods and Discussion

A study was carried out among 300 Information Technology (IT) professionals in Chennai having minimum of five years experience to study the job related (computer related) health problems and role of ergonomic issues . The study subjects were administered a pre designed structured questionnaire covering details like age, marital status, working hours, working environment, experiencing of any problem while working on computers and the type and kind of problems perceived. Convenience sampling techniques were used to select the samples. The criteria to include the



samples were the subjects should have at least five years of experience in the field. The samples were chosen from different IT companies in Chennai.

**Magnitude of Computer related problems by sex**

SEX	No.	Stress Yes	Stress %
MALE	157	76	44
FEMALE	143	58	38
TOTAL	300	134	41

Chi-square value df-1 Stress .7577 P > .05 statistically not significant

**Percentage of factors causing stress by sex**

Factors causing stress	Male (157)	Female (143)
Working hours	66	64
Work Volume	24	22
Insufficient breaks.	28	18
Working time	64	68
Food habits	25	24
Travel time	43	47
Nature of work	19	28

#### 4. Suggestions and Recommendation

It is clear that proper time management is required among the employees to avoid stress. Work volume can be easily managed with proper time management. Working hours can be minimized by avoiding time wasters during the work. Work can be divided into parts and delegate among the professionals to avoid stress.

##### 4.1. Time Management vs. Stress

Stress is often a result of feeling out of control either at work or at home or both. It is well recognized that managing time effectively is one of the major factors in reducing stress. But, poor time management can cause to feel stress. The following poor time management situations may cause us to feel stress.

- Too much work and not enough time in which to complete it.
- Delays, whether avoidable or not, which leave us feeling angry and frustrated.
- Rushing around trying to do everything at twice our normal rate of speed.
- Finding it difficult or impossible to relax on holidays.
- Becoming impatient with others when they are not quick enough at grasping things.

##### 4.2. How to manage time and activities in the matrix

	Urgent	Not Urgent
Important	<b>DO NOW</b> <ul style="list-style-type: none"> <li>▪ emergencies, complaints and crisis issues</li> <li>▪ demands from superiors or customers</li> <li>▪ planned tasks or project work now due</li> </ul>	<b>PLAN TO DO</b> <ul style="list-style-type: none"> <li>▪ planning, preparation, scheduling</li> <li>▪ research, investigation, designing,</li> <li>▪ testing</li> <li>▪ networking relationship</li> </ul>



	<ul style="list-style-type: none"> <li>▪ meetings and appointments</li> <li>▪ reports and other submissions</li> <li>▪ staff issues or needs</li> <li>▪ problem resolution, fire-fighting, fixes</li> </ul> <p>Subject to confirming the importance and the urgency of these tasks, do these tasks now. Prioritise according to their relative urgency.</p>	<ul style="list-style-type: none"> <li>▪ building</li> <li>▪ thinking, creating, modelling,</li> <li>▪ designing</li> <li>▪ systems and process development</li> <li>▪ anticipation and prevention</li> <li>▪ developing change, direction,</li> <li>▪ strategy</li> </ul> <p>Critical to success: planning, strategic thinking, deciding direction and aims, etc. Plan time-slots and personal space for these tasks.</p>
<b>Not Important</b>	<p><b>REJECT AND EXPLAIN</b></p> <ul style="list-style-type: none"> <li>▪ trivial requests from others</li> <li>▪ apparent emergencies</li> <li>▪ ad-hoc interruptions and distractions</li> <li>▪ misunderstandings appearing as</li> <li>▪ complaints</li> <li>▪ pointless routines or activities</li> <li>▪ accumulated unresolved trivia</li> <li>▪ boss's whims or tantrums</li> </ul> <p>Scrutinise and probe demands. Help originators to re-assess. Wherever possible reject and avoid these tasks sensitively and immediately.</p>	<p><b>RESIST AND CEASE</b></p> <ul style="list-style-type: none"> <li>▪ 'comfort' activities, computer</li> <li>▪ games, net surfing, excessive cigarette</li> <li>▪ breaks</li> <li>▪ chat, gossip, social communications</li> <li>▪ daydreaming, doodling, over-long</li> <li>▪ breaks</li> <li>▪ reading nonsense or irrelevant</li> <li>▪ material</li> <li>▪ unnecessary adjusting equipment</li> <li>▪ etc.</li> <li>▪ embellishment and over-production</li> <li>▪ Habitual 'comforters' not true tasks. Nonproductive, demotivational. Minimise or cease altogether. Plan to avoid them.</li> </ul>

## 5. Conclusion

Effective time management skills will be of huge help to find out how to develop one's time and get a list of things done in a scheduled time frame. People who are able to accomplish all tasks on a list in the given time, they are known to have good time management techniques. So develop good time management skills so that hours are not wasted to the lead of the feeling of failure. Weaker time management means more worry and more tasks are back. It could impact on jobs and fail to realize goals. Good time management skills start with a planner. It keeps heed of everyday activities. Stick to the golden rules of effective time management.



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