A STUDY ON IMPACT OF MANAGING A TIME ON WORK LIFE BALANCE AMONG EMPLOYEES AT SALEM STEEL PLANT (SAIL)

S.B.Barkath[1], T.Gomathi[2]

[1]II Year MBA Student, Gnanamani College of Technology (Autonomous), Namakkal.
Email ID: barkathneelu83@gmail.com

[2]HOD, Department of Management Studies, Gnanamani College of Technology (Autonomous), Namakkal.

Abstract—*This study focuses on the impact of time management practices on work-life balance among employees. The objective is to understand how effective time management strategies can contribute to improved job satisfaction, productivity, and personal well-being, while mitigating stress and burnout. In particular, the research examines the role of time allocation, prioritization, delegation, and the use of various time management tools in helping employees achieve a better balance between their professional and personal lives. The study will help firms understand the importance of managing time on work life balance. In the modern industrial and corporate environment, maintaining a healthy work-life balance has become a growing challenge for employees. Increased workloads, tight deadlines, and high job expectations often lead to longer working hours, which in turn negatively impact personal life and overall well-being. Poor work-life balance not only affects employees' health and family relationships but also leads to decreased productivity, low morale, and higher attrition rates within organizations.*

Keywords: *Work Life Balance, Time Management, Corporate Environment, Family Relationships, Productivity.*

INTRODUCTION

In fast-paced and competitive professional environment, managing time efficiently has become a critical skill for employees across various industries. The increasing demands of work, coupled with personal obligations and the pursuit of career success, often leave employees struggling to maintain a healthy work-life balance. The concept of work-life balance refers to the equilibrium between the time spent on work-related activities and personal or leisure time, which is crucial for maintaining physical health, mental well-being, and overall life satisfaction.

This study focuses on the impact of time management practices on work-life balance among employees. The objective is to understand how effective time management strategies can contribute to improved job satisfaction, productivity, and personal well-being, while mitigating stress and burnout. In particular, the research examines the role of time allocation, prioritization, delegation, and the use of various time management tools in helping employees achieve a better balance between their professional and personal lives.

While many organizations have introduced policies and programs aimed at enhancing work-life balance, the individual employee's ability to manage their time remains a key factor in determining the success of these initiatives. By exploring the connection between time management skills and work-life balance, this study seeks to provide insights into how employees can better structure their time to ensure that neither their work nor personal life is compromised.

Moreover, this research will delve into the challenges faced by employees in managing their time effectively and explore potential solutions that can help employees and employers create a more supportive and balanced work environment.

Through this study, the goal is to offer actionable recommendations for organizations to support employees in their time management efforts, ultimately fostering a healthier, more productive workforce.

NEED OF THE STUDY

The study will help firms understand the importance of managing time on work life balance. In the modern industrial and corporate environment, maintaining a healthy work-life balance has become a growing challenge for employees.

Increased workloads, tight deadlines, and high job expectations often lead to longer working hours, which in turn negatively impact personal life and overall well-being. Poor work-life balance not only affects employees' health and family relationships but also leads to decreased productivity, low morale, and higher attrition rates within organizations.

Time management is a critical skill that can help employees effectively allocate their time between work responsibilities and personal life. When time is managed efficiently, employees are better able to reduce work-related stress, enhance job satisfaction, and achieve a better quality of life. Therefore, it becomes essential to understand the role of time management in improving work-life balance.

At **Salem Steel Plant (SAIL)**, where employees are engaged in complex and demanding roles, managing time efficiently becomes even more significant. With continuous operations, shift duties, and production pressures, employees may face challenges in balancing work and personal life.

This study is necessary to:

❖ Examine the current time management practices followed by employees.

❖ Understand the impact of time management on work-life balance.

❖ Identify the key challenges in managing time effectively.

❖ Provide suggestions to enhance employee well-being through improved time management strategies.

The insights gained from this study can assist the management in formulating better human resource policies, training programs, and employee support systems that promote a healthy, balanced, and productive workforce.

STATEMENT OF THE PROBLEM:

In the present-day work environment, achieving a balance between professional and personal life has become a major challenge for employees. With increasing work pressure, tight deadlines, and long working hours, many employees find it difficult to manage their time effectively. This often leads to stress, poor health, reduced job satisfaction, and an imbalance between work and life.

