

## **APPLYING TIME MANAGEMENT, STRESS MANAGEMENT FOR FINDING THE STABILITY STATE- A NECESSITY OF THE ACTUAL PERIOD**

**Corina Ana BORCOȘI<sup>1</sup>**

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### **ABSTRACT**

*THE DYNAMICS THAT SURROUNDS US GENERATES AN ACUTE SHORTAGE OF TIME.*

*EVERYTHING TAKES PLACE SO FAST THAT THERE IS NO TIME TO ACCOMPLISH ALL THE ROLES AND TASKS OF OUR LIVES.*

*A PERSON WITH GOOD TIME MANAGEMENT MANAGES TO ACCOMPLISH MORE TASKS IN A SHORTER TIME, WHILE BEING MORE RELAXED AND ABLE TO OBTAIN A BALANCE BETWEEN PERSONAL AND PROFESSIONAL LIFE.*

*TIME MANAGEMENT MEANS BECOMING MORE PRODUCTIVE, MORE EFFICIENT, USING TIME WITH WHAT IS MORE IMPRESSIVE, MORE VALUABLE IN OUR LIVES, WITHOUT TOTALLY EXHAUSTING OUR ENERGY RESOURCES. GOOD USE OF TIME REDUCES STRESS.*

*THE PAPER PRESENTS ASPECTS OF TIME MANAGEMENT, STRESS REDUCTION TECHNIQUES AND PRESENTS A CASE STUDY - A ROMANIAN SME THAT MANAGES THE PERMANENT STRESS TO FIND CUSTOMERS FOR THE PRODUCTS OFFERED, USING TIME AND RESOURCES EFFICIENTLY, THUS ACHIEVING THAT STATE OF EQUILIBRIUM - A MIRAGE OF THE CURRENT PERIOD - BETWEEN THE WORK DONE AND THE RESULTS OBTAINED.*

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**KEY WORDS:** TIME MANAGEMENT, STRESS, STRESS MANAGEMENT, STEADY STATE, STRESS REDUCTION TECHNIQUES

### **1. INTRODUCTION**

Time is a limited resource. Time runs without stopping, whether you use it or not. Time cannot be saved it can only be consumed. Time (lack thereof) is a major source of stress. Time management depends on each one of us.

In order to manage stressful situations, it is necessary to develop our communication skills, emotional intelligence, to change some behaviors, concerns. It is necessary to develop our social relationships, to change our way of looking at certain situations, to evaluate our career path, our position within the organization. Depending on the outcome of the evaluation, we must try to

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<sup>1</sup> Researcher PhD II, “Constantin Brâncuși” University of Târgu Jiu, e-mail: corina\_ana@hotmail.com

change our workplace, complete our studies, change our field of activity and discover activities that give us moments of peace, relaxation<sup>2</sup>.

The fact that only 59% of Romanians declare themselves satisfied with life is the indicator of an imbalance in the social state of the Romanian society<sup>3</sup>

It is necessary to strike and maintain the balance of the individuals, organizations and the society we live in today. Earth has a supportive capacity that depends on many factors. A steady state of balance can only exist for a finite period so that the miracle cannot last indefinitely, the system in balance, collapsing at some point. Then the stationary state will go through a crisis<sup>4</sup>.

In the present time, when people, things, society are in a continuous movement and transformation, the state of equilibrium is harder to reach and keep. Imbalance states generate stress, which we can manage and applying time management.

## 2. TIME MANAGEMENT

The time management of each person for both workplace and personal activities means the management of one's own person as a whole. Applying time management contributes to the removal of stressful situations from our lives:

- ✓ actuation under pressure of time;
- ✓ days that can pass without undertaking anything concrete;
- ✓ we do not know what activities to start with;
- ✓ crisis situations occur when we expect less;
- ✓ we have the feeling that life passes by us, that it does not belong to us.

Applying our own time management contributes to good time management with beneficial results such as:

- ✓ obtaining results in the work done;
- ✓ reducing to avoiding stress;
- ✓ using part of your personal time for activities with your family, friends, etc.;
- ✓ achieving life goals, and our lives can make sense.

Time management means to act in several directions to succeed in life.

