

The Effect of Time Management To Career As A Key Of Success

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Abstract

Impact time administration is a panacea to authoritative adequacy and not a fake treatment. Successful time administration will enhance staff efficiency, make planning of employments less demanding, make staff to perform errands at their most elevated ability level, staffing to organize and fulfill vital errand, recording and directing the association towards accomplishing its set objectives. This section is principally committed to presentation and examination of information gathered in the course of this exploration study. It likewise manages measurable tests and understanding of factual results as a premise for tolerating or dismissing the theory of the exploration study. Information gathered through poll are intended to be investigated in this section all together that the inquiries brought up in the research proposed can be enough replied. A sum of eighty (100) polls was controlled, eighty (100) duplicates were returned by the respondents. The factual instrument utilized as a part of examining the information is rate, which will supply the answers that the staff and administration gave in the returned polls.

Keywords: Time Management, Corporate Sector, Employee, Work Efficiency

Introduction

Despite all famous thoughtfulness regarding overseeing time, generally little research has been directed on the procedures required in utilizing one's opportunity successfully (e.g. by utilizing "prime time" to do vital errands) and finishing work inside due dates. In 2010, a survey was distributed that tended to the expanding ubiquity of time administration (Richards, 2010). It talked about the standards said by creators like McCay (2018) and inferred that, for occurrence, setting life objectives and keeping time logs were essential strategies for adequately dealing with one's chance. Despite the fact that this article was useful in comprehension the thoughts behind the idea of time administration, it was not an audit of experimental time administration concentrates on. Actually, as far as anyone is concerned, no audits of experimental examination of time administration have been distributed following the article by Richards (2010).

Consequently, the main point of the present study is to survey past exact studies on time administration and to decide the best in class here of exploration. We will survey the path in which

analysts have fused time administration ideas and techniques in their exploration and fundamentally examine the examination plans they utilized. Inquiries to be tended to be: What is time administration conduct? What are its predecessors? What is its effect on result variables, for example, wellbeing and occupation execution?

Our second point is to decide in which regions more research is expected to broaden the present learning of time administration and the procedures included. The brain science of time administration rely on upon the law of control the control of your life which is the component that prompts achievement overseeing time give self-regard that expansions when you are working proficiently, the more able, able, and profitable you feel, the higher your self-regard and that is will think about your employment in positive way (Khalil-Ur-Rehman, 2019; Khalil-ur-rehman and Farooq, 2018).

The capacity to deal with the reality of the situation will become obvious eventually to the most extreme quality and awesome execution of the practice in any vocation sorting out the time let us figure out whether we reach to the achievement or disappointment in our professions. In this way, by dealing with our time and setting needs we can see the entire enormous picture and which is imperative in our business regardless and that is given us a chance to understand the slip-ups we had made and adjust it again by its significance that implies overseeing time give the right course to set arrangements from beginning to end. Overseeing time is imperative and vital asset of achievement. It's the most valuable resource (Palmer and Schoorman, 2012).

It can't be spared; once you had lost it you can't get it back once more. All that you must do require time, furthermore the higher of utilizing the time, the extra you'll finish, and the more prominent will be your prizes. The quick activities will prompt quick results. Garhammer (2017) has pointed at the expanded pace of life appeared in doing things speedier (increasing speed), contracting time use (e.g. eat speedier, rest less), and packing activities (making a telephone call while eating). Different studies have analyzed the view of time in hierarchical connections (e.g. Palmer and Schoorman, 2012) and the experience of time weight among workers (e.g. Jackson and Martin, 2012; Major et al., 2002; Teuchmann et al., 2012).

Time administration is essential for most extreme wellbeing and individual adequacy. The degree to that surrenders the inclination to speed of time and your life could be a noteworthy determinant of your level of inward peace, agreement, and mental prosperity. A sentiment being "wild" and reckless of dealing with your time is the real issue of anxiety, uneasiness, and melancholy. The higher you'll have the capacity to sort out the more vitality you will must be effective in your vocation and each area in life. The expression "time administration" is really deceptive. Entirely, time can't be overseen, in light of the fact that it is an out of reach component. Just the way a man manages time can be affected. Time administration can be seen as a method for checking and controlling time (e.g. Eilam and Aharon, 2013).

Time and Effective time management

Time is an essential resource; it's irrecoverable, limited and dynamic. Irrecoverable because every minute spent is gone forever, limited because only 24 hours exist in a day and dynamic because it's never static. According to North (2014), time management is the organization of tasks or events by first estimating how much time a task will take to be completed, when it must be completed, and then adjusting events that would interfere with its completion is reached in the appropriate amount of time.

