



# IMPACT OF TIME MANAGEMENT ON EMPLOYEES' PERFORMANCE: THE EMPIRICAL STUDY ON JORDANIAN BANKING SECTOR

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## ABSTRACT

*The main aim of the current study is to identify the impact of time management on increasing employee's performance efficiency in Jordanian Banking sector. Standing on the most important principles and modern concepts related to time management and its role in increasing employee performance efficiency. To achieve the research hypothesis, we rely on the method used, which is the descriptive approach. The phenomenon describes the site of the study. Research hypotheses that were represented in the influence of time management on the performance of employees, time management affects the concept of employee's performance, time management affects the importance of employee's performance. The data was analyzed by employing Chi-square test at 5% level of significance using SPSS statistical software. The result showed that, Time is considered a fundamental weapon. Time management is a modern concept that enables an organization to grow, survive and settle on it.*

**KEYWORDS:** *Time management, Employees performance, performance efficiency.*

## I. Introduction

Time is one of the most important elements of management and is the basis for any organization's success. According to Drucker, "time is the most precious resource of the director, and whoever cannot manage his time cannot manage anything else." Time management is therefore one of the fundamental principles that managers must be concerned about in managing their institutions. Most of the studies on time management confirm that good time management is closely linked to performance, productivity improvement, and a good competitive position.

The mismanagement of time is also considered one of the most important behavioral manifestations that lead to neglect. Although this is often related to the workload, it is mainly the individual's inability in the work environment to organize his time in the absence of workloads. Therefore, mismanagement of time may not be related to the increase or decrease in these tasks, but it is the people's own responsibility as a result of their inability to organize their time during work. Since the nature of time spent on task varies from one job to another, in not all cases the people working in the institution can control their time, either because of themselves, their tasks, or because of others.

This imbalance may result from the lack of a good competitive position and from competition among workers in the enterprise to increase their performance. This can also lead to negative outcomes, such as job dissatisfaction, poor performance and the

emergence of new competitors for the enterprise in the field it does.

The study tries to find out how time management affects the performance of workers in Jordanian banks in question.

## II. LITERATURE REVIEW

Adams, R. V., & Blair, E. (2019). Effective time administration is associated with higher tutorial overall performance and decrease ranges of anxiousness in students; then again, many college students locate it challenging to discover a stability between their research and their everyday lives. This article examines the self-reported time administration behaviors of undergraduate engineering college students the use of the Time Management Behavior Scale. Correlation analysis, regression analysis, and mannequin discount are used to try to decide which components of time administration the college students practiced, which time administration behaviors had been extra strongly related with greater grades inside the program, and whether or not or now not these students who self-identified with precise time administration behaviors done higher grades in the program. It was once located that students' perceived manage of time used to be the issue that correlated notably with cumulative grade factor average. On average, it was once observed that time administration behaviors have been no longer substantially one of a kind throughout gender, age,