The main directions of action are<sup>5</sup>:

- ✚ set your own values;
- ✚ determines what mission you feel you have;
- ✚ design your future looking in the past;
- ✚ plan in writing what you want to do;
- ✚ performs a daily planning of own activity, emphasizing the priority activities;
- ✚ determines the results to be obtained;
- ✚ delegate actions that you cannot or that you do not know, to those who are most capable to do so.

<sup>2</sup> <https://psychologies.ro/cunoaste-te/metode-de-gestionare-a-stresului-2142163>

<sup>3</sup> Academia Română, Institutul de Cercetare a Calității Vieții - Raport social al ICCV 2017 - Starea socială a României, Calitatea vieții: situația actuală și perspective pentru 2038  
[https://www.researchgate.net/publication/325130820\\_Raportul\\_social\\_al\\_ICCV\\_2017\\_Starea\\_sociala\\_a\\_Romaniei\\_Calitatea\\_vietii\\_situatia\\_actuala\\_si\\_perspective\\_pentru\\_2038](https://www.researchgate.net/publication/325130820_Raportul_social_al_ICCV_2017_Starea_sociala_a_Romaniei_Calitatea_vietii_situatia_actuala_si_perspective_pentru_2038) [accessed Oct 26 2018]

<sup>4</sup> Georgescu-Roengen, N. – Energia, resursele naturale și teoria economică, (Editura Expert, București, 2006), 90

<sup>5</sup> Tracy, B. - Time management, American Management Association / [www.amanet.org](http://www.amanet.org)

As actions to taken to keep us in the desired direction, it is necessary to:

- ✓ read fast and remember as much detail as possible;
- ✓ invest in your personal development;
- ✓ organize your space in which you operate.

We will not talk in detail about each direction of action or the actions to taken for successfully apply time management to succeed in life, but we will just choose some important elements.

Determine what your values are, what is your purpose in life, what makes you truly happy, fulfilled, means identifying what daily activities are in harmony with the values you appreciate.

If you love what you do, you put your whole soul in what you do. Because what you do is a reflection of the values in which you believe, in which you have accumulated experience that you can do very well then the work stress disappears, fatigue disappears and appears the happiness the work done, the good results and the time spent efficiently.

Establishing the mission that you feel is alive, directing your actions to accomplish this mission, differentiates you from most who act in the wrong direction.

It is important to design your future by supporting what you have done in the past. You have to give yourself daily time to think, to plan, to dream, to create. You will effectively manage your life, time if<sup>6</sup> you will regularly think about who you are, what you want, and how to act to get what you want. Think of where you are today and where you want to be in five years, for example. Analyze the activities you are involved in and determine which ones have a greater impact on your future.

We need to make the best decisions today in a given context to get what we want in the future. Achieving a goal in the future of a set target is the result of many years of study, work. If you have a well-established life you want to reach, it is easier to make the right decisions on a day-to-day basis. Rule<sup>7</sup> is to have a long-term vision contributes to better decisions taken in the short term.

Once you have set your mission, the goals to achieved, you need to apply several techniques that seem most appropriate for an efficient time management. Making a written plan is necessary to correlate long-term goals with short-term objectives, but also to determine the actions taken gradually. There is a rule<sup>8</sup> who says that for every minute spent to plan, ten minutes won when the planned action taken. To act without planning is the cause of the failure in the work. We need to resist this temptation to act before planning the action in detail.

Some principles are important in life once you have determined what your mission is. It is necessary to establish what is important and urgent to accomplish, which is important but not urgent to do, which is urgent but not important to accomplish, and what is neither important nor urgent to accomplish. Depending on this classification, you will determine the succession of your actions over time, eliminating or postponing activities that are sometimes not important and urgent in favor of those who are both important and urgent. You will thus be able to reach a discipline of life, becoming the most efficient manager of your time, of your generation<sup>9</sup>.

