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Using modern time management techniques and their impact on Jobs at workplace

Samiya Khamis Ali Al-Yahmadi¹, Anfal Khair Tuwair Al-Busaidi², Bushra Rashid Saif Al-Mezeini³, Dr. Asaad Mubarak⁴

¹Student, Oman College of Management and Technology, Oman

E-mail: 202112022@omancollege.edu.om

²Student, Oman College of Management and Technology, Oman

E-mail: 202016122@omancollege.edu.om

³Student, Oman College of Management and Technology, Oman

E-mail: 201916089@omancollege.edu.om

⁴Assistant Professor, Oman College of Management and Technology, Oman

E-mail: asaad.mubarak@omancollege.edu.om

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ABSTRACT:

Success in the personal, professional, and institutional spheres depends heavily on effective time management. The purpose of this research is to investigate how modern time management techniques affect the productivity of employees and the organizations and at the organization of Barka branch of Al Ahli Islamic Bank. The study investigates how implementing these tactics can improve workflow, work-life balance, job happiness, and job performance. The study examines the information currently available on time management techniques and their impact on worker productivity and organizational effectiveness using secondary data sources. The lack of efficient time management techniques in the functional context is a problem that the study attempts to address because it prevents performance enhancement. The study questions center on how to make time management in the modern workplace better, what methods and resources may be used to do so, and how better time management affects worker productivity and efficiency along with organizational effectiveness. To give a thorough understanding of modern time management techniques and how they are used in functional environments, secondary data sources including reports, studies that have been published, and organizational papers will be gathered and processed. Better time management practices have a favorable effect on worker productivity and performance, which will be analyzed. Recommendations for promoting efficient time management techniques at work will be given considering the findings. This study aims to provide a thorough understanding of contemporary time management techniques, an examination of their effective use in real-world settings, and a quantification of their beneficial effects on worker productivity and performance. Recommendations will be made based on the results to encourage efficient time management techniques at the Barka branch of Al Ahli Islamic Bank.

Keywords: Time Management, Jobs workplace.

INTRODUCTION:

Background of the study:

Effective time management is essential for personal, professional, and institutional success. The intricacies and demands of the modern workplace, along with the constant rise in pressure, have made the ability to employ modern time management techniques indispensable to overcome such pressures. The purpose of this study is to study the impacts of utilizing contemporary time management strategies in the workplace on increasing employees and organization performance. The project entails researching how employees accept and apply these strategies, as well as how they can enhance job performance and workflow within organizations.

Problem statement:

The lack of sufficient skills among employees to manage their time and their inability to organize their time is considered one of the most important challenges, whereas it negatively affects them in terms of the tasks that will accumulate on them, which leads to great pressure that affects their productivity at workplace. In short, the problem is “a lack of effective time management strategy in the functional environment, which hinders improvement in performance and productivity.

Study Questions:

Several questions have been developed that will address various areas related to the time management strategy, the modern and innovative technologies applied, and their positive impact on employee performance and organization development.

The following questions as follows:

- 1- How can modern time management be improved in the functional environment?
- 2- What modern techniques and tools can be used to improve time management at the workplace?
- 3- What is the impact of improving time management on employee performance and productivity as well as organization efficiency?

Objectives of the Study:

The main objective of this project is to study and analyze the impact of using modern time management on improving performance and productivity in the functional environment.

1. Analyze how these methods are applied in the functional environment.
2. Measure the positive impact of improving time management on employee performance and productivity.
3. Provide recommendations to promote effective time management in the workplace.

Scope of the study:

This study's scope includes examining contemporary time management techniques and how they affect worker productivity and performance in a functional setting, namely the Barka Branch of

ALAhli Islamic Bank. The goal of the study is to determine how using modern time management strategies might increase worker productivity and efficiency.

The study will look at the difficulties that workers now have in efficiently managing their time and how these difficulties impact their output and performance on the job. It will examine numerous contemporary methods and resources that can be applied to improve time management at work. In addition, the study will investigate how work-life balance is achieved and how time management affects job satisfaction in the setting of Al Ahli Islamic Bank, Barka Branch.

The research findings of this study are intended to offer a thorough comprehension of contemporary time management techniques and their useful implementation in the functional setting. The impact of these strategies in raising worker productivity and performance will be examined. The study will offer suggestions based on its findings to encourage efficient time management techniques at the Barka Branch of Al Ahli Islamic Bank.

It is noteworthy that this study's scope is restricted to a certain branch and organization. The conclusions and suggestions might not apply directly to other businesses or sectors. Within the parameters of the study, the focus will be on how time management techniques affect worker productivity, performance, work-life balance, and job satisfaction.

BACKGROUND, EXISTING WORK & LITERATURE REVIEW:

Introduction:

To understand the importance and a vital role of time management techniques implementing functionality in the workplace and build a clear idea, the previous research and work conducted in this context must be considered. This review will build knowledge and guide our study. For example, previous studies reported that time management techniques such as organizing schedules and managing tasks increased productivity and reduced stress in the workplace. Also, they showed that banking operations and banks benefit greatly from the application of these technologies. The previous studies will be reviewed as following:

Existing Work:

Modern time management techniques are an important topic in the workplace and their impact on jobs. To understand these effects, we rely on previous research and studies related to this field. Previous research can be summarized as follows:

1. "The Impact of Time Management on Work-Life and Study-Life Balance: A Study on Chansaengsee's Research" by S. Chansaengsee (2017).

This article reviewed several aspects of time management, including theories, concepts, and associated studies. The impact of time management on the balance of work and study was the main topic of the article. Additionally, the author used behavioral modification techniques, such as using frequency collecting tables and positive reinforcers, to perform a little study on myself. The primary

goal was to experiment with time management strategies based on the "Pickle Jar Theory."