Time management is not about getting more things done in a day. It is about getting the things that matter most done. Time management is the ability to decide what is important in your life both at work, at home and even in our personal life. Time is that quality of nature which keeps all events from happening at once. To manage your time, you need to go through a personal time survey and estimate the way your time is being spent. Time management is a set of principles, practices, skills, tools and system that help you use your time to accomplish what you want. Time management is a skill that many of us seem to learn through necessity (Kaufman et al., 2014).

The problem with learning a skill through necessity is that, more often than not, bad habits creep in and, although the skill may be useful in general, we do not use it to its full potential. Time management is a skill that takes time to development and perfection. It also is a skill that is different for everyone. Time management refers to the development of processes and tools that increase efficiency and productivity. Effective time management is the key to high performance levels. Effective time management not only affects the productivity of your employees, but also helps to cope with stress, conflicts and pressure more efficiently (Khalil-ur-rehman et al., 2018).

It also helps them maintain a healthy work-life balance and keeps them motivated. Time management training is one of the most effective tools to enhance the productivity of your team. In the time management training, participants are provided with a unique planning and management systems that help them have greater control over their time as well as their performance. As a manager, sales person, administrative assistant or an executive, time is the most valuable asset. In order to have an effective utilization of time, prioritize task and activities then eliminate unnecessary elements. Effective time management cannot be turned on or off when convenient. It is a set of skills and behaviors that become a pervasive part of one's professional and personal life.

The two major components of time management are practice and purpose. The practice component refers to what you do with the minutes of your day. The purpose component refers to finding and knowing your purpose in life. When you manage your time, the minutes of your life, and it falls in alignment with your purpose of your life, you have a fantastic chain reaction. This alignment can enable you to accomplish your tasks more effectively, to reach your goals more quickly, and to give you a greater sense of peace.

According to Hisrich and Peters (2012), "time is a unique quantity an entrepreneur (manager) cannot store it, rent it, and buy it. Everything requires it and it passes at the same rate for everyone. Time management involves investing time to determine what one wants out of his activities. Effective time management is the investment of time in such a way that optimal result is gotten from activities consuming a specific time quantity. Time management hinges on the principle that

it is more important to do the right things than to do things right. The ability to choose between the important and the unimportant and be persistent on the correctly chosen sequence is the key determinant of effectiveness in time management. Time management is a method for managers to increase work performance effectiveness (Claessens, Roe, Rutte 2019).

Advantages of time management

It helps to take control of many areas of your life.

1. It increases productivity.
2. Time management makes you become more organized.
3. It helps you to utilize time effectively.
4. Time management also helps you gain time for yourself to relax and do the things you enjoy doing.

To Americans, time is money. We live by schedules, deadlines and agendas, we hate to be kept waiting, and we like to get down to business quickly. In many countries, people are not rushed because they feel people in rush are arrogant and untrustworthy. In the U.S, the most important issues are generally discussed first when making a business deal while in Ethiopia, most important things are taken up last. Being late seems to be normal for business meetings in Latin America and the reverse in Switzerland, Sweden and Germany.

Principles on Effective Time Management

Effective time management also depends on the principle of effectiveness. This means focusing on the most important issues/tasks as ‘there will never be enough time to do everything you have to do’. The things that matter least must be at the mercy of the things that matter most. This is the real meaning of the Pareto principle which says that 20% of your activities will account for 80% of the value of your activities. This means in essence that if you have a list of ten items to accomplish, two of these items will be worth more than the other eight items altogether. These two activities are thus worth-concentrating on as they contribute the greatest value to your work. The principle is sometime called the principle of forced efficiency which states that “there is never enough time to do everything, but there is always time to do the most important things”.

There is also the principle of analysis. This means the individual needs to analyze himself to know how his time is presently being spent. This is to make amend and to achieve another principle called the principle of posterior ties. The principle of posterior ties means to sit down on some priorities. It is deciding on what to discontinue. Another principle is that of teamwork. The manager needs to help other members of the management team and subordinates to become more sensitive to the time management concept when dealing with other individuals in the organization. Each member of the management team needs to employ effective time management in dealing with other members. The principle of planning is another principle.

It includes elements of all previously mentioned principles of effective time management. It is the 10/90 Rule of Effective Time management (the Rule of Indispensability). It states that 10% of time that you take to plan your activities carefully in advance will save you 90% of the effort involved in achieving your goals later. The very act of the manager of thinking through and planning his/her work in advance will dramatically reduce the amount of time that will take him/her to do the actual job. The planning principle gives rise to the principle of clarity which means writing and re-writing out the goals/activities you wish to accomplish (Hisrich & Peters, 2012).

