

Synergy Effect Of Effective Time Management On Employees' Productivity In An Organization

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Abstract

The synergy effect of effective time management on employee's performance in an organization is sacrosanct in realization of strategic objectives of a going concern. Increase in output, reduction in cost, and overall performance of an organization are enhanced through effective time management. The study examined the synergy effect of effective time management on employee's productivity in SUBEB, Ondo State, Nigeria. The specific proxies that guided the study were: to assess the synergy effect of time management on productivity in SUBEB and evaluate the effect of poor time management on employee's productivity in SUBEB. Quantitative method was used in the research and the researcher purposefully took all the workers as respondents at Ondo State Universal Basic Education Board (SUBEB). The data collection was administered using questionnaires and analysed with chi-square and regression techniques. The findings of the study discovered that, there was significant relationship of time management (TM) on employee productivity (EP) in Ondo State Universal Basic Education Board (SUBEB) in Ondo state and also, significant difference in the involvement of time management through effective duties delivery on employee performance (EP) in Ondo state. The study concluded that, effective time management reduces failure and improve effectiveness in the system of an organisation with recommendations that, effective time management is the best key for setting organisational priority right in order to achieve the best performance.

Keywords: *Management, Time Management, Productivity, SUBEB, Organizations*

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I. INTRODUCTION

Time remains the most vital component of quality in measuring events, task and outputs in organisations. Time management to individuals varies with respect to their nature, motivations, and needs in their respective jobs (John, 2015). Time management in task performance in organisations for optimum productivity cannot be overemphasised. Saleh (2014) posit that time is an essential resources that cannot be stored or purchased. Therefore, the study noted that time is an asset at the disposal of every person through which much can be accomplished.

Organizations consist of individuals engaged in diverse activities aimed at achieving their established objectives. For organizations to attain high productivity, reduce job stress, and enhance employee satisfaction, it is crucial to implement and practice effective time management techniques (Saleh, 2014). This indicates that the application and comprehension of time management vary among individuals, groups, and organizations. According to Maganga (2014), time management involves prioritizing important tasks over various activities that are irrelevant, emphasizing the significance of getting essential things done. Time, as a unique resource, cannot be purchased, borrowed, rented, or stolen; it is uniformly distributed to everyone and everywhere. Time is a tangible and valuable entity, often equated with money, and is experienced and measured in units such as years, months, days, hours, minutes, and seconds.

Time management consists techniques that enhance the use of time to get more done and accomplish better results. According to Daft (2016), posited that new managers face the reality of managing their time effectively well. Schermerhorn (2013) suggested personal time management tips as do have a system for screening telephone calls, e-mails, and requests for meetings; do say "No" to requests that divert you from what you really should be doing; do prioritize what you will work on in terms of importance and urgency; don't get bogged down in details that you can address later or leave for others; don't become calendar-bound by letting others control your schedule; don't let drop-in visitors or instant messages use too much of your time; and do follow priorities

and work on the most important and urgent tasks first. Time management is absolutely critical, and making best use of time. Proficient managers typically possess effective time management skills, which involve the ability to prioritize tasks, work efficiently, and delegate responsibilities appropriately (Griffin, 2016). Time is recognized as a valuable resource that is critical, perishable, constant, and irreversible for everyone (Adejo, 2012). The practice of employing specific skills and methods to attain targets, goals, and objectives, including setting goals, analyzing, allocating, and organizing available time, is defined as time management (Abd-el-Aziz, 2012). Implementation of time management not only enhances productivity but also contributes to increased profits, sustaining the business vision, and facilitating expansion. Developing personal goals is often tied to the practice of time management. These goals, documented and organized into projects or task lists, involve assigning priorities, deadlines, and ratings. Time management, as outlined by Cross and Jiya (2020), focuses on achieving effective outcomes within specific timeframes, prioritizing effectiveness over efficiency. Successful time management involves planning and safeguarding allocated time, necessitating adjustments to environmental factors, especially others' expectations. In the corporate sector, time is a critical resource for organizations (Adebisi, 2013). Its management is vital for the organization's survival and prosperity, influencing operational effectiveness and overall success. Empirical studies (Miqdadi et al., 2014; Njagi and Malel, 2012; Nonis et al., 2011) have established a connection between time management techniques and organizational success.