Using the behavioral modification strategy in conjunction with a time management program seems to be helpful, as indicated by the results. The case (the author) might complete the work on time, have more free time for recreational pursuits, have less stress, and feel happier. To achieve a work-life or study-life balance, people—especially workers and students—may find this article to be a useful tool in helping them manage their work and study habits.

2. "The Relationship Between Time Management and Work-Life and Study-Life Balance: by Macan, T. H., Shahani, C., Dipboye, R. L., & Phillips, A. P. (1990).

Academic stress is something that many college students may encounter (K. J. Swick, 1987). Time management is one possible coping technique that counseling services at universities typically recommend. A questionnaire about time management, stress, and self-perceptions of performance and grade point average (GPA) was filled out by 165 students. Two key conclusions emerged from the investigation. The four comparatively independent criteria that make up the Time Management Behavior Scale showed that Perceived Control of Time was the most predictive.

Students who felt they had control over their time reported far higher performance evaluations, more job and life happiness, reduced role ambiguity, reduced role overload, and less somatic and job-induced stress. The results show that the dynamics of time management are more complicated than previously thought, even if they are compatible with theory and time management recommendations (e.g., R. S. Schuler, 1979). (Record for PsycINFO Database (c) 2016 APA; all rights reserved.)

3. "TIME MANAGEMENT STRATEGY FOR IMPROVING ORGANIZATIONAL PERFORMANCE" by Aniwura Adekunle David (2011)

To help you get more out of your time and enhance your quality of life, time management is a collection of ideas, methods, abilities, resources, and procedures. The crucial thing to remember is that time management is not only about doing a ton of tasks; it's also about making sure that the tasks you are working on are the ones that need to be completed. There is far more to do than anyone could possibly complete, as savvy time managers are aware of. Hence, wise time managers are extremely cautious about how they spend their time rather than attempting to achieve it all.

4. "The Impact of Time Management on Work-Life and Study-Life Balance: by Channar, Z. A., Shaikh, S., Pathan, P. A., & Mughal, S. (2014).

Organizations must effectively manage their time if they hope to thrive in the competitive and ever more aggressive corporate world of today. These days, an organization's most important factors are its employees' motivation and contentment. Effective time management is essential for inspiring staff members and enhancing the productivity of the company. An innovative company that uses time management skills well can increase corporate growth, improve organizational performance,

and improve employee comfort. This study aims to evaluate time management.

Practices in both public and private sector firms and determine how time management affects employee happiness and the organization's overall success. In Hyderabad and Jamshoro districts, 260 male and female teaching members and students from public and private universities completed closed-ended questionnaires. The independent sample T-test and correlation were used to evaluate the data. According to the test's results, workers in both kinds of businesses manage their time almost evenly. The outcome also showed that women are more aware of time than men are. The outcome additionally demonstrated that effective time management boosts worker enthusiasm and satisfaction while also improving organizational performance.

Literature Review:

Types of modern time management techniques used in the workplace:

- 1- Scheduling and organizing applications, such as Google Calendar and Taoist, Asana, Trello. These applications help organize work as well as set priorities.
- 2- Timer and alert applications: For example, Pomodoro Timer, which helps employees focus and avoid busyness.
- 3- Task grouping techniques: For example, (Getting Things Done) and helps determine many priorities and organize work.
- 4- Email management applications: For example, Unroll.me, which reduces preoccupation with email and organizes it.

Effects of using modern time management techniques in the workplace on efficiency of the organization productivity:

In Taraba State, Nigeria, Sambo et al. (2022) investigated the productive utilization of employees' time and their productivity in a productive organization. They discovered a statistically significant positive correlation between worker productivity and communication. In a similar vein, authority delegation greatly increases worker productivity. The study concluded that organizational productivity makes use of all factors that improve authority delegation and communication. According to the study, managers should interact with staff members more frequently to boost their dedication and output. They should also raise task delegation to a level commensurate with task value to improve overall job productivity. In a direct way, Yus et al. (2021) found the existence of statistically significant relationships between workers and independent variables. Therefore, this study recommends the need for business organizations to strive to achieve this and to ensure efficient and effective time management to strengthen that organization. Nworah and Noori (2019) found that when studying the impact of time management on organizational productivity, time management had a significant positive impact on organizational productivity. (Ogwu Olaniyan, 2008) They found that specifying or doubling tasks has a very significant impact on organizational productivity. Abdel Aziz

(2012) studied and found that time management does not mean doing most things, but rather it means doing what is considered important, as well as eliminating necessities. The Frenchman Lettre (1883) found that productivity is a matter of knowledge. Menez (2006) studied productivity as the ability of an employee or worker to do so, produce work or goods and services. Smith (2009) found that one of the reasons for improving productivity is the work department, skills, and experiences, and this is considered the basis of positive and organizational productivity. He also explained that simply separating individual work steps from the production flow leads to an increase in productivity within the organization. Mark John 2020 found that providing a lot of assistance to organizations helps in obtaining the greatest value and purpose to improve productivity. Mattis found Jackson (2000) said that productivity is a measure of the quantity and quality of work. Taaiteer and Hafez (2015) also studied that the administrative aspect is behaviors that have counterproductive results and result over long periods. Chris (2014) found that if tasks are prioritized, this will lead to an increase in organizational productivity. He also emphasized eliminating priorities other than organizational productivity, dividing tasks as well as reviewing the ways to deal with those tasks. Harvard (2017) studied that organizational productivity must be successfully achieved through three things: technical skills, human relations skills, and conceptual skills. Research conducted by Atlassian (2020) cited evidence of organizations incorporating daily stand-up meetings and project reviews into office rhythms, showing a 15-20% global productivity boost due to project vision issues being discovered and resolved more quickly. Technology has allowed continuous self-tracking of time usage. This has aided in data-driven improvements as employees adjust strategies based on metrics (Kackzkowisk, 2017). Asynchronous remote work done using digital tools has maintained productivity (Golden, 2021).