At **Salem Steel Plant (SAIL)**, employees are engaged in various technical and operational roles that demand significant time and energy. The nature of the work, including shift schedules and production targets, makes it difficult for employees to allocate sufficient time for family, rest, and personal development. Ineffective time management in such an environment may result in lower productivity and decreased employee morale.

Despite the importance of time management, there is limited understanding of how employees at Salem Steel Plant are managing their time and how it affects their work-life balance. Identifying the connection between time management and work-life balance is essential to improve employee performance and well-being.

OBJECTIVES OF THE STUDY:

PRIMARY OBJECTIVE

❖ To assess of impact of managing time on work life balance among employees at Steel authority of India LTD salem steel plant (sail)"

SECONDARY OBJECTIVES:

❖ To identify challenges faced by employees in managing time effectively

❖ To assess the impact of time management on stress levels and job satisfaction

❖ To determine the impact of shift work and work life balance

❖ To Examine how improved time management can lead to enhanced productivity and efficiency in the workplace

❖ To suggest strategies For improving managing a time and achieving a better work-life balance

SCOPE OF THE STUDY

This study aims to analyze the impact of time management on the work-life balance of employees at Salem Steel Plant (SAIL). The scope of the research is limited to understanding how effectively managing time can contribute to better balance between professional and personal responsibilities among employees.

This study encompasses:

❖ **Geographical Scope:** Limited to employees working at the Salem Steel Plant, Tamil Nadu.

❖ **Population Scope:** Includes employees across various departments, designations, and shifts to provide a comprehensive understanding of the issue across organizational levels.

❖ **Functional Scope:** Focuses on time management practices, such as prioritization, scheduling, delegation, and the use of time-saving tools, and their role in reducing stress and enhancing both professional performance and personal well-being.

❖ **Time Frame:** The study considers the recent work culture and time management trends within the last 1-2 years.

❖ **Organizational Relevance:** Insights from the study can help HR and management at SAIL implement better time management training, policies, and flexible work practices to improve employee satisfaction and productivity.

LIMITATIONS OF THE STUDY:

❖ As it is huge industry in a sprawling campus, collecting the responses from the employees and contract labourers at various sites was an ordeal.

❖ Some of the respondents were reluctant to share the information with the researcher

RESEARCH METHODOLOGY:

RESEARCH-MEANING

Research is detailed study of a subject in order to discover new information or to research a new understanding of it.

RESEARCH METHODOLOGY

Research methodology is a systematic method which analyses problems using scientific methods. In a research paper, the methodology section allows the reader to critically evaluate a study's overall validity and reliability. It is a systematic work includes collection of data using various techniques, documenting the information, analyzing and interpreting the data and drawing conclusion about the research data. The project work entitled "**a study on impact of managing time on work life balance among employees at salem steel plant (sail)**"

RESEARCH DESIGN

A research design is a blueprint for conducting the research. It is a structural framework of various research methods that are utilized by a researcher.

Sample Design

A sample is a subset from the total population. It refers to the techniques or the procedure to the research would adopt in selecting items for the sample (i.e) the size of the sample.

SAMPLING SIZE AND TECHNIQUE:

Sample size refers to the number of participants included in a study from whom data is being collected.

The sample size taken for this study is 104 contract labourers out of 880 contract labourers of Salem Steel plant.

SAMPLE DESIGN:

The sample design used in this study is CLUSTER SAMPLING. This sampling technique is used because its samples are being drawn from the population that is close to hand and it involves using respondents present in the workplace to the researcher.

In cluster sampling, researchers divide a population into smaller groups known as clusters. They then randomly select among these clusters to form a sample.

Cluster sampling is a method of probability sampling that is often used to study large populations, particularly those that are widely geographically dispersed. Researchers usually use pre-existing units such as schools or cities as their clusters.

DESCRIPTIVE RESEARCH DESIGN

The research design of this study paper is Descriptive Research Design. Descriptive Research Design is where the researcher tries to find out explanation for the existing phenomena. This research design is purely on the theoretical basis where the researcher collects data, analyses and interprets the data and presents it in an understandable manner.

SOURCE OF DATA COLLECTION:

Primary Data

The primary data was collected from 104 respondents from Salem Steel Plant through stractured questionnaire. The questionnaire was prepared in English and was circulated in hard copies among contract labours of Salem Steel Plant.

Secondary Data

Secondary data is the data that have been already collected by and readily available from other sources. The secondary data for this study was obtained through various journals. reports and articles. Based on data suitability the secondary data was obtained for this study.

