



REVIEW ARTICLE

WOMEN 360 DEGREE - STUDY ON MULTI TASKING MANAGEMENT OF WOMEN

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ABSTRACT

Women are basically gifted with the art of multi-tasking. They are capable of handling too many things at one go. The way they project themselves & the way they handle things, it is one of the most important management study. Many women are not aware of all these. But once they value it, they start vitalizing it & make sure that they leverage it in a positive way. Many successful women have made it happen due to the bliss of multi-tasking. Women has an edge over the men is only due to multi-tasking. Though men are also capable in doing, the consistency factor will be missing.

INTRODUCTION

There is many times women focus on too many things but they tend to forget that they also have life. They act as a daughter, wife, mother, etc..., While doing all these things, they care which they need to take care is getting missed. If the women are working, then that also gets added to it. We all claim that women are good at multi-tasking. But many fail to understand that multi-tasking happens through choice or compulsion but many times it is not though interest. There are lots of advantages which women bring into work place due to her multi-tasking capability

Advantages Which Women Bring At Work Place

When it comes to accomplishing goals or building solid workplace relationship, the feminine touch and skills like empathy, intuition and optimism of women work towards the benefit of the company. Their emotional intelligence, passion and helpful nature help to create healthy workplace relationship and well-rounded workforce. As such women can bring significant positive changes to the workplace being its part. The various advantages are highlighted below:

Feminine Advantages at Workplace:

1. Flexibility at workplace: Increased number of women at workplace not only has brought several positive changes but it also has made organizations look more closely at the problems of employees. These positive changes enable employers to address unique issues like helping workers balance professional and family life etc. With more and more women coming to workplace, the attitude and mindset of employers have been changed. With the coming of women to workforce, the management has to bring several new programs and changes that benefit both male and females. Facilities like child care, ATM machine at work, work from home, elder care, oil change etc were not offered by the management before women started to enter workforce.

2. Healthy work life balance: When it comes to create and maintain healthy balance between work and life, women outshine men. From taking care of kids and family to giving excellent performance in office, women master the art of balancing job and family pretty well. Whether single or married, women understand the value of participating in non-work related activities. They understand work is not everything, to be productive and happy at workplace some non-work related activities should be introduced or organized.

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Flexible work schedules, work from home facility etc., make it possible for women to maintain a good work-life balance.

3. Effective communication for collaborative work effort:

According to experts, women are great communicator as they respond more effectively to visual, verbal, and emotional factors than men. Women are endowed with strong communication and networking skills using which they can encourage any collaborative or group work efforts. Usually who feels discomfort handling emotions prefer to give directives and share competitive stories with team members. On the contrary, women listen to team members carefully, share ideas, and give advice to encourage team work, while maintaining professionalism.

4. Well rounded work force: When it comes to sensitivity and intuition, women outrun men. Their sensitivity, intuition and emotional intelligence help to create a well-rounded workforce. While men lack in understanding one's unspoken words or emotion, women decode verbal cues and body language easily and this quality makes them a very effective problem solver. Even few decades back, women were perceived as irrational, sensitive and emotional creature who are totally unfit for working outside home.

But now women are doing better as team leader than men due to their sensitive nature, which helps them to understand unspoken words or emotions. With this quality women are able to address and resolve any workplace problems or tension before they crop up.

5. Diversity and multidimensional interest at workplace:

Women introduce multidimensional and diverse interests at workplace. While for men after work, socialization only means playing pool or smoking cigar with friends. Women prefer to do diverse things from painting, watching sports, playing instruments, cooking to playing pool and smoking cigars they do everything with same enthusiasm. Because of their multidimensional interests, women bring new topic to discuss in office, enabling others to share their views on that. Apart from influencing her employer's approach towards the benefit of employees, women bring several skills to the office that makes interaction between people easier.

6. Strong team spirit and feeling of togetherness: Women value relationships and analyze problem better. If these mind-blowing characteristics of them are brought into workplace it can result in great team building or group effort that will work for the benefit of the organization. Women use their relationship building and communication skill to manage a team efficiently.

She can make every employee of her team feel that their effort and contribution have been valued. No man will lend an ear to listen to others personal problems while women have the patience to hear out and understand your emotions. The compassion she shows with her staff helps to boost their levels of productivity. Women don't usually have command-and-control approach like men, allowing the employees feel good and an important part of team. Woman can also use this skill to get information and understand others point of view.

