

# Honing Time-Management Skills: Vital in Completing Job Duties Within Required Time-Frame



Radhika Kapur

**Abstract:** *The main objective of this research paper is to understand the meaning and significance of time-management skills. These are the skills, which are facilitating in taking out sufficient amount of time for all types of job duties and responsibilities. These are put into operation in one's personal and professional lives. Hence, in order to do well in all types of job duties and responsibilities and achieve desired goals and objectives, one needs to hone time-management skills. The job duties and responsibilities in some cases are more time-consuming, whereas, in other cases, these are less time-consuming, but the acknowledgment and implementation of these skills are facilitating in completing all types of job duties and responsibilities within the stipulated period of time. As a consequence, one will meet the expectation of family members, educators and employers. Furthermore, they will render an important contribution in achievement of desired goals and objectives and incur the feelings of pleasure and contentment. The doors will be open for individuals in promoting enhancement, when these skills are put into operation in a well-ordered and disciplined manner. Hence, it is necessary for individuals to lead to up-gradation of these skills, throughout their lives. The family members provide help to the individuals in leading to up-gradation of these skills. Therefore, it is understood on a comprehensive basis that honing time-management skills is vital in completing job duties within required time-frame. The main concepts that are taken into account in this research paper are, understanding the meaning and significance of honing time-management skills, measures to be put into operation in leading to up-gradation of time-management skills and advantages of honing time-management skills.*

**Keywords:** *Abilities, Achievement, Individuals, Job Duties, Methodologies, Time-Management Skills, Understanding, Up-Gradation*

## I. INTRODUCTION

The individuals are different from each other in terms of number of factors, i.e. castes, creeds, races, religions, ethnicities, age groups, educational qualifications, communities and socio-economic backgrounds. In spite of these differences, individuals have one of the major goals of bringing about improvements in their overall quality of lives.

In order to achieve desired goals and objectives, one needs to be well-informed in terms of time-management skills. These are the skills, which are facilitating in taking out sufficient amount of time for all types of job duties and responsibilities. The individuals assign priorities to the job duties and responsibilities. The ones, which are more important are carried out first, whereas, the ones, which are less important are carried out after the completion of more important ones. Procrastination is avoided (Weinstein, 2018) [3]. As a consequence of acknowledging the meaning and significance of these skills, one will render an important contribution in completing all tasks and activities within the required time-frame. Therefore, honing time-management skills is essential in leading to progression.

The individuals, belonging to all occupations, communities and socio-economic backgrounds are having different types of goals and objectives in both personal and professional lives. The different types of goals and objectives are, acquisition of education; getting engaged in employment opportunities; promoting enhancement of one's career prospects; augmenting different types of skills and abilities; promoting good health and well-being, physically and psychologically; travelling to different places; managing financial, technical, material and information resources; promoting well-being and goodwill of family and community members; leading to up-gradation of overall personality traits and promoting enhancement of overall standards of living. In order to achieve all types of goals and objectives, it is of utmost significance to lead to up-gradation of time-management skills (Time Management Skills, 2020) [1]. As a consequence, individuals will be well-prepared in terms of various factors, which are facilitating in leading to up-gradation of different types of skills and abilities. These are utilized in achievement of different types of goals and objectives. Therefore, leading to up-gradation of time-management skills is approving in leading to progression of individuals.

### A. Understanding the Meaning and Significance of Honing Time-Management Skills

Within the course of pursuance of educational programs in educational institutions of all levels, the students, belonging to all grade levels are required to participate in number of assessment strategies, i.e. class assignments, homework assignments, tests, exams, competitions, quizzes, presentations, debates, and other types of academic activities. In cases of putting into operation all types of assessment strategies, one needs to be well-equipped in terms of time-management skills. These are the skills, which are facilitating in taking out

Manuscript received on 26 January 2025 | First Revised Manuscript received on 31 January 2025 | Second Revised Manuscript received on 16 February 2025 | Manuscript Accepted on 15 March 2025 | Manuscript published on 30 March 2025.

