

Effect of time on performance of Jordanian sport institutions

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Abstract: The aimed of this study was to find out the reality of time management within administrators in the Jordanian sports institutions as well as knowledge of managerial style in their management of their time and also to know the obstacles that stand without management administrators in sports institutions of their time correctly, in addition to be aware of the necessary and appropriate solutions to overcome the obstacles facing administrators in their work. The study sample consisted of 40 administrative workers in the Jordanian sports institutions represented by the faculties of Physical Education in Jordan. The researcher used the descriptive and analytical approach, and designed questionnaire for the purposes of this study to collected data, its used statistical analysis (SPSS) such as (Chi-square tests and Spearman correlation tests and standard deviation) to answer study questions. The study showed multiple results as there is a loss of time for the effect on administrative performance, and the presence of the effect of the constraints of time management on the performance of administrators. The results also showed the influence of obstacles and solutions of time management on the performance of administrators in sports institutions. The study recommends that, give more interest on the constraints of time management and increasing studies on theoretical aspects of management time and focus on the meaning of time and confirm the importance of training on change habits and behaviors that lead to wasted time.

Keywords: Jordanian sport institutions, Time, obstacles, management

I. INTRODUCTION

Time was conceder one of precious and valuable resources in any organization, and for any individual. So it can be seen as unfinished product, it is implemented quickly, consistently and accurately, which can't reproduced, or re-covered. The time management consider as a science and art to use time effectively, which is an essential element of effective management, organizations and individuals who manage time well, they are better equipped to confrontations personal and professional challenges in the world of business success and creativity doesn't count unless it is within the limits of time to achieve these goals, effective management of time. So we must take into account that the time to achieve these goals is not as important as the goals. The time needed to a comprehensive understand and recognize, and for the characteristics and specifications as an expensive assets, with a great value, but it is the most important asset that we have at all to invest and employ correctly. a lot of studies conducted in both of public administration or educational administration showed that there is a lack of tightness in the time of those administrators and there is contention for the work in the daily schedules, so it was the importance of time management in order to achieve the objectives, increase production, it is one of the important topics in all institutions and government agencies.

The researcher Trying in this study to know the reality of time management with administrators in sports institutions through various obstacles they have, as well as knowledge of the relationship between the reality of time management with administrators and wasting time, the factors and variables that affect in wasting time, and exposure to the work and tasks that come in the first place in terms of the consumption of time and importance to the administrative staff in the Jordanian sports institutions.

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II. IMPORTANT OF THE STUDY

The importance of the study by identifying the importance of time administrators, how to preserve it and the impact on their performance, which is reflected directly on the performance of the institution, as the human element is the most important productive resources, which earns the organization an advantage in performance if interest in it, and how to manage by the right methods. The researcher tried through this study to know the reality of time management and how to preserve it and not to have lost by administrators,

The importance of the study can be summarized as follows:

- 1-knowing the reality of time management with administrators in sports institutions through obstacles they have.
- 2- Knowing the style of administrators in their management of their time.
- 3- Knowledge of the obstacles that prevent administrators in sports institutions to management their time properly
- 4- To Find appropriate solutions to overcome the obstacles facing administrators in their work.

III. OBJECTIVES OF THE STUDY:

This study aimed to identify the reality of time management with administrators in sports institutions through obstacles they have, know the style of administrators in their management of their time depending on personal factors. Other objective is knowledge of the obstacles that stand without administrators' management in sports institutions for their time properly, at last knowledge the necessary and appropriate solutions to overcome the obstacles facing administrators in their work.

IV. THE STUDY QUESTIONS

The study interested in answering the following questions:

- 1-What are the degrees of loss time at the administrators in the Jordanian sports institutions?
- 2-What are the reasons for the loss of time that stands without administrators in management sports institutions for their time properly?
- 3-What are the necessary and appropriate solutions to overcome the obstacles facing administrators in their work.

V. THE THEORETICAL VIEW

Wasting time: The time must be use in what is useful and beneficial and fit in urgent and term, and avoid consuming things to him, determined by the expert. According to [12] mention only the most five important cases (Sleep, Personal tasks, Shopping, The lack of preparedness, and Watching TV). In this way and by analogy anyone can determine his requirements and the person learn the art of time management tasks and understand how to exploit it wisely and intelligently [4]. Time is a positive life phenomenon where all cultures and traditions old and new agree on its presence. But what holds the phenomenon of time, are two dimensions: a natural phenomenon is the passed moments between the time point and other next points, and a social or cultural aspect is to view aware time for this passed moments and other current or future moments. This perception often focus on the importance of these moments, and the feasibility of their use, and how this use or for different alternatives that can be allocated these moments. Although the natural phenomenon of the time dimension is one in the whole world, not only the cultural dimension for people hardly make sense of the phenomenon of time or multiple concepts of multi cultureless and its view of the importance of time. Time is the most valuable human owns because it is his life, on the other hand it is the most misunderstood and used. It is an important element in every human activity and having it the requirement for every success, the whole universe in the creation and presentation, get and run it and where it is located from the cist-time accidents, and that the life of human being start by time and end also by time, the age of man himself connected with time not goes beyond that, and the whole events of his life are temporary (Shehadeh.2005). According to [3] summaries the factors of Drucker that lead to loss of time: in general, mention factors as:

- 1-mismanagement and inadequate regulation
- 2-poor management leads to loss of many workers time, especially the time of the Director. It is a recurrence of the manifestations of crisis after another
- 3- Inflated the number of employees.

4-Increasing the number of employees for the right limit led to the loss of time, because people like to get together and exchange visits and conversations. Also According to [3] stated Drucker says that the manager who spends more than 10% of his time in solving the problems of human relationships and conflicts between workers have a number of surplus, The excess number of the need not be unemployed, but also lead to obstruction of others for the performance of their work and wasting their time, because of the increased chances of friction and social interaction among them.

5-Increase the number of meetings for reasonable limit: the meetings are expensive in terms of time, effort and money. Thus, the Director must be keen to reduce the number of meetings to a minimum. As he should not call for the participation of the persons concerned, but just as well as he had to learn the art of management meetings.

6-Inadequate information and communication systems: information forms the cornerstone of the Director work. Thus, it may has wasted a great time as a result of the late arrival of information or as a result of the arrival of accurate information

7-unannounced visits, unsuccessful meetings, and a reluctance to make decision, also the fear of making mistakes, the wrong mandate, poor prioritization, and (provinces) during the work, the courtesies and social interaction within the organization

8-the excess of the phone calls, read newspapers and magazines

9-begin any task before thinking about and planning it, and the transition to a new job before the completion of the previous task, attention to a few important routine matters too.

VI. PREVIOUS STUDIES

According to [6] Studded the degree of effectiveness of time management from the perspective of academic leaders in the Jordanian public universities on areas of study tool and the tool as a whole, The results showed that within the medium effectiveness and a mean (3.49), and the results showed (0.05), on the fields of the reasons ($\leq \alpha$) and the existence of differences statistically significant at the significance level leading to loss of time, and the effective use of the methods of time management due to the variable sex, and therefore in favor of males, the results indicated that there were statistically significant differences at the level of 0.05 on every area of the tool due to the variable University, ($\leq \alpha$). According to [8] Study the researcher conducted a study entitled "Fifteen ways to manage your time better," It serves as a workers guide to manage their time, and how to be productive, and the most important ways in which referred to this study (setting goals and setting priorities, writing it, and put one goal per day, and work to achieve, develop a daily work plan). According to [12] study titled "bout the Time wisely, in order to respond to the requests of customers, and the study Aims to encourage managers to manage their time and showed that the optimal way in which can Director successful time to make an effective decision is to do business order by priority, the need to develop specific dates to accomplish any task, and the necessity of taking into account the fact that time is equal to money. According to [5] The researcher conducted a study entitled "Managing time setting goals as a planning too" aimed to identify the quality of leadership to manage time as a supporter of the standards leadership performance, and in the beginning of this study the researcher indicated to develop appropriate goals as a powerful tool for time management and planning, and this study provided planning as an essential element of good time management, and then determine how to put goals in the planning process, this in turn covers setting goals and objectives of the work of subordinates (workers). also concluded that sit the professional career goals (professional) can be effectively used as a tool for planning of time in order to help achieve the objectives of the administrative units and objectives of the organization and plotting, the goal of using this method (time management planning) is that employees can achieve business objectives more efficiently and effectively. According to [10] study entitled "Improving the efficiency of production unbalanced lines through the non-observance of the times routine to provide the service" looking at the benefits or the benefits that can be obtained as a result of breach of time operating deliberately to production lines non-motorized., According to The simulation of the fixed situation, and in line with different lengths, size of the stockpile, degrees of imbalance (prejudice) and patterns of imbalance. the production data analysis using a variety of statistical methods in various emerging conclusions that have been made. It has been found that the best formations are followed less system routine, and system less monotonous, which leads to lower deactivation times, and to the lower average inventory levels reserve reported that balanced line

VII. METHODOLOGY

The researcher used the descriptive approach to image Survey suitability of the nature and objectives of the study and also used the historical method by including information on the theory of wasting time, use as Assistant approach is to study the situation and that the application of the above on the Jordanian sports institutions in Jordan

Study Population and Sample: Study Population was the administrative staff in the Jordanian sports institutions represented by the faculties of Physical Education in Jordanian universities (Yarmouk, Jordan, the Hashemite) Numbering almost 160 administrative. The sample of the study was selected from Jordanian universities and colleges of physical education were identified the following universities for study (the University of Jordan, Yarmouk University, and the Hashemite University). The study sample consisted of 40 administrative workers in the Jordanian sports institutions represented by the faculties of Physical Education in Jordan have been selected randomly.

