



جامعة الجميع الذكية
Everyone's Smart University

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إدارة الوقت (تطبيقات مجتمعية)

Time management

(community applications)

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Chapter One (Framework of the Study)

Introduction to the study:

Praise be to God, in whose hand are the reins of the heavens and the earth, who created the sun and the moon with two signs; And He made the night and the day a slumber and sustenance for the One who disposes of time, place, man, and everything with His power, wisdom, and justice. May blessings and peace be upon the best of the Prophet, the Chosen One. As for what follows,,

Time is one of the most important management resources, indeed it is the most important of all, because management needs time to achieve the desired goals according to the available capabilities and with a high degree of quality and mastery.

Time represents a basic element and an important resource in most of the work we do. Time that was measured by the month (the moon) and the day (the sun) is now measured in hours, minutes, seconds, and then in thousandths of a second.

In light of global changes and the data of the scientific revolution, it can be said that time is the key to progress, not machines, because the matter is no longer related to the ability to create new equipment and machines as much as it is related to speed and skill in doing so, and therefore time and its investment have become one of the basic elements by which quality is judged. In all fields, it has also become one of the main criteria for differentiation in skill in humanitarian and social work.

Just as society's institutions are concerned with time and it has great importance in all kinds of life matters, time management is considered a type of public administration whose functions are determined by planning, organizing, coordinating, implementing, following up and directing. In order for these functions to be improved and activated well, time must be understood in a calculated way to serve these functions, and it cannot. The college administration cannot achieve this unless it possesses the required competencies and skills in managing time.

the study Problem

If the nature of time management while performing a task varies from one job to another, then not in all cases individuals are able to control their time, either because of themselves, or because of the tasks of others, and this results in the presence of an imbalance that increases the level of pressure of the work assigned to the individuals. This increase in the level of stress in general, life and dependent work leads to negative results. Such as lack of satisfaction with or at work, poor performance, lack of productivity, in addition to increasing the burden of tasks, so the success of individuals in life is often considered a success in organizing time as a whole.

Given that the pressures resulting from mismanagement of time have harmful negative effects and results that are reflected on the individual, they may lead some to death or despair and frustration, as well as on their environment, including work and family. These results vary and differ from one person to another, and from that problem came our discussion of the topic.

the importance of studying

Time is an important and unique resource that must be managed and exploited optimally in all aspects of societal life, at the level of departments and institutions, and at the level of personal life as well. Mismanagement of time effectively and efficiently will lead to many behavioral manifestations that lead to pressures in life's work, and private work as well, despite. Although this reason is often related to workloads, it is essentially due to the individual himself in the work environment in terms of his inability to organize his time in the absence of his own workloads.

Study Approach

Given that this study aims to identify time management, its concept, and its applications in society, the researcher will rely on the descriptive analytical method. The descriptive method is defined as describing the phenomenon that is intended to be studied and collecting descriptions and information about it.

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depends on the study of reality and is concerned with providing an accurate description and expressing it in a qualitative or quantitative expression.

Terminology of study

This study includes many concepts and terms, the most important of which are the following:

Concept of time:

Time is one of the most important elements of management and is the basis for the success of any manager. Drucker says that time is the manager's most valuable resource, and whoever cannot manage his time cannot manage anything else.

Time is also known as a unique resource as it differs from other resources such as manpower and financial resources in that time cannot be stored and therefore cannot be replaced, in addition to that it permeates every part and every stage in the administrative process and therefore cannot be bought, sold or rented. Or borrow it or provide it.

It is also known as the process of planning, organizing and controlling time in a way that enables us to choose the appropriate and correct thing to do, and thus carry out a lot of work in a short time. This is an administrative point of view of time and its nature.

Time management concept:

Time management is defined as: the effective use of available resources, including time. If a manager wants to improve his time management, this requires commitment, analysis, planning, subordination, and re-analysis.

Time management is also defined as a person's ability to use job time to complete tasks at the specified time.

Time management is also defined as a set of procedures used to plan, organize and control the process of utilizing official working time for the administrative employee to carry out his job duties.

The second chapter, the theoretical part

The first topic: time and the benefits of time management

Time is a great necessity for the individual, the organization, and society alike. It is the true capital of a person, and its importance lies in the fact that it affects the class in which other resources are used. It is also the container for every work and every production.

Psychologists confirm that any work you want to carry out, you must first of all realize its benefits, so that the work is effective and gives the desired results. When you contemplate the Book of God Almighty, you find that the Creator, the Almighty, desires us to enter Paradise, and when he commands us to do something, he follows it with the benefits that we will reap from this work. When he forbids us from doing something, he explains to us the negatives and harms of this work, and there are many verses in this area. Therefore, when the Prophet, may God bless him and grant him peace, wanted to talk to us about the importance of time, he used the most important

moment in the history of the believer, which is his standing in the hands of his Creator, Glory be to Him, and he said: A servant's feet will not move until he is asked about four things, including about his time and what he spent. He linked investing time in a way that pleases God, entering Paradise, and the questions that each of us will face. Therefore, we will enumerate some of the benefits of investing time and exploiting every second in useful work.