7. Deal with tough situation with a smile on face: Women are calm and tolerant than men, making them to be composed when dealing with a tough situation or radical changes. Modern work environment is full of tension and complexities. Women, who tend to have quiet and less aggressive nature, can handle this tensions and complexities better than men. Using these qualities they understand any concern better than men and formulate a solution quickly. Women are mentally powerful than man so handling any tough situation is comparatively easy for them. They can tackle problems efficiently without giving tensions to her colleagues or team members. When confronted with an adverse situation, women look for the opportunity within. They are optimistic and face adverse situation with their full power.

8. Motivate others to excel: Women are givers. When it comes to encouraging other team members around them or allow others to flourish as a more efficient employee, women are the best. Women are great to inspire and motivate employees at workplace. They understand others emotion better and can appeal their unique needs more effectively, enabling them to perform better. They behave in a generous and friendly way at workplace to ensure everyone is okay. They try to build an open and friendly environment for the people at workplace so that everyone gives their maximum effort towards the benefit of the company.

9. Stronger ethics: Be it morality, transparency or following ethics at workplace, women prefer to do every job with fairness. They believe in fair playing following ethical codes. While most of the men focus on running the business well, women acknowledge the rights and contribution of others in pursuit of fairness. If more women are involved in workforce the chances of unethical business will reduce considerably. Using these traits woman can have a well-rounded view of a problem which helps them to take appropriate decisions.

10. More profit for company: Women are great communicator, negotiator and analyzer. When it comes to tactfully communicate and to bring more business, no one can beat women. They get into details of any matter, analyze it and come with an idea promptly. As such they become instrumental in bringing in more profits for the company by making sensible and profitable decisions and deals. Unlike men they also allow employees to share their perspective or point of view before taking any decision. Improved communication with employees and others also increases the loyalty factor in business relationships.

11. Superb management: Women are born with a mind-blowing managing skill. From handling board meetings, teaching kids, taking care of family to cooking they can do every task with much aplomb. They know how much time and skill to allocate where. With their collaborative style of management, compassion and intuitiveness they can easily inspire employees to give their best. While most of the men believe in 'cross-the-bridge-when-it-comes' theory, women prefer to do everything with a to-do list.

12. Positivity and optimism: Women are full of optimism and positivity. For them the glass is always half-full rather than

half-empty. Women can sense opportunity everywhere. They are focused, strategic and keep their eye on the prize. They are blessed with the power of sensing any sign of danger before it invades. Women effortlessly manage crisis and always try to learn something from it.

What Attributes Make Women Better Leaders?

1. Team spirit and team centered goals: Women value relationship and try to understand the need of the employees. When these characteristics of women are brought into workplace environment, it contributes towards the benefit of the organization. They are interactive and have tremendous relationship building power which makes them more likable to all. Using her unique traits in workplace, she can motivate her staffs to put their benefit collaboratively to achieve something good for the company.

2. Great management skills: Women are endowed with great management skill by birth. From cooking, taking care of family to motivating a team to achieve something big they can manage everything efficiently. Their emphatic and collaborative style of management inspires employees to increase their level of productivity.

3. Patience: Women are patient and have the power to handle any adverse situation logically and efficiently. From listening to the problems of her employees to tackling rough situation with ease, women can manage everything being patient and calm.

4. Great analyzing skill: Studies show that women are better in decoding non-verbal cues and subtle emotional messages than men are. Due to this skill women are able to notice unspoken emotions of confusion, stress and frustration in employees. They can easily identify the problem, boost up the morale and can lead them to better productivity. As women are better in understanding the emotion or problems of others, employees feel comfortable to communicate their problem to them, making them a great manager or team leader. Women focus on employee satisfaction, and help them to flourish. Women are practical, professional and great problem solvers.

Why there is Need for More Women Leaders at Workplace?

