The effect of scientific level in good time management

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Abstract— Research conducted to identify the effect of scientific level in good time management in the faculty of science and humanity studies (university of Salman bin Abdulaziz- branch of Aflaj). Research determined the relation, association and effect of scientific level (teaching assistant, lecturer, assistant professor, associate, and professor) in good time management. Total sample size of research is 46 members of teaching staff from the faculty. SPSS was used to analyze the data. Research applied chi- squared or ($x^2$) and regression analysis, to examine the hypotheses. Research examined that there is a relationship between the scientific level (degrees) and the good time management. The research examined that the scientific level is positively related to the good time management.

Also research concluded that the use of computer and media technology have moral impact on good time management among employees in the faculty.

Index Terms— Effects, Scientific level, Time Management.

I. INTRODUCTION

Time is our valuable resource (Bill Bennett, 2010). It has a value greater than any currency. We may leave our children the money we don’t use in our own lifetimes, but we cannot leave them one millisecond of time (Marc mancini). The term time management is a misnomer (Michael Rupured). You cannot manage time; you manage the events in your life in relation to time. You may often wish for more time but you only get 24 hours, 1,440 minutes or 86,400 seconds each day. How you use that time depends on skills learned through self analysis, planning, evaluation and self control.

There is currently a lack of agreement about the definition of time management (Quirk, 1989). Furthermore, Hellston (2005) has argued that there is a lack of a theoretical model of time management.

Time management has been described using many different terms including spontaneity, balance, flexibility, and having control over time (Lakein, 1973). Time management has also been characterized as a habit developed only through determination and practice (Simpson, 1978). As prioritizing and respecting those priorities (Soucie, 1986), and as setting priorities and scheduling tasks (Jordan et al., 1989). Time management can also be considered as the process by which an individual more effectively accomplishes tasks and goals (Schuler, 1979).

According to (Larry Hawkins, D.Sc, PMP):

- Time is a limited – renewable resource.
  - 24 hours per day.
  - 1,440 minutes per day.
  - 86,400 seconds per day
- Poor time management = Stress + Waste + Lost opportunity.
- Time management is about life not just work.
- Some of office workers show that people waste approximately two hours a day at work.
- 500 hours a year wasted at work (assuming 50 work weeks, 5 days a week).
- 56,648 hours [or ~ 6.5 years] wasted during an average life – time (assumes one wastes 2 hours a day over the entire average life –time).

II. RESEARCH QUESTIONS

This study explores the answer to the following major research questions (MRQ):

1. Q1: Is there a correlation or moral significance between (planning - good organization of time) and good time management among employees.
2. Q2: Does the use of computer and media technology have moral impact on good time management among employees.

III. OBJECTIVES

The main purpose of the study was to identify the effect of scientific level in good time management. The following specific objectives were considered:

1. To identify the effect of scientific level (teaching assistant, lecturer, assistant professor, associate, and professor) in good time management.
2. To identify the different concepts of people about time management.
3. To identify the main requirements of time management.
4. To identify the most effective factors that causes loss in time.
5. To identify the impact of applying the use of computer and media technology in employee's performance.

IV. HYPOTHESES

The scientific level of employees (Teaching assistant, lecturer, assistant professor, associate and professor) has a statistically significant effect in good time management, in term of the following points:

- Specifying enough time for planning and thinking about work.
- Setting of specific, written goals and dates for their achievement.
- Using the rule of 80/20 at work.
- Maintaining an open schedule in anticipation of crises and the unexpected issues.
- Authorizing others on some mandated tasks entrusted to them.
- Trying to focus on each sheet for only once.
- Dealing with light lunch pm to avoid feeling sleepy.
- Trying to prevent contestants: such as visitors, meetings, and telephone calls to work consistently.
- His ability to say "NO" when others claim time, especially if it will prevent him from completing major tasks.

