

Time management has helped people organize their professional lives for centuries. Integrating insights from a diverse set of fields results in a better understanding of past research and allows us to reinterpret conflicting results prevalent in the time management literature. Furthermore, insights relevant to time management are scattered across various disciplines, including sociology, psychology, and behavioral economics. Finally, we offer directions for future research and discuss implications for how organizations and individuals can implement interventions resulting in a stronger and positive relationship between time management and desirable outcomes. We address both issues by synthesizing and integrating insightful elements from various fields and domains into three novel perspectives on time management. We illustrate how time structures and time norms operate at the team, organizational, and national levels of analysis in influencing time management outcomes. Second, we draw on the psychology of time to show how individual differences including time-related beliefs, attitudes, and preferences affect the way people manage time and, consequently, time management outcomes.