Few decades back the term 'leadership' was viewed as a masculine behavior. People have a preset conception that men can make effective leaders, while women lack this quality as they are overly emotional and sensitive. But recent researches show that fairer sex makes better leaders and employees. They are blessed with such skills that help them to perform their job and run a business more efficiently than males. Being intuitive, understanding, persuasive and working collaboratively women can handle a team better than guys. While men are very authoritative, women use a more participative leadership style to manage a team. They share information, welcome others point of views and build strong relational skills which make them seem concerned to their team players. Women are great communicator, motivator and know how to generate a feeling of togetherness in a team. Women are givers; they enjoy

inspiring others to excel in their jobs. This quality makes women brilliant long-term strategic thinkers. In today's global market scenario where communication and collaboration are highly valued to achieve success, women have a considerable advantage in the workplace. Women are inclusive, compassionate and believe in collaborative work force. Due to their emphatic nature they can decode others emotions and build strong work relationships with employees. Blessed with gifts like patience, intuition and optimism women can win everyone's heart and influence others to give their best to achieve something big. There was an interesting article about how women may have to lead their life, which is very apt for this article. This article was produced by Samantha Parent Walravens. She is an award-winning journalist, writer and mother of four children. She was an editor for PC World magazine, where she wrote on business and technology, before leaving journalism to chase the "Internet dream" in the mid-90s. She has since returned to her true passion, writing, and has authored articles on topics including politics, business, lifestyle and women's issues. She is currently working on an anthology of essays, *Torn: True Stories of Kids, Career and the Conflict of Modern Motherhood*. Samantha is a Phi Beta Kappa graduate of Princeton University and has a Masters in Literature and Women's Studies from the University of Virginia.

"Today's feminism it isn't about women doing it all. It's about women NOT having to do it all." —Gloria Steinem (2008)

I began buying into the myth of "doing it all" at an early age. In my 20s, I had my checklist life in mind: start a lucrative career right after college, meet someone and fall in love, get married in my late 20s, get my career to a successful enough point that I can take some time off without losing footing, and then, of course, get pregnant and have my first child before the age of 32. It seemed like a realistic timeline of expectations and, according to the tenants of feminism, not only could I do it all—it was my right and even my duty as a woman to do it all.

With age, wisdom, and each successive child (I now have 4), I learned that by trying to do it all, especially at the same time, I was not doing anything at a level of 100 percent effort or enjoyment. There was simply too much to accomplish to feel 100 percent about anything other than my stress level. While there is no magic pill you can take to achieve "work-life balance," there are a few things I've learned over the years that have helped me keep my sanity and actually enjoy the daily juggle of motherhood, marriage and career. Whether your work is at home, in the office, or both, these 10 tips have helped me find a healthier work-life balance, and I hope they will help you, too:

1. Find your own balance

There IS no perfect balance when it comes to motherhood, career & marriage. It's up to you to prioritize, make adjustments and decide what you are and are not prepared to do. Don't tell yourself "I should be able to," or "She/he can do it, so I ought to be able to." Most importantly, don't listen to anyone else telling you what you should or should not be able to do! Pay attention to your own needs and well-being. If you

feel you're out of balance day in, day out, then you are! It's time to look at what's going on and reevaluate. Be willing to re-negotiate your work duties, as well as your parenting duties. They WILL change over time.

2. Choose "good enough" over "perfect."

All the pressure that women today put on themselves today to be the perfect mother, the perfect worker, and the perfect wife (with the perfect physique!), takes the joy out of motherhood and saps us of energy. Wouldn't it be nice if we could just give ourselves—and others—a break? When something needs to be done, ask yourself: is it important that the job is just done, or done perfectly? 9 out of 10 times, the answer will be "just done." For example, Ginnie has always done the family laundry, and she's developed a system that works. However, now she's working full-time, she just can't handle that task in addition to everything else. She ignored her husband's offers of help because she didn't trust him to do it properly. Finally, after it had become a huge issue, she let it go. Her husband now shares the task with her. He doesn't do it her way, and she can still get irritated by the way he flings mangled baby t-shirts with their sleeves still inside out on the radiators, but she is learning to turn a blind eye.

3. Don't be a martyr

"I've got so much to do." "I've got to do everything round here." Do these sentences ring a bell? Do you feel put upon and resentful while at the same time hogging all the work? If so, martyrdom could become an addiction for you, pushing you to take on more, draining you physically and emotionally and raising your stress levels. And here's the interesting part—it's your ego talking. The motivation for martyrdom, and the big payoff, is that it makes you feel important. You think it makes you look busy and important. It doesn't. It's annoying and infuriating for people around you and it makes you look like...a martyr! Solution? Ask for help and let other people take the weight off your shoulders. And learn to say NO firmly and often.