\*Correspondence Author(s)

**Dr. Radhika Kapur\***, Pedagogy and Organizational Culture in Nursery Schools, Delhi University, New Delhi, India. Email ID: [radhikakapur2004@hotmail.com](mailto:radhikakapur2004@hotmail.com)

© The Authors. Published by Blue Eyes Intelligence Engineering and Sciences Publication (BEIESP). This is an [open access](https://creativecommons.org/licenses/by-nc-nd/4.0/) article under the CC-BY-NC-ND license <http://creativecommons.org/licenses/by-nc-nd/4.0/>



## Honing Time-Management Skills: Vital in Completing Job Duties within Required Time-Frame

sufficient amount of time for all types of job duties and responsibilities. The students will be able to complete all types of job duties and responsibilities within the required time-frame, when they are acknowledging the meaning and significance of time-management skills. As a consequence, they are able to render an important contribution in achieving educational goals and meeting the expectations of individuals in leadership positions.

The students in most cases are required to work on multiple assignments at one point of time. They have to carry out the assignments for all types of subjects, hence, in order to complete these within the required time-frame, one needs to be well-informed in terms of meaning and significance of time-management skills. These are the skills, which are facilitating in completing all types of job duties and responsibilities within the required time-frame. Hence, it is understood on a comprehensive basis that acknowledging and implementing time-management skills are facilitating in opening the doors for the achievement of educational goals. Therefore, individuals are able to acquire an efficient understanding of the meaning and significance of honing time-management skills, when these are facilitating in the achievement of educational goals.

Getting engaged in employment opportunities is regarded as one of the major goals of individuals, belonging to all occupations, communities and socio-economic backgrounds. In all types of employment settings, all the members, belonging to all job positions in the hierarchy are required to carry out number of job duties and responsibilities. These are put into operation on one's own or through obtaining assistance from other individuals. In other words, there are number of job duties and responsibilities, which are carried out in a team, comprising of two or more individuals. All the members, irrespective of their job positions are required to be well-informed in terms of meaning and significance of time-management skills. These are the skills, which are facilitating in taking out sufficient amount of time for all types of job duties and responsibilities. The employees will be able to complete all types of job duties and responsibilities within the required time-frame. As a consequence, they are able to render an important contribution in meeting the expectations of individuals in leadership positions.

The individuals in all types of employment settings in most cases are required to work on multiple job duties at one point of time. In order to complete these within the required time-frame, one needs to be well-informed in terms of meaning and significance of time-management skills. These are the skills, which are facilitating in completing all types of job duties and responsibilities within the required time-frame. As a consequence, one will be able to enhance organizational culture and lead to up-gradation of overall structure of the organizations. Therefore, one is able to acquire an understanding of the meaning and significance of honing time-management skills, when these are approving in all types of employment settings.

The individuals, belonging to all communities, categories and socio-economic backgrounds are required to carry out number of job duties and responsibilities in personal and professional lives. Some are more time-consuming, others are less time-consuming, some are carried out on one's own

or through obtaining support and assistance from other individuals and some are complicated, whereas, others are manageable. Hence, in order to take out sufficient amount of time for all tasks and activities, it is necessary to acknowledge the meaning and significance of time-management skills. These are the skills, which are facilitating in creating a balance between personal and professional lives. Hence, throughout the lives of the individuals, acknowledging and implementing these skills is regarded as vital on a comprehensive basis.

The research studies have indicated that time-management skills are in some cases difficult to hone. But when the individuals are dedicated towards their job duties and responsibilities, they will acknowledge and implement these skills in an efficacious manner. The individuals normally give priorities to professional lives over personal lives. For example, when there is a family function and one has to go for a business meeting, one may skip the function or may attend the function briefly. Hence, one puts in efforts to their best abilities in creating a balance between personal and professional lives. Therefore, an understanding of the meaning and significance of honing time-management skills is acquired, when these are facilitating in creating a balance between personal and professional lives.

