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Time Management

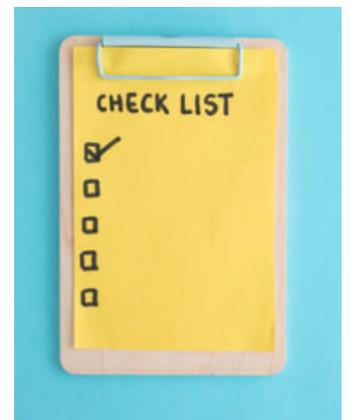


Time management skills are essential for every different type of activism. Time management can be defined as “a form of decision making used by individuals to structure, protect, and adapt their time to changing conditions.”¹ A key element of time management is temporal awareness, or “the belief that time is a

real, finite resource that needs to be budgeted.”² A resource-based conception of time permits one to prioritize their time just as they would their other resources. Time is a great equalizer.

“Unlike money, time is possessed in equal amounts by everyone... Unlike energy, time is not renewable, recoverable, or substitutable... the value of time is ambiguous. Everybody knows that a dollar is a dollar, but an hour can mean different things to different people... Time is also unique by virtue of being the fundamental resource—people need time to acquire other resources.”³

Different people prefer to manage, or budget, their time differently. These differences have strengths and weaknesses pertaining to certain tasks. A successful activist will recognize how they prefer to manage their time and choose tasks accordingly. A successful leader will recognize these



¹ Aeon, Brad and Herman Aguinis, “It’s About Time: New Perspectives and Insights on Time Management,” *Academy of Management Perspectives* 31, No. 4 (2017), p. 311

² *Ibid.*, p. 319

³ *Ibid.*, p. 321

preferences amongst their group of activists and encourage their colleagues to pursue tasks according to their strengths.



Some individuals are monochronic, or prefer to do single tasks at a time, while other individuals are polychronic, or prefer to do multiple tasks at a time. Additionally, some individuals are segmenters, or prefer to set boundaries between their labor and leisure, while other individuals are integrators, or prefer to blend their labor and leisure.

Monochronic segmenters prefer single tasks that can be done in a work setting, perhaps creating posters or flyers at the organization headquarters. Monochronic integrators prefer single tasks that can be done anywhere, perhaps distributing literature around town. Polychronic segmenters prefer multiple tasks that can be done in a work setting, maybe these individuals could be strategists or group leaders. Polychronic integrators prefer multiple tasks that can be done anywhere, perhaps interacting with the community through dynamic demonstrations. While these are not the only dimensions by which people budget their time, these provide a good baseline for quick and efficient activism.

Works Cited

Aeon, Brad and Hermann Aguinis. "It's About Time: New Perspectives and Insights on Time Management." *Academy of Management Perspectives* 31, No. 4 (2017).