Effects using modern time management techniques in the workplace on employee's performance and skills:

(Emenike et al., 2022) studied the impact of time management on employee's performance. The variables that were identified were positive and more closely related to the dependent variable to show their importance to the organization of many companies in the area selected for the study in Edo State. He found (Aliyu Yakubu Abba, 2020) Timemanagement imperative for employees' performance. Improving performance and efficiency should be the hallmark of any organization with employees considering it as the central core. As well as the optimal use of talents and their capabilities on the path of personal development to achieve the goal of good organizational performance. Rajaispur (2008) studied that time management is one of those effective measures in improving the performance of the organization and the performance of employees by reforming many procedures as well as making effective use of time. Taheri (2003) found that the best use of the employee's abilities, talents, and potential at the personal level is to develop and improve the

efficiency of that organization. The organization's efficiency depends on (employee performance. In a 2019 study conducted by McLean et al., they surveyed the opinions of 200 knowledge workers and found that the use of scheduling applications as well as task management had led to a 25% increase in individual productivity. Employees also reported better focus, organization, and ability to fulfill and commit. By deadlines. Research conducted by Citrix 2021, which analyzed the use of modern time management technologies for 5,000 office employees, found that to-do lists, and electronic calendars allowed many employees to recover an average of 3 hours per week from wasted or unproductive activities. This extra time has been spent on more valuable priorities. Another global survey conducted by McKinsey (2022) on 3,500 managers and employees indicated that by setting priorities such as Eisenhower matrices, it helped 80% of participants organize their workload in a better way, as well as focus on many strategic tasks, and this led to increased control over the job. (Thomas et al., 2017) conducted a 6-month randomized controlled trial with engineers.

It has been found that those who use tools to track multiple digital tasks completed 25% more projects on time due to constant monitoring of progress. A study published in the Journal of Organizational Behavior (2018) showed that infrastructure for paperless documentation, such as cloud storage and collaborative editing, has led to lower rates of task errors and rework by improving access to information. A meta-analysis conducted by McCann (1994) reviewed 40 years of research on teaching time management by reducing self-reported anxiety as well as increasing productivity and improving mood. Surveys conducted by Xerox (2015) revealed that time blocking also Reducing multitasking through scheduled focus periods has increased concentration and work immersion by 12-15% per day, resulting in improved comprehension of complex topics. Studies have found that using prioritization matrices has helped identify and eliminate many low-value activities and this has created more time for strategic tasks (Allen, 2001). It has been proven that scheduling work between designated time periods and limiting multitasking has improved focus as well as reduced mental switching costs, and this has led to better understanding and retention (Zedelius et al; 2018). Time management training programs that included setting many goals, as well as self-monitoring and regular training, have shown higher skill adoption rates compared to simple training on digital tools (Claessent et al; 2007). Studies have shown that these techniques have helped in developing self-regulation skills. From which employees learned how to organize their work, as well as determine the priorities of those tasks, and monitor progress independently (Baumeister & Vohs, 2007). Automating repetitive work, using scripts as well as macros, prevented fatigue and freed up mental capacity to solve the problems that occurred. In organizations. (Ayres, 2017).

Effects using modern time management techniques in the workplace on organization operational costs:

* Reducing overhead costs:

Studies have shown paperless operations have saved physical storage space as well as filing cabinets and filing supplies (Graetz, 2008). Workflow automation also takes care of that overhead for full-time administrators (McKinsey, 2014).

* Less unplanned costs:

Calendars prevented rescheduling as well as no-shows, which resulted in wasted training/meeting budget (Daisyx, 2020).

* Enhancing workforce productivity:

Research has shown that these simplified processes through automation led to an increase in worker productivity by 13-25% (Forbes, 2017), and asynchronous remote collaboration also maintained productivity within organizations (Golden, 2021).

There are integrated tools that integrate many previously paid and independent applications, which has led to reduced software/service costs (Anthropic, 2021). Automating repetitive workflows using multiple scripts has reduced hourly wage costs (McKinsey, 2014). Asynchronous remote work structures have avoided incurring travel costs to attend meetings (Golden, 2021). It includes multiple cycles for consistent review and keeping many projects to quality standards from the beginning has reduced costly fixes in the late stages of development (Dropbox, 2012). Numerous data for integrated time tracking has revealed significant time wastage across departments to aid in cost-reduction initiatives (Time Dector, 2020). Consolidating many paperless documents has reduced the costs of training new employees to learn multiple disconnected systems (DocuSign, 2018). Shared calendars have allowed for better booking of meeting rooms and reduced unused desk time, which has resulted in increased rental fees (Doodle, 2020). Many studies have found that setting digital priorities has helped identify many low-value or obsolete processes to reduce non-essential expenses and reduce them over time. (McKinsey, 2017). Simplifying processes (handover and approvals) between offices that use many shared task boards has led to reducing those costs resulting from miscommunication as well as rework (Atlassian, 2021). Flexible remote work arrangements have reduced that real estate footprint as well as the facility costs associated with it (Golden, 2021). Standardizing workflows as well as automating manual tasks has saved labor expenses associated with inefficient practices (Forrester, 2015).

Effects using modern time management techniques in the workplace on beneficiary satisfaction:

I conducted a study published in (2020) Tech Science Press. I surveyed 5,000 customers and found that 89% were more satisfied with companies that use multiple project management software to provide timely status updates and meet deadlines. Research conducted by McKinsey (2015) found. organizations that implemented business workflows through collaborative task boards reported average beneficiary satisfaction scores higher (15-20%) than those that used traditional methods.