### B. Measures to be Put Into Operation in Leading to Up-Gradation of Time-Management Skills

The occurrences of stressful situations are regarded as an integral part of the lives of the individuals in both personal and professional spheres. Through acknowledging and implementing time-management skills, the individuals are able to render an important contribution in preventing all types of stressful situations from assuming a major form. As a consequence, these are prevented from giving rise to barriers within the course of implementation of various types of job duties and responsibilities. In leading to up-gradation of time-management skills, one augments information in terms of job duties and methodologies that are necessary to carry these out in a well-organized and regimented manner (Work Experience and Your Career: Definition, Importance and Tips, 2019) [5].

Throughout the lives of the individuals, they are required to be well-aware in terms of measures to lead to up-gradation of these skills [6]. All types of measures are to be put into operation in a well-ordered and satisfactory manner [7]. In other words, positivity needs to be reinforced in all types of measures [8]. One of the important aspects that needs to be taken into account is, all types of measures are favorable in generating desired outcomes [9]. Furthermore, one needs to put in efforts to their best abilities in eliminating all the setbacks and impediments. Therefore, measures to be put into operation in leading to up-gradation of time-management skills are stated as follows:

## II. MAKING WISE AND PRODUCTIVE DECISIONS

The implementation of decision-making processes is regarded as an integral part of the lives of the individuals in both personal and professional spheres. The different factors in terms of which decisions are to be made are, education, careers, employment opportunities,

settlement, assets, property, health, well-being, personality traits and overall standards of living. Within the course of putting into practice the decision-making processes, analysis needs to be conducted in terms of various types of alternatives and options that are available. After the analysis is conducted, selection is made of the most favorable and worthwhile alternative or option. On the other hand, critical-thinking skills are facilitating in implementation of rational, logical and methodological thinking. As a consequence of leading to up-gradation analytical and critical-thinking skills, one will be able to contribute in an effective manner in making wise and productive decisions.

As a consequence of making wise and productive decisions in terms of various factors, individuals are rendering an important contribution in leading to up-gradation of time-management skills. The decisions are also made in terms of various types of job duties and responsibilities, which are to be given preference. As a consequence, one will be able to carry out their job duties and responsibilities in a well-organized and satisfactory manner. Furthermore, they will incur the feelings of pleasure and contentment. Therefore, making wise and productive decisions is regarded as one of the indispensable measures to be put into operation in leading to up-gradation of time-management skills.

#### A. Communicating in an Effective Manner

The decisions are made on one's own or through obtaining support and assistance from other individuals. During the childhood stage, parents are vested with the authority and responsibility of making wise and productive decisions in terms of various types of subjects and concepts. Whereas, during the adulthood stage, the individuals are putting into operation, decision-making processes on their own. In some cases, the individuals are perplexed in terms of various factors; hence, they are required to implement communication processes in an effective manner. The communication processes are facilitating in augmenting knowledge and understanding in terms of various subjects and concepts; exchanging different types of ideas and viewpoints; obtaining answers to all types of questions and clarifying doubts in terms of various types of subjects and concepts. Furthermore, one needs to be well-informed in terms of communication ethics, i.e. making use of polite language and decent words; treating others with respect and courtesy; making provision of factual information; depicting the traits of helpfulness and co-operation and possessing an approachable nature and an amiable attitude.

As a consequence of putting into practice communication processes in an effective manner, one will be able to contribute in obtaining useful ideas and suggestions from other individuals. In this manner, one will be well-prepared in terms of ways of putting into operation decision-making processes in an effective manner. Furthermore, one will be able to obtain support and assistance from others in making wise and productive decisions in terms of various types of subjects and concepts. Therefore, communicating in an effective manner is one of the significant measures to be put into operation in leading to up-gradation of time-management skills.

#### B. Being Well-Equipped Regarding Goals and Objectives

An aimless life is a meaningless life. The individuals, belonging to all occupations, communities and socio-economic backgrounds are having different types of goals and objectives in both personal and professional lives. The different types of goals and objectives are, acquisition of education; getting engaged in employment opportunities; promoting enhancement of one's career prospects; augmenting different types of competencies, abilities and aptitude; promoting good health and well-being, physically and psychologically; travelling to different places within and outside the regions; forming an effective social circle, comprising of family and community members; managing financial, technical, material and information resources; promoting family and community well-being; leading to up-gradation of overall personality traits and promoting enrichment overall living conditions.