Modern studies say that a person who knows how to utilize his time in useful and useful work is happier than those who waste their time without benefit. Happiness is linked to the useful work a person does. Start by memorizing the Holy Qur'an, then the journey of happiness begins with the Book of God Almighty. The Qur'an teaches you how to invest your time fully. Every moment there is worship, remembrance, family ties, useful work, or useful knowledge. If you want to achieve happiness, learn how to invest your time, and do not leave your life and time depending on the surrounding circumstances, like a boat tossed by the waves without guidance. The result is You will be drowning.

Time management equals satisfaction and success. Most people are dissatisfied with their lives and reality because they do not know the importance of time, and this is what causes them many psychological disorders. Psychologists confirm that most psychological diseases arise as a result of dissatisfaction with reality. This issue causes psychological problems and pain no less. About organic pain. Contemplating the verses of the Qur'an and contemplating their meanings will make you realize that everything in this universe is in the hands of God Almighty, and no matter is completed except with His permission, and nothing happens to you except with the appreciation, knowledge and wisdom of Him Almighty. This makes you satisfied with everything that happens to you, and makes you feel that God is watching over you and with His knowledge. With what is happening to you, many psychiatrists do not do anything for their patients more than listen to their concerns and problems, and this in itself is a treatment for the psychological patient.

When you know that God Almighty sees, hears, and knows everything that happens to you, you will feel satisfied with the reality you are living because it is

predestined for you. As a result, investing time in remembrance of God Almighty gives you satisfaction with your reality, and this makes you feel happy and increases your energy in completing your work or studies, and thus You have taken a step on the path to success, so successful time management means success in study and work.

The second topic: How to manage time and means of time management

Given that time is a person's lifetime and his entire life, it is an extremely rare resource, a resource that cannot be stored. A moment that is not exploited disappears, and it is a resource that cannot be compensated or exchanged for which a person is held accountable twice.

Time can be managed in several ways, including:

- 1 .Setting goals and priorities:

Setting goals is the main key to any rational effort, as well as the main focus of the planning process, in which time management is possible, and by managing time, achieving goals becomes possible, so setting goals helps to use time appropriately.

It is important for goals to be realistic, clear, good, written, and achievable. Priorities represent a set of tasks that the individual will perform, which must be arranged in order of importance, most important, then important.

Among these priorities are:

- Make a list of tasks that must be done.
- Determine priorities for these tasks.

2 .Time analysis and recording:

Recording time is a major goal in itself that enables comparison between what has actually been accomplished and the target, that is, an attempt to manage it and benefit from it as effectively as possible.

The stage of recording time and knowing all the activities that the worker practices in a specific period of time is considered knowing every activity in this period.

Period.

3 .Time management planning:

This is due to the large number of tasks and activities that must be carried out. Therefore, the skill of time management requires preparing a comprehensive plan, taking into account the chronological sequence in the

stages of this plan, and distributing the times for it into times appropriate to the different stages so that the sum of the times for implementing the various stages is equal to the total time specified for the completion of the plan .

Time management methods:

Administrative methods represent an important aspect of time management, as they largely determine the nature of work in general and the nature of the relationship between employees through the behavior of the individual who adopts a specific method of time management.

Time wasting factors:

There are many factors and reasons for wasting time, and they differ from one society to another and from one environment to another. However, there are general factors for wasting time, such as:

1- Mismanagement and insufficient or effective organization, which leads to the outbreak of crises and conflict, and the loss of time in resolving and confronting them.

2- The lack of lists of tasks and activities required to be performed every day: “The official in a department or any department should prepare lists of goals and tasks required to be accomplished over the course of a week, month, or year, and then extract what should be done daily and arrange the list according to priorities. Every completed task is crossed out or any additional urgent task is added to the list. At the end of each day, the list of tasks for the next day is prepared and reviewed.

3- The number of employees in the organization increases beyond the work’s need for them, which increases their free time, which leads to obstructing work instead of facilitating it.

4- Failure to manage meetings by overdoing them, failing to achieve the purpose of holding them, and not adhering to their dates, whether by showing up late, thus wasting the time of those waiting, or by starting the meeting early, so what was discussed is repeated after attendance is complete.

5- Insufficient information and weak effectiveness of communication systems, which leads to workers frequently visiting managers to inquire and question how work is being performed, which means interrupting the regular workflow, hesitation in making decisions, fear of making a mistake, and thus wasting time.