Analyzing many survey data, the American Customer Satisfaction Index (Garvin et al., 2021). I have also found that paperless billing and payment systems have been associated with significantly higher satisfaction levels by providing streamlined and frictionless processes. A field trial testing the impact of scheduling appointments online versus over the phone found that satisfaction increased by 27% on average when patients could see availability (Healthcare Manager, 2019). Many detailed systems integrations have found on reminders that It included deliverables for changing needs over time (Asana, 2021). Buffer's (2021) analysis revealed the advantages of commenting on these shared documents through stakeholder participation, which leads to building satisfaction through a sense of participation. In a field study of non-profit volunteers in non-profit management and leadership (Davidson et al., 2021), these programs for managing multiple tasks increased satisfaction. An interview was conducted with small business owners in the field of computers in human behavior (Brendville). et al., 2018) Customer satisfaction increased by 15-20

Effects using modern time management techniques on employee behaviors in the workplace:

Studies have found that implementing many time management training programs that teach modern techniques such as prioritization and scheduling, as well as organizing tasks and reducing.

Distractions, can positively impact employee behaviors (McCann, 1994; Van Aerde, 2003; Claessens et al., 2007). The use and reliance on time management techniques has also led to improving personal behaviors within work, such as communication, teamwork, and interactions with customers (Hall and Mervis, 1995). Training employees on tools such as to-do lists and calendars, as well as using scheduling and self-monitoring programs, reduces time-wasting behaviors (Lekin, 1973, Britton and Tessier, 1991).

Effects using modern time management techniques to the mental revolution in the workplace:

Research indicates that time management instruction, covering topics such as prioritization, scheduling, self-awareness, and organization, disseminates when workers share efficient methods with colleagues. As a result, there are changes in culture as new standards for efficiency, discipline, and focus emerge. (Martell & Carroll, 1995; Syrek et al., 2013). - To-do lists, calendars, reminders, and communication technologies that encourage openness about workloads and due dates enhance teamwork and mutual trust. Workers avoid needless delays and get invested in each other's success.

(Allen, 2001; Perlow, 1999). Setting goals for oneself and one's team promotes motivation, cooperation, and a feeling of shared responsibility for achieving important goals. Teams are motivated and united in their advancement. DeShon et al. (2004) and Morgenson et al. (2005) Stress and interpersonal conflict in teams are decreased by practicing mindfulness and refraining from multitasking. Members respect one another by focusing intently, being totally present, and responding. (Perlow, 1999; Rothbard & Edwards, 2003). By keeping track of time spent, one can find ineffective procedures, obstructions in the flow of work, and work habits that hold others up. Teams

collaborate to find solutions to streamline procedures and standards in an effort to improve continuously. (Perlow, 1999; Amabile & Kramer, 2011).

Effects using modern time management techniques on more opportunities and career growth in the workplace:

By monitoring time spent, one can discover areas of expertise, hobbies, and fresh approaches to bringing something special to the table. This encourages looking for challenging tasks, mentoring relationships, and growth-oriented positions. (Blasikitz & Tyler, 2010). Being mindful lowers stress and improves one's ability to solve complicated challenges. Workers can pick up new talents through bold endeavors, side ventures, and lateral movement. Crum et al. (2013); Dane & Brummel, 2014). Backup assistance is made possible by workload transparency via shared calendars and task management systems. Supervisors evaluate candidates based on their dependability and strong points. (Allen, 2001; Perlow, 1999). Opportunities to take on more arise when focused workflows are employed to consistently deliver projects ahead of schedule. Workers are given more internal visibility and career development chances. Claessens et al. (2007); Amabile & Kramer, 2011.

Effects using modern time management techniques of Total Quality Management in the workplace:

A focus on continual process improvement is necessary for TQM. Time and resources are wasted in inefficient workflows that are found through time expenditure tracking. To optimize operations, teams can methodically rethink processes. (2011) Amabile and Kramer. Setting goals and keeping an open account of progress makes ensuring that everyone, including teams and individuals, is working toward well-defined quality targets. Alignment within the organization is facilitated by this. DeShon et al. (2004) and Morgenson et al. (2005). Shared calendars and digital task management keep errors from slipping through the cracks because of unneeded delays, missed deadlines, or unclear roles. First-time work is done correctly. (Allen, 2001; Perlow, 1999). Sources of errors and rework can be found by self-monitoring and evaluating time spent using tools such as timesheets. Errors in the process can be fixed to stop new ones. (Blasikitz & Tyler, 2010). Work can be concentrated on projects that truly benefit customers by prioritizing tasks according to their importance. (Claessens & Tesser, 1991; Britton et al., 2007). Through timely communication, meetings, and transparency made possible by current technologies, collaborative issue solving is improved. Synergy produces solutions of higher quality. (Syrek and others, 2013). Stronger customer relationships are essential to Total Quality Management (TQM) because mindfulness helps in identifying flaws quickly and managing customer concerns gently. (Dane & Brummel, 2014; Rum et al., 2013)

Effects of using modern time management techniques to be better work-life balance:

Research indicates that methods such as prioritization, scheduling, and calendar management

assist workers in drawing boundaries between professional and personal time. This prevents burnout and tension from working too many hours. (Macan, 1994; Perlow, 1999). Digital tools make remote and flexible work possible, making it simple to balance work and personal obligations. It improves work-life balance. Kossek et al. (2016); Allen et al. (2015). Establishing goals and monitoring advancement prevents workers from staying late to finish jobs. It encourages leaving work at respectable hours. (Locke & Latham, 1990; Claessens et al., 2007). Reminders, to-do lists, and reducing distractions are helpful. Telecommuting and shortened workweeks are made easier. (Allen, 2001; Lakein, 1973). Using mindfulness practices lessens the need to continuously check technology after work. It makes priorities other than work more visible. (Konnikova, 2014; Rum et al., 2013). Using common tools for task delegation and load balancing reduces workload during peak hours. Still more time for leisure and self-care. (1999, Perlow; 2016 Reid & Ramarajan). Schedule transparency helps to avoid unforeseen overtime. Workloads are thoughtfully spaced out to ensure sustainability. Reid and Ramarajan (2016); Allen and colleagues (2015)

METHODOLOGY:

Introduction:

This chapter provides a description of desk mythology, which is based on examining data from documents that already exist and earlier research, or secondary data, to obtain knowledge about a specific issue and analyze that data. The process of gathering and evaluating data from readily accessible secondary sources, such as records, papers, scholarly journals, and other items accessible online or in libraries, is known as desk research methodology. Desk research aims to corroborate or add to existing knowledge on the subject and provide a wider view of the problem or issue being studied. Desk research is very helpful for theoretical studies and studies of historical events or processes.

Study Design:

Because the data source includes information about the employment of contemporary time management approaches and their effects on workplace jobs, the design in which it is employed is analysis content. Books on interpretation as well as books on rhetoric. The issue it analyzes is the research's content, and its goal is to describe the speech's substance, that is, the use of contemporary time management strategies and how they affect employees' ability to do their jobs.

Data collection:

The method of collecting data in this research is that we collect primary and secondary data. As for the primary data, we do it through questionnaires and interviews, but in our research, we relied on interviews instead of questionnaires to collect more information from those who have the experience and knowledge to provide us with the necessary information by interviewing them face to face and in Some of the interviews We used the Zoom program to conduct some interviews, and We

also collected information from the Internet, especially the Scientific Researcher website, because it contains more accurate information than other sites. We also collected some information through observation, so we record behaviors and events in the work environment, and in these ways, we collected information and added it to search.

Secondary Data:

Secondary data was collected from previous research by other people, from magazines, books, from newspapers as well, from some statistics found on the Internet, also from websites and some social media. From these means, we collected secondary data that is accurate and correct.

DATA ANALYSIS AND INTERPRETATION:

Introduction:

This chapter presents 3 topics: How can modern time management be improved in the job environment, what are the modern techniques and tools that can be used to improve time management at work, and what is the impact of improving time management on the employee's performance and productivity? We have presented many studies for each topic and provided explanations for these studies. From the annual reports, we have included illustrative graphics and some tables on the impact of modern time management and its impact on improving employees' jobs.

Data Collection:

The data collection process is regarded as a crucial component because it offers the foundation for analysis, interpretation, and conclusion-making. In short, the process of data collection and information is a process required to accomplish the project or research's goals involves using a range of techniques and instruments to guarantee the acquisition of accurate and valuable information.

This process involves the use of primary and secondary sources:

Primary sources: involve gathering information and data from fresh, direct sources. This information is gathered especially for the project and comes from field observations, questionnaires, interviews, surveys, and practical experiments, among other sources.

Secondary sources: involve using data and information that has already been made accessible as well as information gathered and recorded by other parties. These resources include prior research, papers, books, journals, government data, statistics, and electronic sources, among others. A thorough overview and prior knowledge of the issue under study are provided by secondary sources, which offer trustworthy and valuable material that has already been gathered and examined.

The decision was made to use secondary sources for the project in order to take advantage of the knowledge that already exists, accomplish the project's goals in an efficient and focused manner through analysis and interpretation, and save time and effort as it is possible to utilize pre-existing

data instead of having to gather it from scratch, which greatly reduces the time and effort required. for the search process. Furthermore, the validity and quality of the data used can be guaranteed by depending on reputable secondary sources. Additionally, you can evaluate and contrast data and findings from various sources by utilizing a variety of secondary sources, which broadens the scope and diversity of the study.

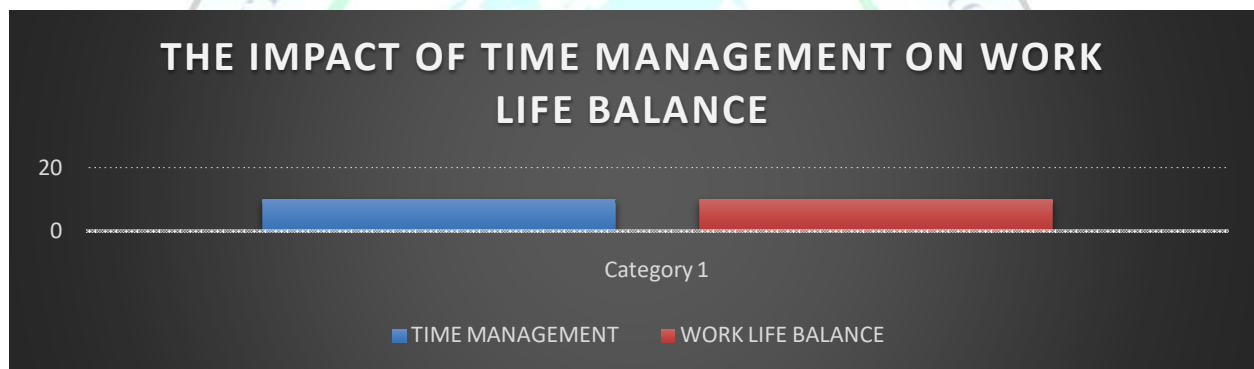
Secondary Data:

Sources of secondary data include books (managing workplace stress), electronic sources (Peo programming (Claude – instant, Time management, web search, assistant, claude-2 -100K, literature on time management in the workplace.