Statement of the Problem

Time is sacrosanct in the accomplishment of task and organisational objectives (Adejo, 2012). Organizations are confronted with number of challenges which is traceable to time management inefficiency. Despite the crucial significance of time management, organizations often do not recognize it as an essential component for survival (Adebisi, 2013). Drucker, (1982) posited that time being a scarce resource, is one of the critical factors limiting the realization of organizational objectives and decreasing of outputs. Khaled and Almaz, (2015) concluded that task performance is hindered by time management and inability to acknowledge its value. All organizations require time to achieve their goals and objectives, as the endeavor to attain desired results poses a substantial threat to organizational success. According to the International Labour Organization (ILO) (2016), managers currently encounter notable challenges in the realm of time management. Poor time management often leads to waste of organisational resources, poor task performance and work stress. Organizations grapple with various issues and challenges, with a significant focus on ineffective time management. Previous research predominantly concentrated on diverse sectors such as banking and education. Therefore, this study seeks evaluate the effect of time management and employees' productivity of SUBEB in Ondo State.

Research Questions

- i. What is the effect of time management on employees' productivity in SUBEB?
- ii. What are the factors affecting effective time management in SUBEB?

Research Objectives

- i. To assess the effect of time management on employees' productivity in SUBEB.
- ii. To evaluate the effect of poor time management on employees' productivity in SUBEB.

Research Hypotheses

The following hypotheses were formulated to guide this study:

H₀₁: This is no significant relationship between time management and employees' productivity in SUBEB.

H₀₂: This is no significant relationship between factors affecting time management and employees' productivity in SUBEB.

II. LITERATURE REVIEW

Time Management

There is no universal and acceptable definition of time management (Sahito and Vaisanen, 2017). They said further that professional success is attributed to planning and controlling time which also reduce stress. Effective time management will help in several ways such as goal setting, decision making process, prioritizing and task planning tasks for achieving organisational goals. Consequently, Sahito and Vaisanen (2017) stressed the fact that effective time management is used to advance planning, organising, manage work schedules, and the implementation of organizational objectives in order to achieve maximum productivity. Generally, Nigeria managers are facing the challenge of effective time management in executing numerous duties (Daniel and Jiya, 2020). Saleh (2014) suggested that quality time management significantly reduce stress, enhance performance and increase productivity. Time management is the ability to decide and get the most important things done (Daniel et al; 2020). They said further that time management involves set of practices, principles, skills and

systems that assist individual to accomplish his desired goals through the use of time. The roadmap to quality performance and organisational productivity is successful time management.

Time Management Practice

The time required for the completion of a particular task is known as task duration. Organizations allocate pleasure time, break time, holidays, etc., for their staff to relax and rejuvenate both physically and mentally before proceeding to the next phase of goal attainment, aiming to enhance staff performance (Osawe, 2017). Igbokwe, Ibeto, and Egbon (2012) proposed that time encompasses all characteristics relevant to effective management. However, they argued that it is unreasonable to consider work or business time in isolation from other periods like leisure, breaks, social events, holidays, and more, due to the reciprocal influence they have on each other. The management of any of these times can impact one's time at work. Time is a valuable and limited resource that is dynamic and irreversible. With only 24 hours in a day, every minute spent is unrecoverable, restricted, and constantly in motion (never static) (Osawe, 2017). Time is a distinct resource that a business owner (manager/supervisor) cannot rent, acquire, or stockpile. It is a fundamental aspect of life, progressing at the same rate for everyone.

Time Management and Employees' Productivity

Time management is the skill of determining the importance of aspects in one's life, spanning work, home, and personal domains (Daniel et al., 2020). Fundamentally, individuals wield control over their own lives (Maganga, 2014). Time, defined as the duration of actions or processes, is subject to effective organization and strategic planning through time management techniques and methods. This concept is essential for individuals to engage with, learn, and master over the course of their careers. Successful time management has the potential to elevate individual or group productivity, resulting in substantial profits and an overall more satisfying work and life experience. (Maganga, 2014). Time management entails effective organising time, planning for the future, scheduling activities, and avoid time waster activities.