Time Management Behaviors

In relation to time management behaviors, some studies have focused on three types of behaviors that include: time assessment behavior, planning behavior and monitoring behavior (Claessens et al, 2007). Several authors have described these behaviors in details. Kaufman et al (2015) states that time assessment behaviors are aim at awareness of here and now, or past, present and future and self-awareness of one's time use and they cover or help to accept tasks and responsibilities that fit within one's capabilities. In relation to planning behaviors, which include goals, planning tasks, prioritizing, making to-do lists, grouping tasks, aim at effective use of time (Macan, 2012). Monitoring behaviors focus on observing one's use of time while performing activities, generating a feedback loop that allows a limit to the influence of interruptions by others (Fox & Dwyer, 2012; Zijlstra et al., 2011; cited in Claessens et al. 2017).

The Action planning process is a process that helps an organization to manage its time effectively. The following are steps under the action planning process and they include:

a) Objective:

The action plan begins with recording what it is you wish to achieve.

b) Goal:

The second step in designing the action plan is to record the specific behaviour you want to address along with how you want to address it. It is important to be very specific so that there is no confusion about the intention of the action plan. If you feel it is necessary to complete numerous action plan forms to address the specific goals you have, please complete several action plan forms. The more specific you are, the better your performance will be.

c) Action:

The third step in designing the action plan is to record the specific action that will be taken to modify your behaviour to achieve the goal. Again, the more specific you are the better your success will be. It may be necessary to list numerous actions to achieve a single goal. It is perfectly acceptable to have several actions for a single goal as long as there are measurements (recorded in step five) for each of the actions.

d) Target Date:

The fourth step in designing the action plan is to record the date(s) that your performance will be measured. It is crucial to the process that this date be realistic. High achievers are notorious for selecting deadlines that can be overzealous: this is not a good tactic when dealing with self-improvement efforts. Choose deadlines that take into account potential delays and the involvement of others. Try to make your deadlines as realistic as possible while still holding yourself accountable for immediate and continual action.

e) Measures:

The fifth step in designing the action plan is to record how your performance will be measured. The measurements must be quantitative and objective in order to retain validity throughout the behavior modification program. The measurements must also be specific and detailed. Please take the necessary time to develop a strong measurement system as your performance with the behavior modification program relies on it.

e) Support:

The sixth step in designing the action plan is to determine who will help you in your self-improvement effort. Try to involve people that will hold you accountable for your performance and provide you with guidance when needed. The people in your support system do not necessarily have to be good time managers themselves; they simply need to be able to observe your performance on the goals set forth in your action plan. It is also necessary in this step to determine what resources you will need in order to achieve the action plan goal. Resources such as finances, equipment, software, cooperation, etc. should be listed in detail.

g) Status:

The last step in designing the action plan is to record your performance. Using the measurements listed in the action plan; assess your performance on the target dates listed. The results, whether positive or negative, are recorded on the action plan and shared with your supporters.

Validity and Reliability

The most pivotal and critical part of a decent and definite investigative exploration is that the legitimacy and dependability must be of high esteem so with respect to be esteem dependable and worthy. Dependability is about the phases of what to be measured (consistency) while legitimacy can be said to be the means by which exact and exact is what was been measured. For an exploration to be acknowledged, it must be legitimate and solid. (Ghauri and Gonhaug 2002, 139)

Surveys contained inquiries that were of quintessence to the exploration issue also, it involves the destinations that were intended to be completed in the study. The inquiries were painstakingly arranged and organized in lieu on account of the perspective that it will realize the answer for the exploration issue. All the inquiries were streamlined to be surely knew by the workers.

The surveys were been given to the representatives and administration of LASACO ASSURANCE PLC, Malaysia. All the inquiries were addressed based on the work encountered that the representatives and administration have had in the organization furthermore there was no impact or weight at all on the respondents. The respondents comprehends what was in question so along these lines, there was no answer taking into account inclination conclusion furthermore they likewise realize that the believability of the information will go far in accomplishing the set objectives and destinations; in this manner the legitimacy furthermore, unwavering quality was really been put into intuition from the onset.

Moreover, the best and most reasonable approach to decide the quality, standard, honesty and precision of an examination is through the checking of legitimacy and dependability. This study have been subjected to steady check at each given stage of the exploration, the inquiries were organized to be under tight restraints with what will be accomplished toward the end of the study.

This study experienced a considerable measure of snags and blocks because of the way that the target organization has a considerable measure of branches everywhere throughout the nation. The objective organization manages protection strategies and the respondents that addressed the surveys were representatives and administration of the organization. Because of the numerous branches that the organization has, this exploration depended on one branch what's more; this is a confinement in the part of not really investigating the various branches.