4.4 Data analysis:

Study “The impact of time management on work-life balance” by researcher Champaigne (2017):

According to the study, time management is crucial for both studying and attaining a work-life balance. As a time management tool, the study recommends adopting "Pickle Jar" theory and behavior modification techniques.



Interpretation:

This research has demonstrated to us that to replace bad time management behaviors with constructive ones, behavior modification approaches must be used.

According to the "Pickle Jar" theory, which is presented in the study, time is represented by a set of stones, and the big stones (priorities) must be put in the jar first before the small stones (non-essential activities) are added. This theory helps explain the significance of prioritizing tasks and spending time efficiently.

"TIME MANAGEMENT STRATEGY FOR IMPROVING ORGANIZATIONAL PERFORMANCE" by Aniwura Adekunle David (2011)

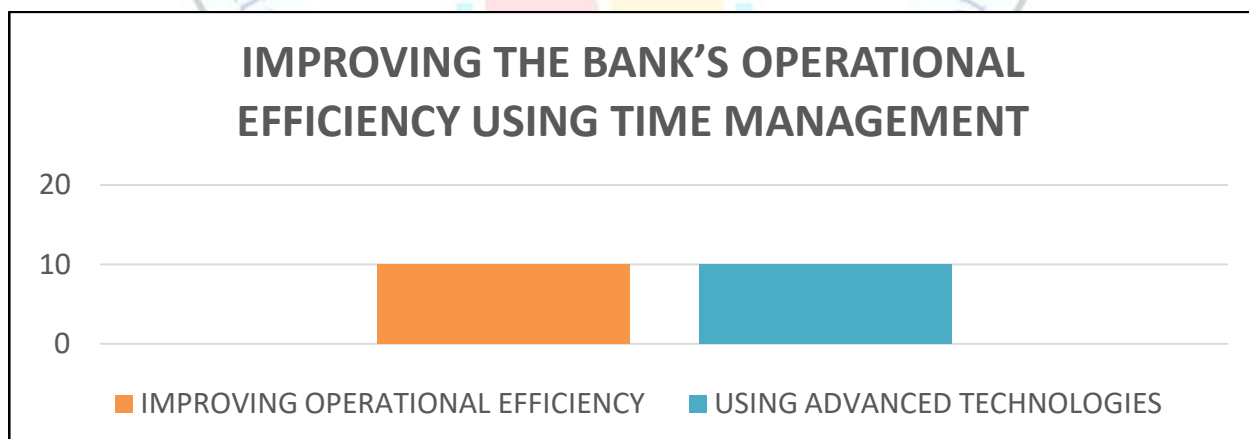
The study focuses on the importance of time management in improving organizational performance. The study stresses that individuals should be fully aware of their priorities and use effective strategies to achieve goals. The study recommends setting realistic goals, setting clear time plans, organizing tasks and appointments, and dealing with challenges and problems effectively.

**Interpretation:**

Enhancing time management within the functional context can yield benefits for worker productivity, efficiency within the firm, and employee performance. Improved productivity and efficiency, as well as enhanced pleasure and well-being, are some possible benefits of better time management, according to the study. Employees do jobs more productively and efficiently when they have a well-organized work schedule and good time management skills. Additionally, effective time management enables workers to strike a work-life balance, enhancing their happiness and general wellbeing.

Study “Improving Bank Operational Efficiency Using Time Management” by researchers Gupta, Czernik, and Sharma (2001)

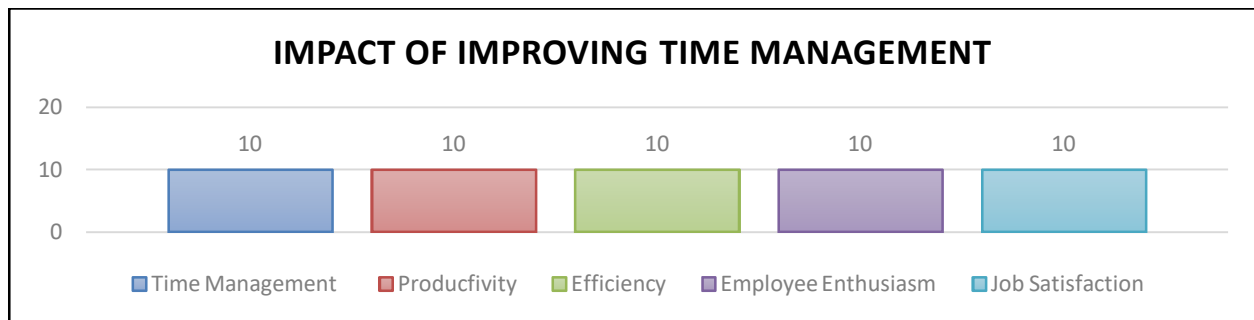
The study looks at how banks might employ contemporary technology, incorporating time management into their plan, to increase operational efficiency. The report emphasizes how utilizing digital technologies and sophisticated information systems may save time and improve work practices. To increase operational efficiency and lessen administrative hassles, the report suggests implementing automation and cutting-edge technology in time management.

**Interpretation:**

This study shows us how crucial it is to use cutting-edge technologies, including smartphone apps and electronic task management systems, to streamline work and boost individual and group productivity.