In order to achieve all types of goals and objectives, it is of utmost significance to lead to up-gradation of time-management skills. As a consequence, individuals will be well-prepared in terms of various factors, which are facilitating in leading to up-gradation of different types of skills and abilities. These are utilized in achievement of different types of goals and objectives. The individuals take out sufficient amount of time for goals and objectives, which are considered to be more important. As a consequence, they acknowledge the meaning and significance of time-management skills. Therefore, being well-equipped regarding goals and objectives is an eminent measure to be put into operation in leading to up-gradation of time-management skills.

### III. ACQUISITION OF EDUCATION

Within the course of pursuance of educational programs in educational institutions of all levels, the students, belonging to all grade levels are required to participate in different types of assessment strategies, i.e. class assignments, homework assignments, tests, exams, competitions, quizzes, presentations, debates, role plays and other types of academic activities. In cases of putting into operation all types of assessment strategies, one needs to be well-equipped in terms of time-management skills. These are the skills, which are facilitating in taking out sufficient amount of time for all types of job duties and responsibilities. The students will be able to complete all their academic tasks within the required time-frame, when they are acknowledging the meaning and significance of time-management skills. As a consequence, they are able to render an important contribution in achieving educational goals and meeting the expectations of educators.

The students in most cases are required to work on multiple assignments at one point of time. They have to carry out the assignments for all types of subjects, hence, in order to complete these within the required time-frame, one needs to be well-informed in terms of meaning and significance of time-management skills. These are the skills, which are facilitating in completing all types of job duties and responsibilities within the



## Honing Time-Management Skills: Vital in Completing Job Duties within Required Time-Frame

required time-frame. Hence, it is understood on a comprehensive basis that acknowledging and implementing time-management skills are facilitating in opening the doors for the achievement of educational goals. Therefore, acquisition of education is an expedient measure to be put into operation in leading to up-gradation of time-management skills.

### A. Getting Engaged in Employment Opportunities

Within all types of employment settings, all the members, belonging to all job positions in the hierarchy are required to carry out number of job duties and responsibilities. These are put into operation on one's own or through obtaining assistance from other individuals. In other words, there are number of job duties and responsibilities, which are carried out in a team, comprising of two or more individuals. All the members, irrespective of their job positions are required to be well-informed in terms of meaning and significance of time-management skills. These are the skills, which are facilitating in taking out sufficient amount of time for all types of job duties and responsibilities. The employees will be able to complete all types of job duties and responsibilities within the required time-frame. As a consequence, they are able to render an important contribution in meeting the expectations of individuals in leadership positions.

The individuals in all types of employment settings in most cases are required to work on multiple job duties at one point of time. In order to complete these within the required time-frame, one needs to be well-informed in terms of meaning and significance of time-management skills. These are the skills, which are facilitating in completing all types of job duties and responsibilities within the required time-frame. As a consequence, one will be able to enhance organizational culture and lead to up-gradation of overall structure of the organizations. Therefore, getting engaged in employment opportunities is a renowned measure to be put into operation in leading to up-gradation of time-management skills.

### B. Creating a Balance between Personal and Professional Lives

The individuals, belonging to all communities, categories and socio-economic backgrounds are required to carry out number of job duties and responsibilities in personal and professional lives. Some are more time-consuming, others are less time-consuming, some are carried out on one's own or through obtaining support and assistance from other individuals and some are complicated, whereas, others are manageable. Hence, in order to take out sufficient amount of time for all types of job duties and responsibilities, it is necessary to acknowledge the meaning and significance of time-management skills. These are the skills, which are facilitating in creating a balance between personal and professional lives. Hence, throughout the lives of the individuals, acknowledging and implementing these skills is regarded as vital on a comprehensive basis.

The research studies have indicated that time-management skills are in some cases difficult to hone, but when the individuals are dedicated towards their job duties and responsibilities, they will acknowledge and implement these skills in an efficacious manner. The individuals normally give priorities to professional lives over personal lives. For

example, when there is a family function and one has to work on an important business project, one may skip the function or may attend the function for less amount of time. Hence, one puts in efforts to their best abilities in creating a balance between personal and professional lives. Therefore, creating a balance between personal and professional lives is a meaningful measure to be put into operation in leading to up-gradation of time-management skills.