TOOLS USED FOR RESEARCH:

➤ Simple percentage method

➤ Chi-square test

➤ Correlation

DATA ANALYSIS AND INTERPRETATION

CHI-SQUARE ANALYSIS

THE RELATIONSHIP BETWEEN THE AGE & I HAVE EXPERIENCE THAT BETTER TIME MANAGEMENT HELPS ME COMPLETE TASKS ON TIME

HYPOTHESIS (H0):

There is no significant relationship between the age and better time management helps me complete tasks on time.

HYPOTHESIS (H1):

There is significant relationship between the age and better time management helps me complete tasks on time.

Age/ Better time management helps me complete tasks on time.	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree	Total
Below 25	7	5	2	1	0	15
25-35	12	18	10	3	3	46
36-45	3	4	5	1	4	17
46-55	5	8	1	3	3	20
Above 55	1	1	2	1	1	6
Total	**28**	**36**	**20**	**9**	**11**	**104**

CHI-SQUARE TESTS:

	Value	Df	Asymp. Sigf (2-sided)
Pearson Chi-Square	16.077[a]	16	.448
Likelihood Ratio	17.371	16	.362
Linear-by-Linear Association	5.547	1	.019
N of Valid Cases	104		

CALCUALTIONS:

Chi –square value	=	16.077
Table value	=	0.448
Degrees of freedom	=	16
Level of significance	=	5 %

INTERPRETATION:

The **p-value (0.448)** is much greater than 0.05, we **fail to reject the null hypothesis**. This indicates that there is **no statistically significant association** between age group and level of agreement.

THE RELATIONSHIP BETWEEN THE GENDER AND I USE TOOLS TO MANAGE MY TIME EFFICIENTLY.

HYPOTHESIS (H0):

There is no significant relationship between the gender and I use tools to manage my time efficiently.

HYPOTHESIS (H1):

There is significant relationship between the age and I use tools to manage my time efficiently.

Gender	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree	Total
Male	9	22	14	8	7	60
Female	12	14	13	4	1	44
Total	**21**	**36**	**27**	**12**	**8**	**104**

CHI-SQUARE TESTS:

	Value	Df	Asymp. Sigf (2-sided)
Pearson Chi-Square	5.751[a]	4	.219
Likelihood Ratio	6.210	4	.184
Linear-by-Linear Association	3.410	1	.065
N of Valid Cases	104		

CALCUALTIONS:

Chi –square value	=	5.751
Table value	=	0.219
Degrees of freedom	=	4
Level of significance	=	5 %

INTERPRETATION:

The **p-value (0.219)** is greater than 0.05, we **fail to reject the null hypothesis**. This indicates that there is **no statistically significant association** between gender and the distribution of responses.

THE RELATIONSHIP BETWEEN THE SHIFT TIME & DURING FESTIVALS, TEAM COLLABORATION IMPROVES AS TEAM MEMBERS COME TOGETHER TO MANAGE SHARED WORK TIME EFFECTIVELY

HYPOTHESIS (H0):

There is no significant relationship between the shift time & during festivals, collaboration improves as team members come together to manage shared work time effectively

HYPOTHESIS (H1):

There is significant relationship between the shift time & during festivals, collaboration improves as team members come together to manage shared work time effectively

SHIFT TIME/TEAM MEMBERS COME TOGETHER MANGE SHARED WORK TIME	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree	Total
ROTATIONAL SHIFT	11	12	5	4	3	35
GENERAL 1 SHIFT	10	19	12	6	0	47
GENERAL 2 SHIFT	4	9	2	5	2	22
Total	**25**	**40**	**19**	**15**	**5**	**104**

CHI-SQUARE TEST:

	Value	Df	Asympt Sign (2-sided)
Pearson Chi-Square	9.663[a]	8	.289
Likelihood Ratio	11.488	8	.176
Linear-by-Linear Association	.858	1	.354
N of Valid Cases	104		

CALCULATION:

Chi –square value	=	9.663
Table value	=	0.289
Degrees of freedom	=	8
Level of significance	=	5 %

INTERPRETATION :

The **p-value (0.289)** is greater than the typical significance level of 0.05, we **fail to reject the null hypothesis**. This suggests that there is **no statistically significant association** between the type of shift and the distribution of responses.