Obstacles to efficient time management:

1. Inefficient schedule

It is very necessary to formulate a realistic schedule. Another pitfall for many people is over – extending themselves. Over – extending yourself not only leads to decreased performance, but also causes stress, which compromises your physical and mental health. Having a realistic schedule means that you will have to say “NO” sometimes.

2. Distractibility

It is easy to become distracted when a task is not interesting. Not all tasks will automatically engage you; You must find ways to make tasks interesting. Do whatever you have to help focus your attention on the task or subject at hand.

3. Over-organization

Another obstacle to efficient time management is over-organization. This may not sound like a bad thing; After all, how could someone be too organized? But it is a danger, especially for people who enjoy creating and working with systems. Over-organization is not efficient or effective time management. The goal is to spend enough time creating and then managing your time so that you maximize the impact of that time.

4. Procrastination

We are guilty of procrastination (putting of a task until later), at some point. Given the choice, we all prefer to spend our time engaged in enjoyable activities rather than those that are difficult or uncomfortable. It is self-destructive and can lead to poor self-esteem and even acute feelings failure and self-hatred.
5. Fear of failure
If you are afraid to commit to tasks and projects for fear of failing, there is little hope of managing your time efficiently, because you are only working against the clock (or calendar), you are also working against yourself.

6. Perfectionism
This is actually quite similar to the fear of failure; Perfectionism can lead us to believe that what we do is simply not good enough, unless it is perfect. There is not an infinite amount of time to devote to each task on your schedule; You must prioritize and decide which tasks are important enough to receive the bulk of your attention and effort.

Steps to effective Time Management:

1) Planning
   - Failing to plan is planning to fail. Do you have a plan for work or life?
   - If you don’t know where you are going, any road will get you somewhere.
   - Plan each day, each week, each month.
   - You can always change your plan, but only if you have one. Plans are not static. Plans are fluid.

2) Setting goals (John Adair, 2004)
Goals-setting is a successful way to approach life-planning. An objective (a word with military associations) is an end towards which effort is directed. So goals/objectives define the end or purpose which is being aimed for. Goals and objectives can be used in your personal and business/professional life and successful outcomes result from taking a strategic approach to your life and your work.

3) Scheduling your time appropriately
Scheduling is not just recording what you have to do (e.g., meetings and appointments), it is also making a time commitment to the things you want to do. Good scheduling requires that you know yourself. Using your time log, you should have determined those times during the day when you are most productive and alert. Plan your most challenging tasks for when you have the most energy. Block out time for your high priority activities first and protect that time from interruptions.

4) Delegating effectively
   - You can accomplish a lot with help
   - Grant authority with responsibility
   - Do the worst job yourself
   - Give them specific thing to do
     Specific date/time
     Special penalty
     Or reward
     For THEM!
   - Give objectives, not procedures
   - Tell the relative importance of each task

5) Prioritizing
Your time is finite (there are only 24 hours in a day, after all) and finding a way to work in all the things you need and want to do can be a challenge. Add deadlines to this and it becomes even more complicated. This is why people who manage their time wisely focus on deciding what tasks or projects should be scheduled, done first, or given a higher degree of importance when scheduling their time. Assigning relative importance or priority is called prioritizing.

Stephen Covey classifies work tasks according to whether they are important or urgent. Covey points out that many of us spend too much time on tasks that are urgent and important. The most obvious way to do this is to work on your own projects first every day, even if it’s only for half an hour. Whatever interruptions come along later, you will at least have the satisfaction of having made some progress towards your own goals.

6) ABC list
An ABC list is an easy way to prioritize a list of tasks. An ABC list works best as a kind of daily “to-do” list where each item is assigned a category: A for MUST be done, B for SHOULD be done, and C for COULD be done.
Though this sounds simple, it is a very effective way to keep you focused upon completing tasks that are most important. When you are busy or dreading a particular task, it is sometimes difficult to decide what ought to be done first and what can wait until later. For this reason, it is best to create an ABC task list each morning and revisit and revise it as you move through your day, taking care of “A” items, then “B” items, and finally any “C” items you have time left for.