### C. Being Well-Equipped Regarding Job Duties and Responsibilities

All members, belonging to all occupations, communities and socio-economic backgrounds need to be well-informed in terms of different types of job duties and responsibilities. These are manageable and complicated, these are implemented in less amount of time or can be more time-consuming and these are carried out on one's own or through obtaining support and assistance from other individuals. Hence, in order to lead to up-gradation of time-management skills, one needs to augment information in terms of different types of job duties and responsibilities. Furthermore, one needs to acquire an efficient understanding of the techniques. These are to be put into operation in a satisfactory manner in order to generate desired outcomes.

The possession of adequate information in terms of different types of job duties and responsibilities is facilitating in leading to up-gradation of time-management skills. As a consequence, one will be well-prepared in terms of ways of completing all types of job duties and responsibilities within the stipulated time-frame. Furthermore, one will be able to render an important contribution in pleasing individuals in leadership positions and family members. Hence, one of the major benefits is within personal and professional lives, all types of job duties and responsibilities are completed within the specified period of time. Therefore, being well-equipped regarding job duties and responsibilities is a worthwhile measure to be put into operation in leading to up-gradation of time-management skills.

### D. Being Well-Versed in Terms of Methodologies and Procedures

The individuals in their personal and professional lives are required to augment information in terms of various types of methodologies and procedures. These are referred to the ways of carrying out all types of job duties and responsibilities in a well-ordered and disciplined manner. One needs to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. The regular practice is facilitating in augmenting knowledge and understanding in terms of various types of methodologies and procedures. Hence, in order to lead to up-gradation of time-management skills, one needs to augment information in terms of different types of methodologies and procedures. Furthermore, one needs to inculcate the traits of morality, ethics, diligence and conscientiousness. As a consequence, one will acknowledge and implement time-management skills in a satisfactory manner (What is Active Learning? and Why it Matters, 2019) [4].

The possession of adequate information in terms of different types of methodologies and procedures is facilitating in leading to up-gradation of time-

management skills. As a consequence, one will be well-prepared in terms of ways of completing all types of job duties and responsibilities within the stipulated time-frame. Furthermore, one will be able to render an important contribution in carrying out job duties and responsibilities in accordance to the expectations of educators and employers. Furthermore, family members will also be pleased. Therefore, being well-versed in terms of methodologies and procedures is an advantageous measure to be put into operation in leading to up-gradation of time-management skills.

#### IV. UTILIZING PIONEERING METHODS AND MATERIALS

With advancements taking place and with the advent of modernization and globalization, individuals, belonging to all fields are making use of various types of pioneering methods and materials. The different types of these methods and materials are, utilization of various types of tools, devices, apparatus, equipment, gear and technologies. One needs to acquire an efficient understanding of the concepts. Furthermore, one needs to get engaged in regular practice. The regular practice is facilitating in augmenting knowledge and understanding in terms of various types of pioneering methods and materials. Hence, in order to lead to up-gradation of time-management skills, one needs to augment information in terms of different types of pioneering methods and materials. One of the major benefits is, one will be able to not only complete the job duties within the required time-frame, but one will carry these out in an efficient manner.

The possession of adequate information in terms of different types of pioneering methods and materials is facilitating in leading to up-gradation of time-management skills. As a consequence, one will be well-prepared in terms of ways of completing all types of job duties and responsibilities within the stipulated time-frame. Furthermore, one will be able to render an important contribution in carrying out job duties and responsibilities in accordance to the expectations of educators and employers. Furthermore, family members will also incur the feelings of pleasure and contentment. Therefore, utilizing pioneering methods and materials is a favorable measure to be put into operation in leading to up-gradation of time-management skills.

##### A. Planning and Organizing the Tasks

Planning is the function, which is approving from where one is in the present to where one aspires to be in future. The implementation of function of planning is regarded as vital in leading to up-gradation of time-management skills. The main reason being, in cases of some types of job duties and responsibilities, one needs to plan various types of methodologies and procedures. As a consequence, one will be able to carry out different types of job duties and responsibilities within the required time-frame. On the other hand, organizing is the function, which is referred to consolidating, shaping, establishing and unifying. This is regarded as the key in putting into operation all types of job duties and responsibilities within the required time-frame.