The study “The Impact of Time Management on Work-Life Balance” by Channar et al. (2014)

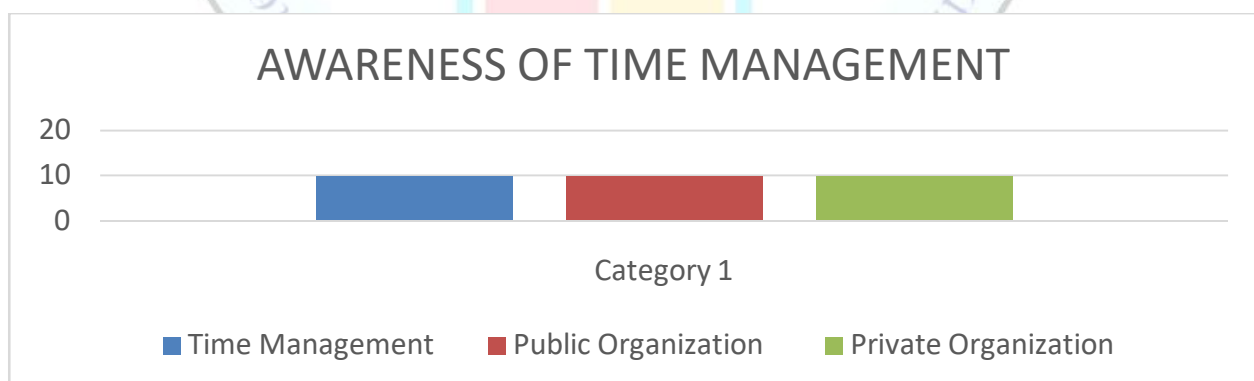
To ascertain how time management impacts employee satisfaction and the organization's overall success, this study examined time management procedures in both public and private businesses. The test's findings demonstrated that employees in the two kinds of businesses generally managed their time similarly. Additionally, the survey revealed that women are more time-conscious than men. Furthermore, the findings demonstrated that efficient time management boosts worker happiness and zeal while also enhancing organizational performance.



Interpretation:

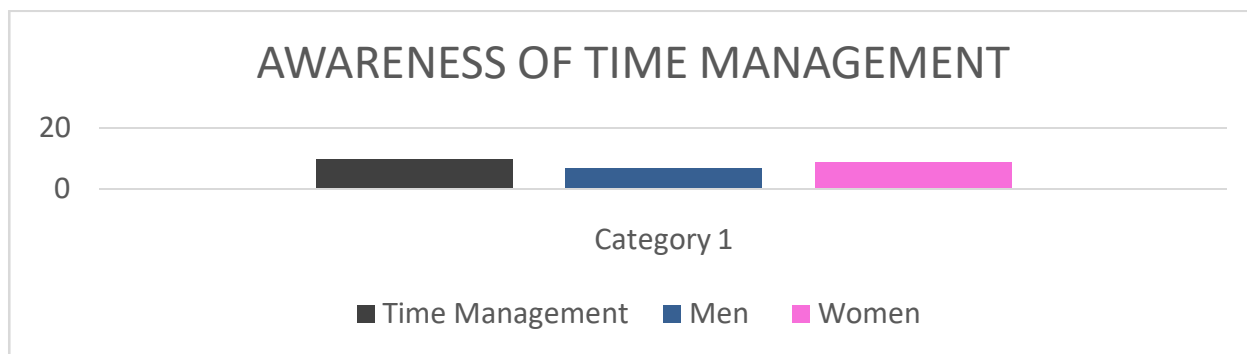
Raising the general performance of the company and increasing employee happiness and zeal. Effective time management enables workers to strike a healthy work-life balance, which raises their general degree of contentment and pleasure. Additionally, effective time management boosts an organization's output and efficiency, which helps it succeed overall and accomplish its objectives.

All things considered, the achievement of work-life balance, as well as the improvement of employee satisfaction and organizational performance, are directly related to efficient time management. Enterprises ought to focus on offering suitable assistance and instruction to staff members concerning time administration, including raising consciousness about the significance of time management, and cultivating the requisite abilities for it.



Interpretation:

The study's findings show that employees in public and private organizations manage their time essentially in the same ways, demonstrating that both types of businesses place a high value on time management.



Interpretation:

Furthermore, the research findings suggest that women exhibit a higher level of awareness regarding the significance of time management as compared to men. This underscores the need to comprehend and improve the role of women in time management within the workplace.

Profitability from annual report of AHLI BANK:

Due to the bank's successful strategy and effective time management, In comparison to 2020, net profit after taxes increased by 15.2 percent to OMR 27.61 million in 2021. This rise was mostly attributable to higher net income from commissions and fees as well as other operating income. Reliability: The bank kept its cost-to-income ratio at 43.2 percent, which is among the best among its industry peers. <https://ahliislamic.om/financials/?lang=ar>



Interpretation:

The rise in net profit shows how well the bank's initiatives are working and how much more money it can make in the allotted time. Ahli Bank was able to take advantage of opportunities and improve its financial performance by effectively managing its time and resources.

Rewards Committee	Meetings dates	Position
member name	20 March 2010	-
Mr. Khalid bin Hamoud Al Busaidi	yes	president
Hamad Abdul Mohsen Al Marzuq	Yes	member
Adel Muhammad Abdul Shafi Al -Laban	Yes	member

Interpretation:

Several meetings were held, including the meeting of the Rewards Committee on the 20th day of March in the year 2010, at which several names were nominated for the rewards committee. Mr. Khalid bin Hamad bin Hamoud Al Busaidi was chosen as Chairman Abdul Mohsen Al -Marzuq and Adel Mohamed Abdel -Shafi Al -Laban are two members of the committee.