7) Pareto 80-20 Rule article
Here are some examples of Pareto’s Law as it applies to various situations. According to the Pareto Principle, it will generally the case (broadly - remember it’s a guide not a scientific certainty), that within any given scenario or system or organization:

- 80 percent of results come from 20 percent of efforts
- 80 percent of profit comes from 20 percent of the product range
- 80 percent of a restaurant’s turnover comes from 20 percent of its menu
- 80 percent of the time you will be wearing just 20% of your wardrobe
- and so on..

The precise ratios for situations can be different to 80:20, but the principle will apply nevertheless, and in many cases the actual ratio will not be far away from the 80:20 general rule.

8) Stop Procrastinating (The thief of time)
Everyone does it. Everyone feels guilty when they do it. And everyone resolves never to do it again. But they do. Everyone procrastinates. Of course, not everyone regrets putting things off. You may be putting off tasks for a variety of reasons. Perhaps the task seems overwhelming or unpleasant. Try breaking down the task into smaller segments that require less time commitment and result in specific, realistic deadlines.

Delegate (Get help from others)
Delegation begins by identifying tasks that others can do and selecting the appropriate persons to do them.

Delegating effectively
- You can accomplish a lot with help
- Grant authority with responsibility
- Do the worst job yourself
- Give them specific thing to do
  - Specific date/time
  - Special penalty
  - Or reward
  - For THEM!
- Give objectives, not procedures
- Tell the relative importance of each task

Avoid multi-Tasking
Recent psychological studies have shown that multi-tasking does not actually save time. In fact, the opposite is often true. You lose time when switching from one task to another, resulting in a loss of productivity (Rubinstein, Meyer, and Evans, 2001). Routine multi-tasking may lead to difficulty in concentrating and maintaining focus when needed.

Interruptions
- The sound of a new e-mail arrival is an interruption – TURN IT OFF!
- Studies have shown that the average time for an interruption is 6-9 minutes with 4-5 minutes for recovery – five interruptions consumes an hour.
- Try to reduce the frequency and length of interruptions
V. UNITS RESEARCH VARIABLES

Research conducted on the basis of the scientific level and the good time management. Research determined the impact of the scientific level (teaching assistant, lecturer, assistant professor, associate, and professor) in good time management. The independent variable of the study is the scientific level (scientific degree) in five alternatives (teaching Assistant, lecturer, assistant professor, Associate, and Professor). The dependent variable is that variable regarding the views of respondents on terms related to the study hypothesis. It is a descriptive variable, and it is expressed in the questionnaire—three format options which are: (rarely-sometimes-often) reflecting the respondents’ views about the (nine) phrases which are related to the hypothesis. In addition to the two respective phrases which are related to the research questions.

<table>
<thead>
<tr>
<th>Dependent variable</th>
<th>Independent variable</th>
</tr>
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<tbody>
<tr>
<td>Good time management</td>
<td>scientific level</td>
</tr>
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</table>

Hypothesis
The scientific level (degrees) of employees (Teaching assistant-lecturer-assistant professor- associate- and professor) has a statistically significant effect in good time management, in term of the following points:
- Specifying enough time for planning and thinking about work.
- Setting of specific, written goals and dates for their achievement.
- Using the rule of 80/20 at work.
- Maintaining an open schedule in anticipation of crises and the unexpected issues.
- Authorizing others on some mandated tasks entrusted to them.
- Trying to focus on each sheet for only once.
- Dealing with light lunch pm to avoid feeling sleepy.
- Trying to prevent contestants: such as visitors, meetings, and telephone calls to work consistently.
- His ability to say "NO" when others claim time, especially if it will prevent him from completing major tasks.