The possession of adequate information in terms of functions of planning and organizing is facilitating in leading to up-gradation of time-management skills. As a consequence, one will be well-prepared in terms of ways of completing all types of job duties and responsibilities within the stipulated time-frame. Furthermore, one will be able to render an important contribution in preventing all types of setbacks from giving rise to impediments within the course of generation of desired outcomes. As a consequence, one will be able to carry out all types of job duties and responsibilities within personal and professional lives in a satisfactory manner. Therefore, planning and organizing the tasks is a useful measure to be put into operation in leading to up-gradation of time-management skills.

##### B. Advantages of Honing Time-Management Skills

The individuals, belonging to all communities, categories and socio-economic backgrounds have one of the major goals of bringing about improvements in their overall quality of lives. In order to achieve desired goals and objectives, one needs to put into operation various types of job duties and responsibilities. These are put into operation in one's personal and professional lives. In carrying these out in a well-ordered manner, one needs to be well-informed in terms of different types of methods and approaches. These are referred to the ways of carrying out all types of job duties and responsibilities in a satisfactory manner, achieving desired goals and objectives and bringing about improvements in one's overall standards of living. In order to be successful in all types of job duties and responsibilities, it is of utmost significance for all the members to put into operation time-management skills in an effectual manner.

All individuals, irrespective of their occupations and fields are required to be well-informed in terms of time-management skills. These are the skills, which are facilitating in taking out sufficient amount of time for all types of job duties and responsibilities. The individuals assign priorities to the job duties and responsibilities. The ones, which are more important are carried out first, whereas, the ones, which are less important are carried out after the completion of more important ones (Time Management Skills: Definition and Examples, 2020) [2]. In some cases, the individuals have sufficient amount of time to carry out the job duties and responsibilities. When they have a month or two, they usually focus on those tasks and activities, which are to be completed earlier. On the other hand, when individuals have less amount of time, they focus on their tasks and activities in a satisfactory manner. The acknowledgement and implementation of time-management skills is considered as vital on a comprehensive basis. The advantages of honing time-management skills are stated as follows:

1. Making wise and productive decisions.
2. Honing communication skills and interactive abilities.
3. Augmenting competencies, abilities and aptitude.
4. Leading to up-gradation of motivation and concentration levels.
5. Being well-equipped regarding job duties and responsibilities.

## Honing Time-Management Skills: Vital in Completing Job Duties within Required Time-Frame

6. Being well-versed in terms of methodologies and procedures.
7. Utilizing modern, scientific and innovative methods and materials.
8. Planning and organizing the job duties and responsibilities.
9. Inculcating the traits of morality and ethics.
10. Implementing the traits of diligence, resourcefulness and conscientiousness.
11. Reinforcing the traits of honesty, efficiency and truthfulness.
12. Providing solutions to various types of problems.
13. Promoting a normal mind-set.
14. Coping with psychological problems in an effective manner.
15. Meeting expectations of educators and employers.
16. Incurring the feelings of pleasure and contentment among family members.
17. Possessing the abilities to work under stress.
18. Putting in efforts to one's best abilities.
19. Carrying out all types of job duties and responsibilities in a well-ordered manner.
20. Promoting family and community well-being.

### V. CONCLUSION

Time-management skills are facilitating in focusing on all job duties and responsibilities within personal and professional lives. Measures to be put into operation in leading to up-gradation of time-management skills are, making wise and productive decisions, communicating in an effective manner, being well-equipped regarding goals and objectives, acquisition of education, getting engaged in employment opportunities, creating a balance between personal and professional lives, being well-equipped regarding job duties and responsibilities, being well-versed in terms of methodologies and procedures, utilizing pioneering methods and materials and planning and organizing the tasks. Honing time-management skills is advantageous. Finally, it can be stated, honing time-management skills is vital in leading to progression.

### DECLARATION STATEMENT

I must verify the accuracy of the following information as the article's author.