The term productivity is maximum utilization of human, material, information, and financial resources to decrease expenses while increasing employee's managers and consumers' satisfaction. As per the National Productivity Organization in Iran, productivity is characterized as an intellectual approach to both work and life. It resembles a culture aimed at making activities more intelligent for an improved and excellent life. Productivity entails achieving the maximum possible benefit from various resources such as labor force, power, talent, human skills, land, machinery, money, equipment, and time to enhance the welfare of society. Qadoos, Ayesha, Tayyab, Toqeer, and Hafiz (2015) suggest that from a managerial perspective, it is beneficial to consider various forms of counter-productive behavior that can result from prolonged stress.

Ondo State SUBEB Functions

The primary objective behind establishing the board was to rejuvenate Basic Education in Ondo State. Consequently, its key responsibilities encompass managing basic education, overseeing the recruitment, appointment, promotion, and discipline of teaching and non-teaching staff, handling employment and staff posting, including interstate transfers, disbursing funds from federal and state sources, establishing effective supervisory units, managing teacher retirement and re-absorption, initiating new capital projects, approving, training, and retraining teaching and non-teaching staff, assessing and funding salaries and allowances based on the drawn-up scheme of service, ensuring that annual reports are submitted by school heads regarding appointed teachers, preparing testimonials and certificates of services when necessary, facilitating annual auditing of accounts, and carrying out any additional functions assigned by the commissioner of education.

Task Scheduling and Prioritizing

To prioritize involves working collaboratively with others to identify tasks of greater importance, organize project roles and responsibilities, and adjust priorities when needed (Osawe, 2017). However, the key to effective prioritization is determining the tasks that need to be addressed first to achieve objectives. Taylor (2012) outlines parameters for prioritizing activities, categorizing them into four groups: urgent and important, urgent but unimportant, important but not urgent, and neither important nor urgent. According to Rich (2012), setting priorities for tasks or activities is crucial for goal attainment, representing the most effective step in aligning goals for accomplishment. Furthermore, effective prioritization enables individuals to discern the relative importance of tasks at a given time and respond accordingly. When managers or employees have a clear understanding of their roles and expectations, they become more efficient and can prioritize tasks more easily. Bevius and De Smet (2013) assert that time management is not solely a productivity concern beyond a company's control; it has evolved into an organizational issue deeply rooted in corporate cultures. Therefore, businesses should ensure that individuals have the necessary resources and incentives for effective time management. Moreover, as top management in organizations takes time management seriously, it has become an institutional discipline. The

management team is responsible for identifying priorities, ensuring actions related to those priorities are completed, and minimizing time spent on non-priorities to foster effective time management. According to Osawe (2017), strategies for time management include goal-oriented plans and prioritizing dimensions of work tasks.

Empirical Review

Adejo (2012) conducted a quantitative investigation into effective time management for achieving high performance in an organization. The study utilized a sample size of 80 randomly selected respondents, employing the simple regression technique in SPSS for data analysis. The results indicated that effective time management is pivotal for enhancing organizational performance. Abdullah et al. (2012) conducted a research study to explore the relationship between time management and job performance, employing a self-administered questionnaire for data collection. The research utilized a random sampling technique, involving 220 participants in the survey. The conclusion drawn was that job performance exhibits a significant positive correlation with time planning and time attitudes, while demonstrating a significant inverse relationship with time wasters. Furthermore, the study identified time management effectiveness as a potent contributor to job performance. The recommendation derived suggests that organizations should cultivate a time-effective culture within their organizational framework. Lucy and Jane (2012) undertook research to explore the relationship between time management strategies and job performance in organizations, with a specific emphasis on parastatals in Kenya. The research employed a complex research design, incorporating statistical models such as regression and correlation. Stratified Random Sampling Technique was utilized, and hypothesis testing involved the use of Z-scores. The findings indicated a direct relationship between work performance and the effective management of available time. Okolo (2012) conducted research on the role of effective time management as a solution for higher productivity in organizations. The study emphasized that effective time management is a crucial tool for meeting organizational requirements. It was concluded that proactive and dynamic approaches, prioritization, planning, determination of productive hours, and setting deadlines for all tasks are essential. The paper underscored that a manager's proficiency relies on effective time management for managerial efficiency. Akintayo, Shadare, Ayantunji, and Olaniyan (2020) investigated the impact of time management on business performance in the Nigerian banking sector. The research employed a survey methodology, selecting 477 respondents through a stratified sample procedure. Data were collected using a structured questionnaire, and analysis utilized descriptive inferential statistics with a 0.05 alpha level. The findings revealed that effective time management's impact on organizational performance was assessed by Cross and Jiya (2020) in the case of Northern Nigeria Noodle Company Ltd. The study, which utilized a survey research design, concluded that there is a positive correlation between good time management and organizational performance.