THE RELATIONSHIP BETWEEN AVERAGE TIME SPEND WITH FAMILY OF THE RESPONDENTS AND WORK LIFE BALANCE

HYPOTHESIS (H0):

There is no significant relationship between the average time spend with family of the respondents and work life balance

HYPOTHESIS (H1):

There is significant relationship between the average time spend with family of the respondents and work life balance

Time with Family	High WLB	Medium WLB	Low WLB	Row Total
2–3 hrs	7	3	2	12
4–5 hrs	20	9	6	35

6–7 hrs	7	13	5	25
7–8 hrs	8	7	6	21
> 8 hrs	5	4	2	11
Column Total	47	36	21	104

Chi Square Formula:

$$\chi^2 = \sum \frac{(O - E)^2}{E}$$

Degree of Freedom:

$$df = (r - 1)(c - 1)$$

Calculated value

Substituting Observed and Expected Frequency formula we get

Particular	Observed Frequency	Expected Frequency	(O-E)^2	(O-E)^2/E
2-3hrs (High)	7	5.42	2.4964	0.46059
2-3hrs (Medium)	3	4.15	1.3225	0.318675
2-3hrs (Low)	2	2.42	0.1764	0.072893
4–5 hrs (High)	20	15.82	17.4724	1.10445
4–5 hrs (Medium)	9	12.12	9.7344	0.803168
4–5 hrs (Low)	6	7.06	1.1236	0.15915
6–7 hrs (High)	7	11.30	18.49	1.636283
6–7 hrs (Medium)	13	8.65	18.9225	2.187572
6–7 hrs (Low)	5	5.05	0.0025	0.000495
7–8 hrs (High)	8	9.49	2.2201	0.233941
7–8 hrs (Medium)	7	7.27	0.0729	0.010028
7–8 hrs (Low)	6	4.24	3.0976	0.730566
Above 8 hrs (High)	5	4.97	0.0009	0.000181
Above 8 hrs (Medium)	4	3.81	0.0361	0.009475
Above 8 hrs (Low)	2	2.22	0.0484	0.021802

Total	104			7.749269

CALCULATION:

Chi –square value	=	7.749
Table value	=	0.05
Degrees of freedom	=	8
Level of significance	=	5 %

INTERPRETATION :

There is no statistically significant association between the time spent with family and the productivity levels of the respondents. This suggests that variations in time spent with family (ranging from 2–3 hours to more than 8 hours) do not have a strong measurable effect on whether an employee is highly productive, moderately productive, or less productive, based on the data provided.

CORRELATIONS

THE RELATIONSHIP BETWEEN THE GENDER AND I USE TOOLS TO MANAGE MY TIME EFFICIENTLY

Gender	Strongly Agree	Agree	Neutral	Disagree	Strongly disagree	Total
Male	9	22	14	8	7	60
Female	12	14	13	4	1	44
Total	21	36	27	12	8	104

SOURCE : PRIMARY DATA

Let us consider, X be male and Y be female from the above table. Substituting the value of X and Y we get

X	Y	X^2	Y^2	XY
9	12	108	144	108
22	14	308	196	308
14	13	182	169	182
8	4	32	16	32
7	1	7	1	7
X=60	Y=44	x^2= 637	Y^2= 526	XY= 637

FORMULA

$$r = \frac{n(\sum XY) - (\sum X)(\sum Y)}{\sqrt{[n\sum X^2 - (\sum X)^2][n\sum Y^2 - (\sum Y)^2]}}$$

$$r = \frac{5(637) - (60)(44)}{\sqrt{[5(874) - 60^2][5(526) - 44^2]}} = \frac{3185 - 2640}{\sqrt{4370 - 3600 \quad, \quad 2630 - 1936}}$$

$$r = \frac{545}{\sqrt{770 \times 694}} = \frac{545}{\sqrt{534380}} \approx \frac{545}{731.01}$$

$$r \approx 0.7455$$

INTERPRETATION

The correlation coefficient **r≈0.745r**,which indicates a **moderately strong positive linear relationship** between X and Y.

FINDINGS

Demographic Findings
➤ Gender : Majority (57.6%) of respondents are male, contradicting the misinterpreted statement in the table that claimed males were the majority.
➤ Age Group : Largest group (44.6%) is aged 25–35 years.
➤ Education Qualification : Majority (48.07%) are Undergraduates, followed by Postgraduates (42.3%).
➤ Shift Type : Most (45.1%) work in General Shift 1, followed by Rotation Shift (33.6%).
➤ Time Spent with Family : Majority (33.6%) spend 4–5 hours daily with family.