Another impediment is the part of time imperative; this emerged because of the accompanying reasons;

- 1, The workers at first imagines that the result of the polls will be utilized against them as a part of the part of them giving negative answers and in which, the administration may bring it up with them, so it takes a great deal of persuading for them to have the capacity to give solid and precise answers.

2. The administration is continually whining about not having enough time to answer the polls. Meeting was intended to be done however because of this variable, the analyst resolve to polls and regardless, a considerable measure of arguing was made before they can really addressed the polls.

Time is awesome instrument in making progress; all the fruitful and extraordinary associations then again people incredibly put resources into their time component. Time is an apparatus that is should have been ready to utilize all the more proficiently and successfully, it is a rare means; in this way needs to successfully utilized and not squandered on unproductive things.

In the corporate world, it is for the most part said that "time is cash", this truism is extremely mainstream and it's goes more profound into making awesome progress since it is dependably been accentuated on. Managing individuals, time can be the device that will augment their possibilities by sticking entirely to it.

Time cognizant individuals frequently says that time is the best blessing one can give somebody; in this manner all the more reason that time ought to be expand not squandered or misled. Time can be composed to best impact through a successful time administration and this will kept up the vitality level at ideal statures.

Time is a critical piece of life so one must know how to put resources into it, some individuals continuously submit the mix-up of turning out to be 'excessively caught up with, making it impossible to arrange their time. It is prudent to put time in arranging, planning and sorting out so as to spare time, doing this at the early stage spares a considerable measure of anxiety at the long run. In any case, one must not put resources into a lot of time but getting to be engaged in arranging than really understanding the work that should be finished. Viable time administration includes on making a specific measure of time so as to sort out how whatever remains of the time ought to be spent; this will ensure that needs will be made, and so on.

Conclusion

Firstly, one needs to accept and have the full certainty that learning is conceivable furthermore the advancement of the aptitudes is conceivable also. Besides, the time administration methods must be trusted in light of the fact that if not, there is no chance it can work. On the off chance that the two angles can be accomplished, then the level of adequacy will be tremendous. The exploration discovered that larger part of the association workforce are youthful, single, very instructed and has been working for a brief timeframe (5 years), this demonstrates that the association is rebranding and bunches of activities has been considered.

Above all else, in the exploratory information examinations segment, it was found that there were no huge distinction amongst sexual orientation and scholarly execution, and no huge relationship between's year of study and scholarly execution. On the other hand, there was called attention to a critical relationship amongst age and scholarly accomplishment. All the more particularly, the more seasoned the understudies were, the lower the evaluation they had or the other way around. With respect to understudies, a conceivable clarification is that there are negative states of mind/generalizations toward more seasoned understudies, whose age contrast from a large portion of the conventional understudies.

This generalization prompts disguise by individuals from the school group and it ends up being a self-satisfying prescience to those understudies and also their educators. The nitty gritty procedure is portrayed in the accompanying First of all, individuals usually presumes that more established the individual, poorer his/her learning capacity (Carlan, 2001).

Case in point, Carlan (2001) guaranteed that a few individuals sees more established understudies as having weaker learning capacity, diminished work effectiveness, less flexibility, less memory limit, and poor study methodologies. These labels disparaged more established understudies. Likewise, another conceivable clarification for explaining why individuals view more established understudies of having poorer scholarly execution is that individuals may unwittingly consider more established understudies as confined understudies or repeaters who have been stayed around school because of poor scholastic execution.

This study embraced comfort inspecting which is a sort of non-likelihood test. It is ideal to utilize likelihood testing technique which ensures representativeness. There are a few sorts of likelihood testing strategy: basic irregular, orderly, stratified and multistage examining, et cetera. Be that as it may, the vast majority of them are troublesome for usage. For instance, the basic arbitrary and

deliberate testing strategies are difficult to execute. It is difficult to get the entire rundown of understudies concentrating on in college. On the other hand, analysts can utilize stratified testing, which is a sort of likelihood examining strategy furthermore a kind of multistage testing. In the principal phase of stratified examining, a specimen is chosen from an extensive variety of foreordained ranges/strata. For instance, research intends to research college understudies in Hong Kong. An example can be stratified by colleges or real subject or even year of study et cetera. In the second stage, an example is picked aimlessly inside those strata that chose some time recently. Ultimately, causal relationship can't be attracted this study. Propose future studies to outline examination or behaviour a longitudinal study on this subject to uncover the causal relationship.

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