VI. RESEARCH METHODOLOGY

This section identified the methodological strategy. Data collection tools selected to analyze the relationships between variables. Research targeted the (46) male respondents from faculty of science and humanity studies. Total number of respondents in details is (teaching assistants = 3, lecturers = 18, assistant professors = 20, associates = 4, professors =1). The aim is to identify the impact of the scientific level in good time management. The Questionnaire was used for collecting the data. Due to the small size of the community, a comprehensive inventory method was used. Taking the whole vocabulary in the sample for the analysis. Forty six questionnaires were dispatched to these respondents. A total of (46) filled questionnaires were received which were used for data analysis. The Questionnaire measured nine points. The first point is (specifying enough time for planning and thinking about work), the second point is (setting of specific, written goals and dates for their achievement), the third point is (using the rule of 80/20 at work), the fourth point is (maintaining an open schedule in anticipation of crises and the unexpected issues), the fifth point is (authorizing others on some mandated tasks entrusted to them), the six point is (trying to focus on each sheet for only once), the seven point is (dealing with light lunch pm to avoid feeling sleepy), the eighth point is (trying to prevent contestants: such as visitors, meetings, and telephone calls to work consistently), the ninth point is (his ability to say "NO" when others claim time, especially if it will prevent him from completing major tasks).
VII. RESULTS AND DATA ANALYSIS

Responses analyzed through the SPSS (Statistical Package for Social Sciences). The following statistical techniques were applied to analyze the data:

1. Chi-squared: Or (x²) to test the independence of the study variables (scientific level and good time management) where the first variable values (1 – 2 – 3 – 4 – 5). And the second variable takes its scope from aggregates values phrases that related to the hypothesis. It is given the values (1 – 2 – 3) respectively for the substitutes (rare – sometimes – often) that will be represented in the form of categories also take values (1-2-3).

2. Linear regression: The simple linear regression will be used for obtaining linear equation between the variable (X) - which represents the scientific level as an independent variable and the variable (Y) which represents the good time management as a dependent variable. The regression equation takes the following form:
   - The fixed formula in the equation is the part lump of vertical axis Y which reflects the intrinsic value of the dependent variable. It is a value when the value of the independent variable (X) = zero
   - The slope of the regression line is the value which changes with the change in the dependent variable whenever the independent variable changes by one unit.

When using the chi-squared analysis (x²), the hypotheses will be formulated as follows:

H0: denotes a null hypothesis which means there is no statistically significant relationship between the variables studied.

H1: the alternative hypothesis to the null hypothesis. It implies that there is a relationship between variables of the study.

In the case of linear regression method, the null and alternative hypotheses are as follows: H0 : H1

The analysis will be through the use of (SPSS). The value of moral level (Asymp.sig) that is less than the allowable error (α) previously specified as equal = (0.05) which indicates the rejection of null hypothesis and accept the premise (hypothesis) of the study.

The designed statistical analysis in this research tries to prove or deny the hypothesis of the study. Through processing the data obtained from the sample by the questionnaire that has been prepared according to the hypothesis of the study. Using Chi-squared or (x²) – and the method of simple linear regression in order to determine the impact of the slope factor (Its’ strength or weakness) of the independent variable on the dependent variable.

Commentary on (iterative dual table) and (regression equation) through their impact. And through the comparison between the calculated value of moral level (Asymp.sig) and the value of moral level (Asymp.sig) set forth and calculated as moral standard equaling = (0.05).

- **Statistical analysis of the hypothesis of the study:**
  - The scientific level of employees as (Teaching assistant-lecturer-assistant professor- associate- and professor) has a statistically significant effect in good time management:

  - **Dependent Variable: Rate of level in good time management**

The first row in the above table (1), shows the degrees of the scientific level of the sample. And the last row shows the itereance and percentage. The cells within the table are the actual and expected itereance for each cell. It is calculated by multiplying the total described in the total column divided by the total. Therefore, we note the following points:

- The number of the teaching assistants are 3 members. (The first cell in the total horizontal row). Two 2 of them are located in the lower (first) level of good time management. And no one in the upper class.
- The number of lecturers are 18 individual, 12 of them fall within the first category, 4 of them in the second category, and 2 in third category.
- The number of the assistant professors are 20 individual, most (18 of them), fall in the middle and upper categories, and 2 in first category.
- The number of associate are 4 individual, 3 of them fall in the upper category, and 1 in middle category.
- The number of professors is (1) one individual that fall in upper category.