Time Management and Productivity Insights
➤ Planning Daily Tasks: 41.3% strongly agree, 33.6% agree—most respondents plan their tasks in advance.
➤ Task Prioritization: 39.4% agree, 37.5% strongly agree—indicating strong skills in prioritizing work.
➤ Use of Time Management Tools: Mixed: 34.6% agree, 25.9% neutral.
➤ Impact on Task Completion: 34.6% agree time management helps complete tasks on time.
➤ Work-Life Balance: 34.6% strongly agree, 27.8% agree that time management helps balance work and personal life.
➤ Appreciation for Timely Work: Split views: 27.8% strongly agree and neutral, 25.9% agree.
➤ Time Management & Well-Being: 38.4% agree, showing a perceived positive effect on well-being.
➤ Personal Life Impact: 29.8% agree, 28.8% strongly agree time management improves personal life.

Work Environment and Support
➤ Time with Family & Friends: 65.3% feel they have sufficient quality time.
➤ Workplace Encouragement (SSP): 31.7% agree SSP encourages good time management.
➤ Breaks During Work: 36.5% agree they get sufficient breaks to focus and plan.
➤ Productivity & Fulfillment: 35.5% agree time management increases productivity and fulfillment.
➤ Short Breaks for Focus: 71.1% agree breaks help maintain productivity.
➤ Meal Time Satisfaction: 45.1% are satisfied with allotted time for eating.
➤ Multitasking Ability: 34.6% agree, 27.8% strongly agree they manage multiple tasks effectively.
➤ Comfort with Time Management at Work: 40.3% feel comfortable managing time.
➤ Work Completion Efficiency: 38.4% agree, 23.7% strongly agree they complete work efficiently.
➤ Team Collaboration during Festivals: 38.4% agree teamwork improves with shared festive responsibilities.

➢ Starting the Day with a Plan: 30.7% strongly agree planning their day improves output.

SUGGESTIONS

➢ Based on the research out of 104 respondents while employees at Salem Steel Plant exhibit awareness of the importance of time management, there are notable areas for improvement and opportunity for structured support.

➢ Firstly, the organization should consider implementing formal training programs on time management, including techniques like prioritization, planning, and the use of digital tools. This is necessary as only a moderate percentage of respondents reported using such tools effectively.

➢ Secondly, since a considerable number of respondents agree that effective time management enhances productivity, well-being, and work-life balance, it is important to foster a workplace culture that encourages daily planning, such as beginning the workday with a clear task list or team briefing. Managers should also promote a task delegation system to reduce multitasking overload and increase overall efficiency.

➢ Furthermore, the data reveals that appreciation and recognition for timely task completion are lacking, with many respondents remaining neutral on this issue

➢ Additionally, the study highlights that employees value short breaks and adequate time for meals, which significantly impact their ability to stay focused and productive. Thus, providing structured, regular breaks and sufficient meal times should be prioritized in workday planning.

➢ Lastly, as a significant portion of employees agree that their personal and professional lives benefit from improved time management, it is crucial to support work-life balance initiatives.

CONCLUSION

➢ The study effectively highlights the significance of time management practices among employees at Salem Steel Plant and their impact on productivity, work-life balance, and overall well-being. The findings reveal that a majority of respondents agree or strongly agree with statements related to planning daily tasks, prioritizing effectively, and experiencing benefits from good time management. Notably, 41.3% of employees strongly agree that planning tasks in advance improves productivity, while 34.6% agree that effective time management enhances personal well-being and helps in balancing work and family life.

➢ The demographic analysis indicates a workforce that is predominantly between 25– 35 years of age, with a significant number holding undergraduate or postgraduate degrees. Most employees work in general shifts and spend an average of 4–5 hours with their families, indicating a moderate level of personal time.

➢ Despite generally positive perceptions of time management, there are areas needing improvement. A substantial portion of respondents remain neutral or disagree on whether they are appreciated for completing tasks on time or whether they have adequate breaks during the workday. Additionally, while many use time management tools, a notable percentage are either neutral or do not use them effectively.

➢ Overall, the study concludes that while time management practices are being recognized and partially implemented by employees, there is scope for improvement through structured training, managerial support, and workplace policies that promote effective planning, task delegation, and recognition.

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