III. METHODOLOGY

Research design is the significance of method and procedure for acquiring information necessary to structure a problem. The study used survey method because of its usage and effective investigation of problem. The total population of Ondo State Universal Basic Education Board (SUBEB) is three hundred and twenty seven (289). This population will provide dependable data necessary for the research.

Table 1: Population Structure

Categories of Staff	Numbers
Top Level Management	25
Middle Level Management	120
Lower Level Management	144
Total	289

Source: Researcher's Fieldwork, 2023

Taro Yamane's formula (1967) to draw the sample size from the population for effective management of data.

$$\text{Sample Size Determination } n = \frac{N}{(1 + N(e)^2)}$$

Where: n = estimated sample size; e = 0.05- error precision or margin of error; and N = population of household in those towns and villages:

$$n = \frac{289}{(1 + 289(0.05)^2)} = 168$$

The study collected data through structured ques for analytical purposes, supplemented by secondary data from relevant textbooks, journals, and other published works. The analysis of the data employed descriptive and inferential statistics, utilizing chi-square (X²) and Ordinary Least Squares (OLS) regression techniques.

IV. DATA ANALYSIS AND DISCUSSION

Out of the 168 questionnaire copies distributed to the Ondo State Universal Basic Education Board (SUBEB) staff in Ondo State, 165 were fully completed and returned through one-on-one interactions. This represents an effective response rate of 98% out of the total 168 distributed.

Table 2: Gender of Respondents

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Male	42	25.5	25.5	25.5
	Female	123	74.5	74.5	100.0
	Total	165	100.0	100.0	

Source: Fieldwork, 2023

Among the 165 respondents from the Ondo State Universal Basic Education Board (SUBEB) staff, 42 respondents, accounting for 25.5%, were males, while 123 respondents, constituting 74.5%, were females. This suggests a predominantly female workforce, indicating that more women were employed compared to men. The breakdown is illustrated in the presentation below.

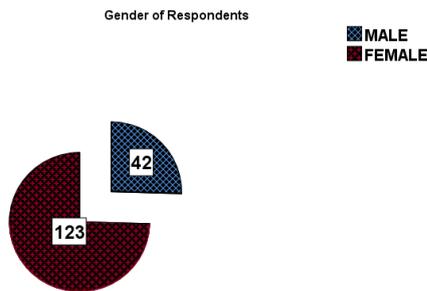
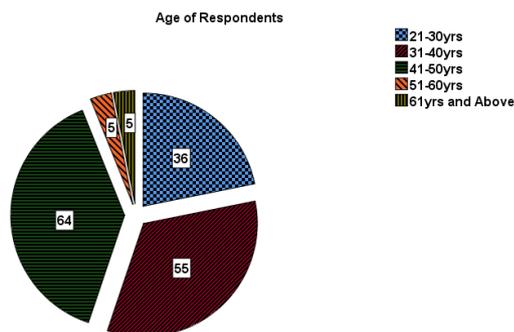


Table 3: Age of Respondents

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	21-30yrs	36	21.8	21.8	21.8
	31-40yrs	55	33.3	33.3	55.2
	41-50yrs	64	38.8	38.8	93.9
	51-60yrs	5	3.0	3.0	97.0
	61yrs and Above	5	3.0	3.0	100.0
Total		165	100.0	100.0	