- **Conflicts of Interest/ Competing Interests:** Based on my understanding, this article has no conflicts of interest.
- **Funding Support:** This article has not been sponsored or funded by any organization or agency. The independence of this research is a crucial factor in affirming its impartiality, as it has been conducted without any external sway.
- **Ethical Approval and Consent to Participate:** The data provided in this article is exempt from the requirement for ethical approval or participant consent.
- **Data Access Statement and Material Availability:** The adequate resources of this article are publicly accessible.
- **Authors Contributions:** The authorship of this article is contributed solely.

### REFERENCES

1. Time Management Skills. (2020). Retrieved December 12, 2024 from <https://www.skillsyouneed.com/ps/time-management.html>
2. Time Management Skills: Definition and Examples. (2020). Retrieved December 12, 2024 from [indeed.com https://in.indeed.com/career-advice/career-development/time-management-skills](https://in.indeed.com/career-advice/career-development/time-management-skills)
3. Weinstein, B. (2018). Is There a Difference Between Ethics and Morality in Business? Retrieved December 12, 2024 from [forbes.com https://www.ethicalpsychology.com/2018/04/is-there-difference-between-ethics-and.html](https://www.ethicalpsychology.com/2018/04/is-there-difference-between-ethics-and.html)
4. What is Active Learning? and Why it Matters. (2019). Retrieved December 12, 2024 from [viewsonic.com https://www.viewsonic.com/library/education/active-learning-matters/](https://www.viewsonic.com/library/education/active-learning-matters/)
5. Work Experience and Your Career: Definition, Importance and Tips. (2019). Retrieved December 12, 2024 from [indeed.com https://uk.indeed.com/career-advice/finding-a-job/work-experience](https://uk.indeed.com/career-advice/finding-a-job/work-experience)
6. Kapur, Dr. R. (2023). Recognition of Job Duties and Responsibilities: Indispensable in Leading to Up-gradation of Career Prospects. In International Journal of Management and Humanities (Vol. 10, Issue 2, pp. 29–34). DOI: <https://doi.org/10.35940/ijmh.11741.10021023>
7. Ali, N. A. M., Badri, S. K. Z., Noordin, N. F. M., & Omar, I. M. (2019). Social Support and Job Satisfaction Among Academicians: A Comparison Between Public And Private University In Malaysia. In International Journal of Engineering and Advanced Technology (Vol. 8, Issue 5c, pp. 449–456). DOI: <https://doi.org/10.35940/ijeat.e1063.0585c19>
8. Archana Salve, "A Research on Developing Managerial skills through Management Education among Management Graduates at selected Institutes in Pune and Mumbai." (2019). In International Journal of Recent Technology and Engineering (Vol. 8, Issue 2S11, pp. 3229–3238). DOI: <https://doi.org/10.35940/ijrte.b1422.0982s1119>
9. Gokul, K. P., Sundararajan, Dr. M., & Paul, Prantosh. K. (2019). Big Data Management, Data Science and Data Analytics: What is it and Where— An Educational in Indian Perspective. In International Journal of Innovative Technology and Exploring Engineering (Vol. 8, Issue 12, pp. 1231–1237). DOI: <https://doi.org/10.35940/ijitee.13978.1081219>

### AUTHOR'S PROFILE



**Dr. Radhika Kapur**, she is schooling from Loreto Convent, Bachelors of Arts in Sociology from Jesus and Mary College. Masters of Business Administration from YMCA, New Delhi. Ph. D from Delhi University. I have 15 years of work experience in the field of research and writing I have written more than 100 research papers currently working as a librarian in Delhi School of Journalism, University of Delhi.

**Disclaimer/Publisher's Note:** The statements, opinions and data contained in all publications are solely those of the individual author(s) and contributor(s) and not of the Blue Eyes Intelligence Engineering and Sciences Publication (BEIESP)/ journal and/or the editor(s). The Blue Eyes Intelligence Engineering and Sciences Publication (BEIESP) and/or the editor(s) disclaim responsibility for any injury to people or property resulting from any ideas, methods, instructions or products referred to in the content.