It is obvious that there is a relationship between the scientific level and good time management. This relationship is proved by the value of moral level (Asymp.sig) in table (2) = (0.006), which is less than the value (0.05) that has
been set previously as an error permitted. Therefore, the null hypothesis is rejected, which assumes that there is no relationship between the variables. And the alternative hypothesis of the study is accepted. Which assumes that there is a statistical significant relation between the variables of the study. In view of table (3) which expresses the relationship of linear regressions between variables of the study. The regression equation can be as follows:

\[ 0.6X + 0.41 = \]

The fixed value = 0.41 it reflects the variable value of good time management in the studied society, regardless of the scientific level. It is an indicator of the weakness of the phenomenon of good time management in the case of the former class degree (teaching assistants). And confirms that the high moral level contrast in the last column of the table that is equaling =0.22 which is larger than the value (0.05) so it is not a moral.

The regression coefficient value equal = .6 it has two indications: (signal indication and value indication). The positive value means there is a direct correlation between the two variables, in the sense that higher degree entails an increase in good time management and vice versa in terms of value, the value of moral. Level zero corresponding to the last column refers to moral regression coefficient, which means the relationship between two variables. The value of the regression coefficient means that, whenever the scientific level increases higher by one (1) degree, the variable value of good time management will also increase by (0.6) degree. It is a considerable value that showing the strong and powerful relationship between the variables. And this is what has been assumed by the hypothesis of the study.

<table>
<thead>
<tr>
<th>Table (1):</th>
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<tr>
<td>Rate of level in good time management * Cross tabulation scientific level</td>
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</table>

<table>
<thead>
<tr>
<th>scientific level</th>
<th>Teaching assistant</th>
<th>Lecturer</th>
<th>Assistant professor</th>
<th>Associate</th>
<th>Prof</th>
<th>Total</th>
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<td>Expected Count</td>
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<td>1.4</td>
<td>.3</td>
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<td>.3</td>
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<tr>
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<td>6.5</td>
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<td>.3</td>
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<tr>
<td>Total</td>
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<td>3</td>
<td>18</td>
<td>20</td>
<td>4</td>
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</tr>
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</table>
Answers to research questions:

For the first question, which reads that: (is there a correlation or moral significance between planning – good organization of time and the level of employee's performance?). Through the statistical results, we can say that the answer to this question is (YES). It is found that the scientific level has a statistically significant effect in good time management, which expresses the level of employee's performance.

For the second question, which reads that: (does the use of computer and media technology have moral impact on good time management among employees)

The question can be answered by examining the statistical correlation between the two variables by analyzing the last phrase in the questionnaire through the (iterative dual table – and the table of Chi- squared test) as follows:
According to table (4): we note that the number of iterations (rarely) = 25 mostly concentrated (13 + 10) in both categories (15-9) and (16-22). In contrast, the number of iterations (of tenly) = 12 concentrated in category (27-23). This indicate that there is a relationship between the variables, which can be confirmed by Chi-squared table no (5). Through zero value of moral level (Asymp.sig) in contrast. Thus the answer to the second question in this study is “positive”: That the computer use has moral impact on employee's performance.

VIII. RECOMMENDATIONS

- Research recommends that employees should realize the importance of good time management, and work for it.
- Research recommends that the organization should motivate the human resources to highly consider the importance of good time management in life.
- The time should be exploited and invested efficiently.
- Good plan for using the time and execute the plan successfully.
- Developing self-administration.
- There shall be no loss of the time.
- In future the research can be applied in different sectors with other variables.

REFERENCES


AUTHOR BIOGRAPHY

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