Source: Fieldwork, 2023

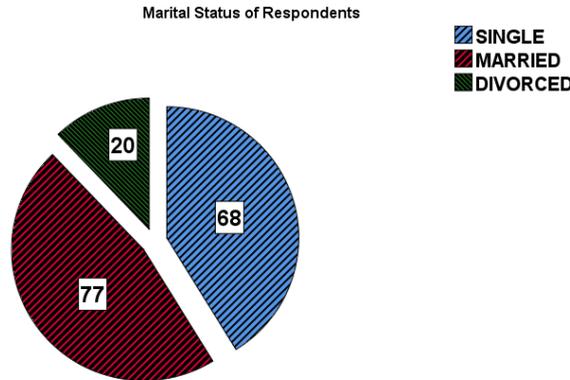
Table 2 indicates that among the respondents, 36 individuals, accounting for 21.8%, fell within the age range of 21-30 years, while 55 individuals (33.3%) were in the 31-40 years age group. Additionally, 64 respondents (38.8%) were within the 41-50 years age range, and 5 individuals (3.0%) were between 51-60 years, including those aged 61 years and above. This suggests that the majority of the staff, approximately 21-50 years old, have relevant experience with the Ondo State Universal Basic Education Board (SUBEB), with only a small percentage (6.0%) being older and aging in this response. The distribution is outlined below.



		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Single	68	41.2	41.2	41.2
	Married	77	46.7	46.7	87.9
	Divorced	20	12.1	12.1	100.0
	Total	165	100.0	100.0	

Source: Fieldwork, 2023

The table above presents the marital status of respondents at the Ondo State Universal Basic Education Board (SUBEB) concerning the impact of time management. Among the respondents, 68 individuals (41.2%) were single, 77 individuals (46.7%) were married, and 20 individuals (12.1%) had divorced. This indicates that the majority of the staff are married.



		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Primary Six	31	18.8	18.8	18.8
	SSCE	53	32.1	32.1	50.9
	ND	69	41.8	41.8	92.7
	HND/B.Sc.	12	7.3	7.3	100.0
	Total	165	100.0	100.0	

Source: Fieldwork, 2023

The current positions of small-scale business owners in terms of academic levels are reflected in Table 4. Out of the respondents, 31 individuals (18.8%) possessed knowledge at the Primary School level, 53 individuals (32.1%) were holders of Secondary School certificates, 69 individuals (41.8%) had National Diploma certificates, and 12 individuals (7.3%) had knowledge from other tertiary institutions. The table indicates that a higher proportion of the captured staff had educational backgrounds with National Diploma certificates, showing a higher inclination toward this level of education.

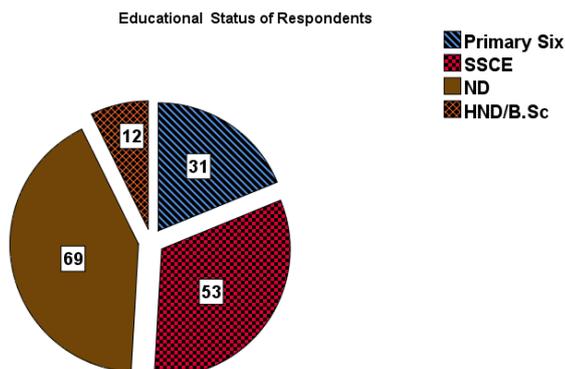
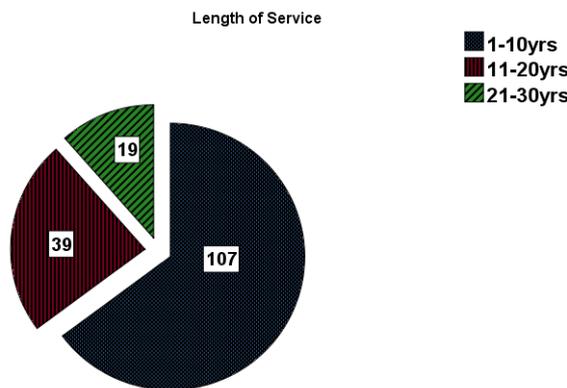