FINDINGS, CONCLUSION AND RECOMMENDATIONS:**FINDINGS:**

1. **Prioritizations:** A key component of efficient time management is determining which tasks are most crucial to achieving your objectives and concentrating on them. Making the most use of your time and energy requires that you prioritize your tasks.
2. **Planning and Scheduling:** Organizing your day, week, or month with a detailed plan and timetable will help you set aside time for tasks and boost output. It reduces the likelihood of procrastination by enabling you to define deadlines and time blocks for certain tasks.
3. **Time tracking:** Keeping track of your activities can give you important insights into your routines and point out areas where you might be squandering time. Using time diaries or digital apps are examples of time monitoring tools and strategies that can help you understand how you spend your time and make necessary modifications.
4. **Goal setting:** Having well-defined and attainable objectives gives you focus and direction, enabling you to arrange your chores in order of importance. Establishing SMART (specific, measurable, achievable, relevant, and time-bound) goals aids in maintaining motivation and attention.
5. **Avoiding Multitasking:** Multitasking can be unproductive, even though it may appear paradoxical. According to research, trying to multitask at the same time can decrease productivity and increase mistakes. Rather, productivity can be increased by concentrating on one activity at a time, or single tasking.
6. **Delegation and Outsourcing:** Knowing when to assign work to others or contract out particular duties might help you free up time for higher-priority or more worthwhile pursuits. Assigning responsibilities to competent people can improve overall output and effectiveness.
7. **Time Blocking:** This technique is setting aside certain time blocks for jobs or pursuits. You can establish an organized timetable and reduce distractions by designating specific times for meetings, focused work, breaks, and personal activities.
8. **Removing or Managing Distractions:** Interruptions, social media, email notifications, and other distractions can all have a big influence on how productive you are. Focus and concentration can be preserved by minimizing or minimizing distractions by using time management tools, setting up a specific workplace, or shutting off notifications.

9. Regular pauses and Rest: Keeping up productivity and avoiding burnout requires taking regular pauses and getting enough rest. Short breaks throughout work can help maintain focus and enhance overall performance, according to research.

10. Flexibility and Adaptability: Planning and organization are vital, but it's also critical to maintain your ability to adjust and change course in response to unforeseen circumstances. In dynamic workplaces, time management becomes even more important when one is able to modify their schedule and priorities as needed.

11. Improving time management has an effective role in the success of the tasks, plans, and goals of Islamic bank of Ahli.

12 Enhancing economic development as well as the bank.

13. Time management helps to avoid many risks, problems and difficulties that happen in Islamic bank of Ahli.

14. Also, the presence of the technical tools feature that is used and work on evaluation and reminding the management of modern applications and technologies within the bank.

15. Improving competencies, performance, and production increase in Islamic bank of Ahli.

16. Time management and modern technologies help the employee evaluate within the bank.

17 The presence of modern technologies for time management to improve many skills and experiences that are based on developing and improving employees within the bank.

18. Time Management Strategies for the success of the professional plan.

19. It helps to establish multiple committees for the bank and choose the best specialists.

20. Modern technologies for time management help enter professional innovation.

21. Development of production, functional behavior, and creativity.

22. Time management helps to create many different daily rituals.

CONCLUSION:

In the end, it can be said that time management is the key to success in the workplace and in life in general. By using modern time management strategies and innovative technologies, individuals can achieve a perfect balance between different tasks and achieve their goals effectively.

This study found that improving time management can lead to increased productivity and improved overall performance of employees and the organization. Using smart applications and available technological tools can contribute to organizing work, planning time, and achieving goals more effectively.

In addition, achieving work-life balance has been shown to play a crucial role in the well-being and happiness of employees. Organizations should take care to provide a balanced and supportive work environment that allows employees to manage their time properly and see that they have enough time to relax and enjoy their personal lives.

Based on the findings and conclusions, organizations should invest in developing employees' time management skills by providing training and mentoring. A culture of good planning, organization and adoption of modern tools and technologies should also be encouraged to enhance productivity and high performance.

Ultimately, we must realize that time management is a skill that can be learned and improved with continuous practice. By adopting and sticking to modern time management strategies, individuals can achieve balance and control of their time and achieve success in areas of their professional and personal lives.

RECOMMENDATIONS:

We would like to provide the following RECOMMENDATION to improve time management and productivity in the bank, based on our study on the usage of contemporary time management and its effects on enhancing work performance:

- 1. Providing training and workshops:** To teach bank staff members contemporary time management techniques, training sessions and workshops should be arranged. Effective time management tactics, organizing strategies for oneself, and the use of agenda and planning software are some examples of these trainings.
- 2. Use IT applications and tools:** It is advised that staff members use smartphone apps and contemporary time-management software to manage their calendars and keep track of their assignments and appointments. You can schedule meetings, create to-do lists, and assign tasks with these apps.
- 3. Encouraging personal planning:** Promoting personal planning among staff members is advised to help them manage their time and accomplish their objectives. Setting weekly
- 4. and monthly objectives as well as creating daily calendars to divide and arrange chores throughout the day will help you do this.**
- 5. Work-life balance:** Stresses the value of people striking a balance between their personal and professional lives. The scheduling of downtime, leisure, and activities that support their physical and mental well-being ought to be promoted.
- 6. Aiding and support:** By giving them the tools they need and removing any barriers that could prevent them from using their time wisely, management can help staff members complete their responsibilities and reach their objectives. To offering direction and counsel on time management, management and staff must be in continual contact.
- 7. Evaluating performance and promoting a time-conscious culture:** Establishing a framework for assessing staff members' time management performance is advised. Goal-achieving, deadline-oriented, and time-management proficiency-focused evaluation criteria can be added. By recognizing staff members who show good time management and goal-

achieving abilities, a time-conscious culture can also be promoted.

8. **Periodic review and continuous improvement:** It is important to regularly assess how utilizing contemporary time management techniques affects productivity and work effectiveness.
9. **Publicity and Awareness:** To encourage the adoption of contemporary time management and improve staff awareness of its advantages, awareness programs should be started
10. within the bank. Knowledge and suggestions about time management can be shared through a variety of channels, including meetings, emails, and posters.

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