entry qualification, and time already spent in the program. Wajcman, J. (2019). This article explores how the shift from print to digital calendars materializes and exacerbates a distinctively quantitative, “spreadsheet” orientation to time. Drawing on interviews with engineers, I argue that calendaring structures are emblematic of a large format motive in Silicon Valley to mechanize human concept and motion in order to make them greater environment friendly and reliable. The trust that science can be profitably employed to manipulate and manipulate time has a lengthy records and continues to animate present day sociotechnical imaginaries of what automation will deliver. In the cutting-edge second, we stay in the age of the algorithm and desktop learning, so it is no wonder, then, that the cutting-edge graph of digital calendars is pushed with the aid of a imaginative and prescient of sensible time management. As I go on to exhibit in the 2nd section of the article, this imaginative and prescient is an increasing number of realized in the shape of clever digital assistants whose monitoring capacities and behavioral algorithms goal to remedy life’s existential problem—how nice to prepare the time of our lives. This article contributes to STS scholarship on the position of technological artifacts in producing new temporalities that structure people’s appreciation of time, how they act in the world, and how they recognize themselves. Claus, L. (2019). Rapid adjustments in demographics, technology, and globalization have enormous world implications for work and the worker. This new context is additionally disrupting intelligence administration as acknowledged for the final two decades. Progressive groups in all sectors recognize that their Genius administration practices are no longer assembly the wants of their workers. Instead, employers center of attention their interest on growing a significant worker trip to appeal to and nurture the Genius they need. A new breed of Genius administration practitioners is creating an HR stack that consists of different administration frameworks such as sketch thinking, agile management, behavioral economics, and analytics to increase their HR competencies. Organizations will be unable to reinvent their present intelligence administration practices in a sustainable way except they expand the brain administration conversation. Grint, K. (2020). The Covid-19 pandemic that swept through the world in late 2019 and through 2020 provides a test not just for all societies and their leadership, but also for leadership theory. In a world turned upside down, when many conventions are disposed of, it is clear that things will not return to the status quo ante any time soon, if ever. In the light of these challenges, this short paper suggests we might reconsider the way governments and their leaders act against the frame of societal

problems, originally established by Rittell and Webber in 1973. I suggest that all three modes of decision-making (Leadership, management and command) are necessary because of the complex and complicated nature of the problem and conclude that while Command is appropriate times and issues, it poses long-term threats, especially if the context is ignored.

### III. STUDY PROBLEM

The researcher noticed a problem with time management on workers' performance.

This can be summarized as follows:

1. Learn about time management to increase worker performance.
2. Identify the most important modern principles and concepts related to time management and their role in increasing the efficiency of workers' performance.
3. Use time to maximize the overall performance of workers.

### IV. STUDY SIGNIFICANCE

Because of the importance of time, which presents non-renewable sources, this research is important because it explains the concept of time management, as well as the importance of time and how to optimize it in the productive sector.

On the other hand, it discusses the impact between time management and the productive sector, and analyzes the impact of time elements (planning, regulation, direction, control) at the productive sector level.

### V. STUDY HYPOTHESES

1. There is no significant between Time management and employees performance in Jordanian banks.
2. There is no significant between Time management and the perception of employees' performance in Jordanian banks.
3. There is no significant between Time management and the importance of staff performance in Jordanian banks.

### VI. RESEARCH METHODOLOGY

To achieve the study's hypotheses, a descriptive approach was used to describe the study phenomenon and describe the impact of time management on the performance of workers in Jordanian banks.

#### Data collection sources

The researcher shall rely on the following data collection sources required by this study: The raw data that has been collected from references, magazines and the Internet. Secondary data obtained through questionnaire, observation and interview.



## VII. RESULTS, CONCLUSION AND RECOMMENDATIONS

After analyzing the data, the researcher came to the following conclusions:

1. The importance of time takes into account available capacities and available areas.
2. The performance will determine the efforts and capabilities of the staff of the organization (Jordanian banking sector).
3. Performance includes additional criteria for efficiency and effectiveness.
4. Performance includes a range of variables, such as the disadvantages and disadvantages resulting from business behavior in Jordanian banks.
5. The study found that all hypotheses were acceptable.
6. Time management reduces worker complaints and directly affects productivity and efficiency.
7. Time management helps implement regulations and administrative systems in Jordanian banks.
8. Time management effectively raises productivity if used properly.
9. The management of Jordanian banks uses time efficiently and works to achieve business in a way that satisfies customers.

### Recommendations:

The researcher made the following recommendations:

1. Work to train the human resources of Jordanian banks, especially the new employees.
2. The bank's management should pay more attention to time with the overall quality requirements and the essential element for achieving the organization's goals.
3. Motivate employees to become more disciplined and efficient.
4. Penalize those who violate time management regulations.
5. Time management needs to be addressed in Jordanian banks.
6. Management of the Organization should work to reduce waste of time through training opportunities in the optimal use of time.
7. Management should create incentives for workers committed to time management.

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