Table 6: Length of Service

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1-10yrs	107	64.8	64.8	64.8
	11-20yrs	39	23.6	23.6	88.5
	21-30yrs	19	11.5	11.5	100.0
	Total	165	100.0	100.0	

Source: Fieldwork, 2023

Table 5 illustrates the duration of time that staff have spent at Ondo State Universal Basic Education Board (SUBEB) in Akure. Among the respondents, 107 individuals (64.8%) had spent 1-10 years, 39 individuals (23.6%) had spent 11-20 years, and 19 individuals (11.5%) had spent 21-30 years. This implies that the majority of staff have spent more than 10 years, indicating a substantial period during which they have acquired knowledge of time management.



Testing of Hypotheses

Research Hypothesis One

H₀₁: This is no significant relationship between time management and employees' productivity in SUBEB.

The Model for testing for time management consequence on employee productivity at Ondo State Universal Basic Education Board (SUBEB) in Ondo state as was stated below;

$$EP = \beta_0 + \beta_1 TM + e \dots\dots\dots 1$$

Here, EP (Employee Productivity) is the dependent variable, measured by changes in responses indicating agreement and disagreement from respondents regarding the roles of Time Management. β_0 and β_1 represent the parameters. On the other hand, Time Management (TM) is the independent variable, representing the contribution of time management to employee productivity (EP). This is assessed by changes in responses indicating agreement and disagreement from respondents regarding the benefits of time management. U represents the error term in this context.

Table 7: F-Statistic of Roles of Time Management on Employee Productivity

Model	Sum of Squares	Df	Mean Square	F	Sig.	
1	Regression	15.005	1	15.006	23.594	.002 ^b
	Residual	103.598	163	.636		
	Total	118.603	164			

Source: Field Survey, (2023).

Table 8: Coefficient of determination on Time Management on Employee Productivity

Model	R	R Square	Adjusted R Square	Std. Error of the Estimate
1	.660 ^a	.604	.602	.797

Source: Field Survey, (2023).

Table 9: significant relationship of Time Management on Employee Productivity

Model	Unstandardized Coefficients		Standardized Coefficients	T	Sig.	
	B	Std. Error	Beta			
1	(Constant)	3.639	.301		12.089	.000
	Time Management	.313	.083	.060	3.771	.002

Source: Field Survey, (2023).

Tables 7-9 present the regression and ANOVA results assessing the impact of time management on employee productivity at Ondo State Universal Basic Education Board (SUBEB) in Ondo state. In this analysis, time management is considered the independent variable, and employee productivity is the dependent variable. The inferential statistical test was conducted to determine whether there is a significant relationship between time management (TM) and employee productivity (EP) at Ondo State Universal Basic Education Board (SUBEB) in Ondo state. Additionally, the analysis aimed to identify any significant differences in the influence of time management on effective duty delivery and employee performance (EP) in Ondo state, as previously stated. The results indicate a significant positive effect of time management, specifically through proper time management, on employee productivity at Ondo State Universal Basic Education Board (SUBEB). This is evident from the t-statistic and p-value ($P= 0.002 < 0.05$) on the coefficient value ($t=3.771 > 2.00$) and the F-stat value $23.594 = p(0.002)$, highlighting the robustness of the model and significant differences in the impact of time management through personal time scheduling and efficiency measurement time control. Consequently, null hypothesis one (H01) was rejected, suggesting that there is no significant relationship between time management and employees' productivity in SUBEB. Instead, it was acknowledged that there is indeed a significant relationship between time management and employees' productivity at Ondo State Universal Basic Education Board (SUBEB) in Ondo.

Research Hypothesis Two

H02: This is no significant relationship between factors affecting time management and employees' productivity in SUBEB.

Table 10: Chi-Square Tests for Hypothesis Two			
	Value	Df	Asymp. Sig. (2-sided)
Pearson Chi-Square	32.451 ^a	9	.000
Likelihood Ratio	27.284	9	.001
Linear-by-Linear Association	1.718	1	.190
N of Valid Cases	165		

Source: Field Survey, (2023).