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<sup>6</sup> Tracy, B. - Time management, American Management Association / [www.amanet.org](http://www.amanet.org), 28

<sup>7</sup> Tracy, B. - Time management, American Management Association / [www.amanet.org](http://www.amanet.org), 30

<sup>8</sup> Tracy, B. - Time management, American Management Association / [www.amanet.org](http://www.amanet.org), 32

<sup>9</sup> Tracy, B. - Time management, American Management Association / [www.amanet.org](http://www.amanet.org), 56

### 3. STRESS MANAGEMENT TECHNIQUES

In a highly competitive labor market, those who have a job can only keep it working hard, sometimes even for their colleagues who leave jobs for various reasons (did not faced with requests, fired etc.)

If you have an increased competition spirit, if you want perceived as the best, the most powerful, the one with the greatest success in everything you do, you have to work a lot for a long time. Managing time to achieve such achievements means time planning work and almost nothing else. Work brings you professional rewards, joy, but if you almost time dedicates your work will overloading; you take on more responsibilities than you can do<sup>10</sup>.

Success is ephemeral, sometimes you do not know what you are fighting for and you do not know if it is the success you have ever want. You do not know if your effort brings the money you hoped to win; you never know if you have worked enough and enough for who, for what. We become accustomed to stress, tight deadlines, hard work, lack of time to dedicate to our loved ones, other activities outside of work.

We have no control over the factors that stress us, but we can control our reaction to stress. Stress management can apply using healthy or unhealthy techniques (which ultimately make our body sick)<sup>11</sup>.

A presentation of healthy and unhealthy stress reduction ways presented in Table 3.1.

**Stress reduction ways**

**Table 3.1**

Unhealthy ways	Healthy ways
Smoking	Physical exercises
Alcohol Consumption	Relaxation
Eating	Healthy Diet
Use of medicines	Recreational activity
Isolation from others	Assertiveness
Self-pity	Breaks for rest
Blaming	Handling situations with humor

**Source:** Emmett, R. – Managementul timpului tău – Ghid de gestionare a stresului pentru cei copleșiți de probleme și responsabilități, Editura Business Tech Internațional, București, 2017, p. 37

<sup>10</sup> Emmett, R. – Managementul timpului tău – Ghid de gestionare a stresului pentru cei copleșiți de probleme și responsabilități, (Editura Business Tech Internațional, București, 2017)

<sup>11</sup> Emmett, R. – Managementul timpului tău – Ghid de gestionare a stresului pentru cei copleșiți de probleme și responsabilități, (Editura Business Tech Internațional, București, 2017)

Stress does not always occur only to professionals that are highly qualified and who, for achieve outstanding professional performance, devoted their lives to work. Anybody can get to exhaustion. Total exhaustion<sup>12</sup> occurs when you have no time for yourself as your time dedicated to work, family, children, life partners, friends who need help etc.

When you begin to pay attention to you, appreciation, reward yourself for your efforts, you will be amazed to find your enthusiasm, energy, the desire to live and work again. In life, if you set priorities and give time for yourself, you can work efficiently, productively without stress, having time for activities that you really like. What do you need to do to achieve a work-life balance? Here are a few lines of action<sup>13</sup>:

- reflect on what is most important to you in life;
- try not to be perfectionist;
- set realistic goals to bring you satisfaction;
- remove from your life everything that can be eliminated and focus on what matters to you;
- establish activities that you can do both at work and at home;
- charge your batteries daily.

In the midst of the pressures of any kind that occur in our lives, it is important to find ways to add joy to doing what we like. However, we must first discover what activities we like and then make time for them to find the right balance between work and recreation.

#### **4. STEADY STATE - A MIRAGE OF THE CURRENT PERIOD**

It is possible for a person to have many activities to do and to be productive, having a clear mind and being relaxed. This is a way to live and work at a high level of efficiency<sup>14</sup>.

Steady state is the state of tranquility, harmony, stability between different situations, between different mental states, etc.<sup>15</sup>. A state of balance may however sometimes exist. In this state, there will be no struggle with the others. Over time, in "quasi-stationary" societies, art and science have stagnated<sup>16</sup>. However, for progress to made, evolution depends on the intensity of population pressure on resources: natural, human, time, etc. We cannot know how optimal it is to be in balance, yet it is a state of decline, that contributes most to progress. Human evolution, the history of humanity is a "permanent fight," a continual change and not a predictable, controllable process<sup>17</sup>.