6- Social niceties, surprise visits, being busy with private phone calls, or reading newspapers, exaggerating rest periods, drinking tea and coffee, leaving work during official work, or being late to start work.

7- Failure to delegate authority, and then the volume of work increases compared to the time allocated to it, in addition to some people trying to get rid of their duties and assigning them to one of their colleagues, thus wasting both their time.

Chapter Three Previous Studies

Arabic Studies

1 .Al-Dawani's study (1988) entitled Study of the reality of administrative behavior of male and female secondary school principals in Jordan.

Purpose of the study:

This study aimed to monitor the tasks performed by the principal during daily work hours and the time required for each task in the secondary stage.

The study sample:

Secondary school principals and principals in Jordan.

The most important results of the study:

Percentage of the most important tasks performed by the principal and director of the secondary school:

٪٢١,٨ -for office work.

٪١٥ -for supervision.

2 .Suleiman's (1993) study entitled Time Management for Principals of Industrial Secondary Schools in Dakahlia Governorate.

The study aimed to:

- Identifying the characteristics of the forces and cultural factors affecting the pattern of time consumption in Egyptian society.

- Explaining the areas in which principals of industrial secondary schools spend school work time and highlighting those areas in which principals' time is wasted.

- Providing the appropriate method for managing school principals' time to maintain and organize it effectively.

Foreign studies

1 .Atkins' (1990) study entitled The relationship between the use of time management techniques and sources of job stress in secondary schools in the United States of America.

The study aimed to

- Determining the relationship between the uses of time management techniques by secondary school principals and sources of job stress.

- Explaining the degree of use of time management techniques.

The most important results of the study are:

- There is a negative relationship between the use of time management techniques and job stress among school principals. The more principals use time management strategies, the lower the degree of stress.

The study found that managers do not use time management to a great extent and that they need to manage their time better.

2 .Edward's (1991) study titled Time Management and Selected Demographic Factors of Connecticut Secondary School Principals as Indicators of Job Satisfaction

This study aimed to:

- Determine the relationship between time management, job satisfaction, and the following demographic variables: years of experience in school administration, school location, number of students, student cost, gender, male or female.

- Studying both time management and job satisfaction, as each of them plays a role in work productivity.

Study sample: Connecticut high school principals

The most important results of the study:

- There is a relationship between job satisfaction and time management skills among school principals.
- There is no clear relationship between demographic variables, job satisfaction, and time management.
- Given the clear relationship between job satisfaction and time management among school principals in the state of Connecticut, it is suggested that officials train school principals and introduce programs that focus on teaching time management skills.

Local studies

1 .Al-Qusayr's study (1433 AH), entitled 'The Role of Time Management in the Efficiency of Workers' Performance at the Court of Appeal in Mecca.

This study aimed to:

- Identifying the most important concept of time management and the impact of its exploitation and proper investment.

-Identify the role of time management in the efficient performance of employees.

-Identifying mismanagement of time and its effects on the efficiency of employees' performance.

The researcher used the descriptive analytical method to represent the study approach, which depends on studying the phenomenon as it is in reality. He relied on collecting data and reached several results, including:

The results showed interest in some aspects of time management among employees at the Court of Appeal in Makkah Al-Mukarramah.

The results showed that employees at the Court of Appeal in Makkah Al-Mukarramah agree on the effect of time management in raising the efficiency of their performance.

2 .Abu Shaar's study entitled "Regularity in official work hours in government agencies in the Kingdom of Saudi Arabia".

Purpose of the study

It aimed to enroll in government agencies, and the study was limited to employees enrolled in the Institute of Public Administration in Riyadh.

The most important results of the study are:

٪٧٥ -of employees arrive late to their offices in the morning.

٪٤٩ -of employees leave their offices during work for work-related matters

٪٦٩ -of employees leave their offices outside the workplace for personal reasons.

Study recommendations:

1. Providing practical applied courses specialized in time management and harmful practices in institutions, educational fields, and in public life, and training people to set goals and the time needed to achieve them, which will reflect positively on the distribution of tasks and responsibilities.
2. Activating internal and external means of communication with each other through modern communication technologies and attention to electronic management.
3. Providing individuals with the opportunity to develop themselves by completing their higher studies or obtaining qualifications that serve their business and organization.
4. Considering time management subject and skills and modern administrative methods as a major requirement within university educational preparation.
5. Benefiting from the experiences of developed countries in the field of time management.

Time management is considered one of the basics that managers must pay attention to in managing their work, as most studies that deal with time management confirm that rational management of time is linked to performance and improved productivity, and poor time management is considered one of the most important behavioral manifestations that lead to work pressure.

Although this reason is often related to work burdens in terms of his inability to organize his time in the absence of work, therefore, poor time management may not be related to the increase or decrease of these tasks, but rather it is due to the person himself as a result of his inability to organize his time.

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