As presented in Table 10, a chi-square test of independence was conducted to assess the significance of factors influencing time management and employees' productivity in SUBEB. The table indicates that the relationship between factors affecting time management and employees' productivity in SUBEB is statistically significant, as the calculated chi-square value (32.451) exceeds the critical chi-square value (16.92) at the 0.05 level of significance ($\text{chi-square} = 32.451, \text{df}=09, p < 0.05$). This suggests a significant prediction of the relationship between factors affecting time management and employees' productivity in SUBEB. Consequently, the null hypothesis (H02) is rejected.

Discussion of Findings

Gaining better control over tasks is facilitated by timing daily activities, fostering increased awareness of how time is allocated appropriately and resisting engagement in trivial and unimportant activities. Effectiveness is heightened through a balanced allocation of time between work and rest, with time tabling serving as a valuable tool for achieving this equilibrium, contingent upon individual efforts for realization. The analysis has provided justification for these observations, emphasizing the pivotal role of time management in optimizing productivity and maintaining a harmonious work-life balance.

The outcome of the initial hypothesis reveals regression and ANOVA results concerning the impact of time management on employee productivity at Ondo State Universal Basic Education Board (SUBEB) in Ondo state. In this analysis, time management is considered the independent variable, and employee productivity is the dependent variable.

The findings indicate a significant relationship between time management (TM) and employee productivity (EP) at Ondo State Universal Basic Education Board (SUBEB) in Ondo state. Additionally, there is a notable difference in the influence of time management on effective duty delivery and employee performance (EP) in Ondo state, as previously stated.

There was a significant positive impact of proper time management on employee productivity at Ondo State Universal Basic Education Board (SUBEB), as evidenced by the t-statistic and p-value ($P= 0.002 < 0.05$) on the coefficient value ($t=3.771 > 2.00$) and F-stat value $23.594 = p(0.002)$, indicating the robustness of the model. There were significant differences in the impact of time management through personal time scheduling and efficiency measurement time control. Consequently, null hypothesis one (H01) was rejected, affirming the existence of a significant relationship between time management and employees' productivity in Ondo State Universal Basic Education Board (SUBEB) in Ondo.

A chi-square (X^2) test of independence was conducted to assess the significance of factors influencing time management and employees' productivity in SUBEB. The table revealed that the relationship between factors affecting time management and employees' productivity in SUBEB was statistically significant, as the calculated X^2 value (32.451) exceeded the critical X^2 value (16.92) at the 0.05 level of significance ($X^2 = 32.451$, $df = 09$, $p < 0.05$). This suggests a significant prediction of the relationship between factors affecting time management and employees' productivity in SUBEB. Consequently, null hypothesis two (H_02) was rejected.

V. Summary

This study investigated the impact of time management on organizational productivity. The data collected were analyzed using descriptive statistics, chi-square analysis, and multiple regression analysis. The findings revealed a significant positive effect of proper time management on employee productivity at Ondo State Universal Basic Education Board (SUBEB). This conclusion is supported by the t-statistic and p-value ($P = 0.002 < 0.05$) on the coefficient value ($t = 3.771 > 2.00$) and F-stat value $23.594 = p(0.002)$, indicating the robustness of the model. The analysis further indicated significant differences in the impact of time management through personal time scheduling and efficiency measurement time control.

VI. Conclusion and Recommendations

The analysis indicated a positive correlation between time management and employee satisfaction and motivation, signifying that efficient time management led to increased job satisfaction and motivation. The review of time management revealed that the optimal utilization of time has long been acknowledged as a critical determinant of success in various domains, with numerous practical techniques devised for enhancing time management (Puffer, 2019). Effective time management is associated with reduced failures, leading to the conclusion that there is a direct connection between effective time management and the overall effective performance of any organization.

From detections, virtually possible time management is device for association execution. The study recommends that:

- i. Enhancing time management for extensive achievement involves utilizing a crucial tool: the action plan. This plan aids in effective prioritization by distinguishing important tasks, improving concentration, minimizing distractions, and eliminating tasks that do not contribute value to the organization.
- ii. Organizations can enhance efficiency by prioritizing employee satisfaction. Implementing variations in employees' time-based activities based on their preferences can positively impact decision-making processes and overall organizational performance.

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