Thus, although we want to always be in balance, the miracle cannot last indefinitely, sooner or later, the steady state will enter the crisis, will follow a state of imbalance in which there will be a new struggle to achieve a new state of harmony.

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<sup>12</sup> Emmett, R. – Managementul timpului tău – Ghid de gestionare a stresului pentru cei copleșiți de probleme și responsabilități, (Editura Business Tech Internațional, București, 2017), 41

<sup>13</sup> Emmett, R. – Managementul timpului tău – Ghid de gestionare a stresului pentru cei copleșiți de probleme și responsabilități, (Editura Business Tech Internațional, București, 2017), 41

<sup>14</sup> Allen, D. – Metoda GTD. Arta productivității fără stres, Ediție revizuită, (Editura ACT și Politon, București, 2017)

<sup>15</sup> <https://dexonline.ro/definitie/echilibru>

<sup>16</sup> Georgescu-Roengen, N. – Energia, resursele naturale și teoria economică, (Editura Expert, București, 2006), 92

<sup>17</sup> Georgescu-Roengen, N. – Energia, resursele naturale și teoria economică, (Editura Expert, București, 2006)

Large business managers want a certain hierarchical position, prestige, high income. SME managers want independence, income to help their family and market new, non-existent products<sup>18</sup>.

What does, for example, a manager of a Romanian SME,<sup>19</sup> who is in a state of equilibrium, for example, he has clients for his products yet, has sufficient financial resources to cover his expenses, however, thinking about the future, would like more and more stable customers, who to provide a long-term financial stability. What is the solution that this manager has found, who, although in a balanced state of resources and results, is thinking of a business development that will bring it to a larger, diversified production eventually and which will bring more customers with whom to enter into long-term partnership agreements. Thus, our SME manager gives up the state of equilibrium that he now thanked for a new state of balance in the future at the more favorable business parameters: higher turnover, increased capital, more and more stable customers. What is the manager's solution? The solution is renouncing to the current balance, for imbalance state, that necessity more and more work. The company will develop and implement projects funded by European funds that will bring new jobs created in the enterprise, new investments in the department of production, a quantitative and qualitative increase of the products and services offered on the market, new medium and long-term clients. In addition, because it is a good leader, the manager of IMM considered a model that inspires the team that work with, motivates it to capitalize on their full potential to achieve all the goals<sup>20</sup>.

This way, this Romanian SME manages the constant stress of finding customers for the products offered, using time and resources efficiently, to achieve that state of equilibrium - a mirage of the current period - between the work done and the results obtained.

## 5. CONCLUSIONS

Implement time management and stress management is for to reach a state of equilibrium, a state that represents a mirage of the current period when everything is moving, everything is rapidly changing.

Time management provides time-efficient management techniques to those who want it, which cannot be stored but only used. If we do not know what we want to do with our time, if we do not know what we want to do with our life, with the company we can hold, then time will pass without using it in our favor. We will not be able to use the opportunities offered to us because we do not know what our target is in life, at work, in the family, etc.

Stress, the tensions that occur in our work and in our personal life come from the actions that take place and that are not in harmony, are not the same as those we think, that we want to do.

Steady state is a mirage of the current period because it is hard to reach but harder to keep. Aware of this fact, a Romanian SME manager, although in a state of economic, financial, social well-being, is aware of the ephemeral equilibrium that he lives and, consciously, leaves this state. He wants more for his company, goes into a state of imbalance: he seeks new clients, develops new production capacities, increases his business volume, so he builds a deliberate imbalance, works hard to achieve a new state of equilibrium that will bring financial rewards and more. It schedules his activities in time, prevents and effectively manages the stressful situations that may

<sup>18</sup> Ursachi, I. – Management, (Editura ASE, București, 2001)

<sup>19</sup> Borcoși, C. A. – Metode și tehnici de management aplicate în IMM-uri, Editura Academica Brâncuși, Tg.-Jiu, 2011

<sup>20</sup> European Agency for Safety and Health at work - Managing stress and psychosocial risks at work, <https://healthy-workplaces.eu/>

arise and thinks, with hope and joy at the achievements the company will have in the future, the long-term stability of its firm.

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