4. Draw a line between home and work

This is easier said than done in today's world, when we carry our work around with us on our Blackberries, iPhones and other portable devices. It's hard to unplug and "turn off" your work duties you get home (or worse, if you work from home), just as it's hard to "turn off" worries about kids and home life when you are at work. Try this trick. "Download" the things that are on your mind before you leave work (or home). Write your "To Do" list on a piece of paper, or type it into your computer or Blackberry, so you remember the things you need to do when you get back. Keep your mind focused on the fact that this is the end of that activity, workday or tasks at home. Then put away your "To Do" list and LEAVE IT until the next day.

5. Put on your oxygen mask first

Moms, that means you need to take care of yourself before you can take care of others—including your kids, your husband,

your aging parents. Take time out for YOU. It's not selfish; it's necessary. Exercise, meditate, read, hang with friends. Schedule one night once a week that you do something that you enjoy. It doesn't apply to things you think will be good for you or things that your children or partner would enjoy. This is for you. Whatever it is - having a meal with someone, reading a novel in the bath or lolling on the sofa with a glass of wine, watching TV - make it non-negotiable. Turn off your mobile, don't check your emails, and screen incoming calls. Stick to it and don't put it off.

6. Say NO to mommy guilt

Take the "S" word—SHOULD—out of your vocabulary. When other people tell you that you SHOULD be making your own organic baby food, or that you SHOULDN'T be letting your kids watch TV—ever, or that you SHOULD breastfeed your baby for a full year, or that you SHOULD go back to work because you owe it to yourself and the Women's Movement and it's a safety net for the future, just let it go. Do what works for you. Don't internalize all the SHOULDs that fill your life.

7. Remember, to compare is to despair

You may think your neighbor has got it all, but take my word for it, she doesn't! We all face our own struggles as mothers, wives and workers. It's time to move past the Mommy Wars—when working moms look down on stay-at-home moms, and stay-at-home moms criticize the working moms. Better to spend your energy supporting other women, rather than judging them. It will benefit us all in the long run.

8. Just. Slow. Down

A friend of mine told me that when her kids were little, she would repeat to herself the mantra: "the days are long, but the years are short." Sometimes, it feels like you are tending to so many important tasks at the very same moment. If you can make that important phone call while driving your kids to school, you are using your time well. Yes, you may be getting that call out of the way, but if you are talking on the phone, and driving, and your kids are in the car, nothing that you are doing is getting 100% of your attention. You are cheating the person on the phone, your are cheating your kids, and you are not paying attention to the road ahead of you.

9. Redefine "Success"

Women today are admitting that the "do it all" mantra of the 70s and 80s is making them feel overwhelmed, anxious and depressed. We need to re-define what it means to be a success today—a definition that doesn't include the words superwoman, supermom, or doing it all. Book was almost titled "I'm No Superwoman" b/c women today are sick and tired—literally- of the pressure to do it all. Superwoman is dead. Alaina Sheer, *Will the Real Mothers please Stand Up?* "as mothers, we think, we create, and we make mistakes. We realize that we are not superheroes, never were, and never wanted to be." Learn to value the job of motherhood. It's not "just a mom."

10. Find your passion...and follow it!

One of the keys to being happy—as a mother, worker and wife—is to find a vocation, job or hobby that will bring joy to your life. If you find a job that combines your passion with bringing in an income, all the better. If not, pursue this passion outside of your work—be it gardening, tennis, writing, or just enjoying time in the company of friends

Suggestions:

Women are extremely talented & strategic. They are supposed to vitalize it and make it big. This survey had given an opportunity to come out with few suggestions which every women employee/team lead can take it into consideration

- Not to be very emotional as that becomes the weakness tool for others to explore it
- Not to give up when things are going out of control.
- Making family understand the value of yours at home & also at office that they are aware of it
- Make some quality time for themselves at any cost
- Start doing something which will make them happy
- If things are given very easily, people may not value it. Branding is very important for the growth, personally & professionally
- Open up the mind when things go out of control instead of keeping it inside.

Conclusion

This study had given a diverse opportunity to understand how women professionals excel in the professional world. Though women are talented, very few are in a position to convert their challenges to opportunities. But many get sunk in the challenges. But if every woman try to explore herself, not only the corporate sector, but the entire women community will be dominating the world in the intellectual talent.

Since what women do, many men cannot afford to practice. Even if they practice, the consistency will not be there. Thus women are gifted to have the consistency & the growth is also consistent for them.

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