Study Instrument: Secondary data was collected through website, books, and research, the primary data collected by using a questionnaire which includes questions to the sample individuals to highlight their perception about objectives of the study and to answer its questions, the researcher building measure (questionnaire) for the collection of data related to the study. A questionnaire was adjusted and structured base on previous study, using a five-point Likert scale, ranging "From 1 to 1.74 =I do not agree, from 1.75 to 2.49 = I agree moderately from 2.50 to 3.24 = I agree from 3, 25-4 = I agree". Cronbach's alpha was used to evaluate the reliability of the instrument items as shown in table (1).

Table (1) Reliability of Scales

	N. Items	Alpha (a)
The reality of time management	15	0.85
Time management style	15	0.79
Time Management Obstacles	15	0.90
The proposed time management solutions	15	0.89
The reality of time management	15	0.87
All	60	0.85

VIII. RESULTS

The result of the first question" What is the degree of loss of time at the administrators in sports institutions?

Table (2) shows test results of first question, it was the arithmetic average (3.97), and that the significance level (0.00) which is less than the level of statistical significance ($\alpha = 0.05$), and the value of (t) calculated for the field and the reality of time management (21.04), a statistically significant value at the significance level ($\alpha = 0.05$). This indicates that there is a loss of time for the effect on the performance of administrators in sports institutions agreed this result as a result of all of the [1], [7] and the study of [5].

Table (2) the results of the application of the (One Sample T-test) on the reality of time management field.

Field	SMA	The standard deviation	Value (T)	Degrees of free	Sig significance level
The reality of time management	3.97	0.55	21.04	143	0.000

The result of the second question" What are the reasons for the loss of time that stands without administrators in management sports institutions for their time properly?"

Table (3) shows the test results (T) for the third question, as the results indicate that there is no impact to the constraints of time management on the performance of administrators with a mean (4.15), and that the level of significance (0.00) which is less than the level of statistical significance of ($\alpha = 0.05$), and that the value (T) was

calculated (21.54), a value statistically significant at the level of significance ($\alpha = 0.05$), this result agreed with the result of each study [2], [6] and study of [8].

Table (3) the results of the application of the (One Sample T-test) on the field of time management obstacles

Field	SMA	The standard deviation	Value (T)	Degrees of free	Sig significance level
Ways to reduce costs	4.15	0.64	21.54	143	0.000

The result of the third questions “What are the necessary and appropriate solutions to overcome the obstacles facing administrators in their work?”

Table (4) shows test results (T) for the fourth question, as the results indicate that there is no impact to the constraints of time management solutions on the performance of administrators with an average arithmetic shows (4.10), and that the level of significance (0.00) which is less than the level of statistical significance of ($\alpha = 0.05$) and that the value of (T) was calculated (25.36), a statistically significant value when the level of significance ($\alpha = 0.05$), this result agreed with the result of each of study [9] and the study [6] and the study of [10].

Table (4)The Test results (One Sample -T.test) to the axis of time management solutions

Field	SMA	The standard deviation	Value (T)	Degrees of free	Sig significance level
Time Management Solutions	4.10	0.52	25.36	143	0.000

IX. CONCLUSION AND RECOMMENDATIONS

Through the presentation and discussion of the results show the following: There is effect for the loss of time on the performance of administrators in sports institutions and there is no impact to the constraints of time management on the performance of administrators in sports institutions properly and the final There is effect of the constraints and time management solutions on the performance of administrators in sports institutions.

As what has been obtained from the results of the practical side, after reviewing the results of the statistical analysis. This lead to the following recommendations:

1. Give more interest on the constraints of time management.
2. Increase the studies on theoretical aspects of time management
3. Expanding interest in the concepts and meanings of scientific and technical methods of time.
4. Focusing on the meaning of time and confirm its importance
5. Training on changing habits and behaviors that lead to wasted time.
6. doing more comparative studies to learn applied scientific methods of time management in developed countries, and to know the differences between them and the developing countries
7. development of administrative research centers and support it, and encourage them to conduct further studies on time management techniques, and Employ advanced technology in the modernization of these methods and techniques

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