

Time Management For Teaching Staff Of College Of Education At The University Of Mosul

By

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Abstract

The current research aims at identifying the extent of time management for instructors in the colleges of education at the University of Mosul on the basis of certain variables (academic title, years of service, and gender). The researcher developed six descriptive and inferential questions. The sample consisted of (300) male and female instructors from (College of Education for Human Sciences, College of Education for Pure Sciences, College of Basic Education, and College of Education for Girls) at the University of Mosul in Nineveh Governorate for the academic year (2021-2022). The sample was distributed randomly according to the variables. The sample included (185) male instructors, (115) female instructors. (28) of them were professors, (99) as assistant professor, (117) lecturers, and (56) assistant lecturers from the two service years categories (1-15) years at the rate of (138) male and female instructors, and (162) in the category of service period (16 years or more). To achieve the goal of the research and answer its questions, the researcher prepared the first tool: the time management standard, and its final form consists of (27) paragraphs consisting of (6) domains. Each paragraph is followed by five alternative answer (always, often, sometimes, rarely, and never). It was divided into the following fields (planning, organization, direction, control, decision-making, and communication). The researcher has verified face and constructive validity (discrimination and correlations) as well as extracting its stability by the two re-test methods. Its percentage was (0.86), where the correction coefficient of Spearman Brown was calculated reaching up to (0.92) which was a high correlation coefficient. After that, the researcher applied the two tools to the basic sample members from Monday (7/3/2022). The application continued in the departments until (18/5/2022). After the application and data collection from the members of the sample, the researcher wrote and analyzed it statistically using the T-test for one sample and two independent samples, the Pearson correlation coefficient, and the Z-test for the correlation coefficients through the statistical bag (SPSS) and the Excel program. The following results showed:

- 1- The level of time management for instructors of colleges of education was high at a rate by (84%) in light of the variables: academic title, years of service, and gender?
- 2- There are statistically significant differences at the level of significance (0.05) between the arithmetic means achieved for time management among the members of the research sample and the hypothetical mean according to the variables: academic title, years of service, and gender?

In light of the research results, the researcher came out with a number of conclusions, including the instructors of the colleges of education at the University of Mosul have a high level of time management. In light of the research results, the researcher has recommended a number of recommendations to the accountable authorities: The Continuing Education Center, in cooperation with the Department of Educational Sciences, should open training courses for new assistant lecturers on time management skills.

Furthermore, the researcher suggested a number of titles for future studies in light of the current research variables and other qualitative variables.

Research Problem

Recently, it has been noticed that a great deal of the literature studies have increasingly dealt with studying time management during this century. After World War II, the term time management began to come out strikingly. The reason for this is due to the saying of Imam Abu Hakim Al-Ghazali, "Time is an element that cannot be stored or bought." We have to improve managing time, because it is irreplaceable. The problem of time management lies in the way people use their time and work to achieve as much as possible. As time management is part of the first administrative resources. (Riyadh, 2003: 275).

The instructor is in charge of the educational quorum set for all the lectures, and to carry out all the teaching methods and matters related to the educational material in accordance with the regulations and directions received from the Ministry. (Al-Shehri, 2011: 9). The researcher focuses on the importance of time management at the university and the importance of time for a university professor as an instructor, researcher, and supervisor of graduate and preliminary studies, in addition to administrative work. The research problem is determined in the following question "What is the time management level for the instructors of the College of Education?"

Research Importance

The teaching staff should pay attention to managing their tasks perfectly in terms of time and dividing it accurately among teaching hours, as well as the administrative matters specified to them by the college. They have to manage their duties according to priority in terms of discussion as debaters, times for scientific research, and times for attending or participating in seminars and scientific conferences. Here, the instructor must manage his time well, whether at the level of the educational quorum or at the level of promotions and development of the self-scientific personality (Al-Sharman, 2005: 8).

This thesis copes with an instrumental public institution of the state, which is the College of Education, and it deals with faculty members who are considered the intellectual leadership in society. These teaching cadres graduate secondary and intermediate teachers who, in turn, come into contact with the next generation. It is also the duties of the teacher to follow the methods of the hidden curriculum in attendance at the specified time and organization in presenting the material and management of the lecture and gentle movement between activities and topics with commitment to time and self-completion and present the material with quality and easily to achieve behavioral purposes. (Toukan, 2000:8).

The English economist Adam Smith conducted a study in the middle of the 18th century, which crystallized on the reasons for the prosperity of nations and the deterioration of nations wealth. When writing (The Wealth of Nations), he noticed the close link between the quality and abundance of production and the link between its lack of quality and its meagerness. The

result was that the imbalance lies in the situation of workers between the two states of obligation and commitment. The teacher who works hard, is careful and is organized in good management of his time. It is abundant in production, whereas the opposite of these characteristics is poor production (Al-Hamid, 2005: 2).

Research objectives

- What is the level of time management for instructors of faculties of education in light of the variables: academic title, years of service, and gender?
- Are there statistically significant differences at the level of significance (0.05) between the arithmetic means achieved for time management among the members of the research sample and the hypothetical mean according to the variables: academic title, years of service, and gender?

Research Limits

The current research is limited to the following limits

- Human Limits: Teaching Faculties of Education at the University of Mosul
- Spatial Limits: Colleges of Education within the University of Mosul (College of Education for Human Sciences, College of Education for Pure Sciences, College of Basic Education, College of Education for Girls).
- Time limits: (2021-2022).

Defining The Terms

Ghaneim (2010) Time management is the person's ability to use job time to complete tasks on time. (Ghaneim, 2010: 34). Al-Humairi (2010) stated that time management aims at organizing the individual's time properly and invest it in a manner in which the highest benefits are achieved, and stressed that it deals in essence with the self. Rationing the time and using it cannot be achieved without reviewing one's own behavior and habits. (Al-Humairi, 2010: 32). The researcher defines time management in theory as "it is to follow a divided and studied system in an informed manner for the whole data in order to achieve the desired goal. Dividing tasks may be according to the time specified to it, where the task is carried out at the specified time or find a solution in the event of not doing it, that is, reschedule the tasks. The system may be either daily, monthly, annually, or within specific hours.

Time Management Concept

Taylor in his theory "Practical Management", which requires the study of time and motion, embedded the significance of managing time. Time is divided according to the type of work (movement). The starting point of his theory began when he was observing the time in the factory in which he worked with the passage of days and the development that took place with him in the field of his job in the factory. As an engineer, he divided the time according to the movement in order to reduce the dowry time during his work, as he allocates a specific time to each work that the workers want to do and is known as (human engineering). Also known as the Taylorist movement. His theory was that the factory worker should work towards productivity without distractions and unimportant interruptions. His theory states to raise the production cost and reduce the cost of wasting the time, production and resources, and the transition between works according to a planned time, and the condition of moving according to a specific time and without interruptions. (Abdul Ghaffar, 2013: 193). It is also dealing with today events with all dominance and in terms of scheduling tasks as well as in terms of resorting to the emergency situation in the event of an obstacle or time that has been delayed as a result

of an emergency circumstance. (Mofeed, 2018: 3).

Time Management Plan Steps

The first step is based on collecting all data and information from books and tables, as well as the assessment, and placing them on the work table.

- Recognizing and casting off time wasters or avoiding them.
- Recognize the amount of time wasted in vain without productivity benefit.
- Limiting tasks, taking into account the amount of time that suits them to complete them
- Determining and limiting the time spent in daily activities (Ahmad, 2003: 199).

Time management includes managing works and behavior as well as self-management. All this is an attempt to tame time and impose our control over it in order to improve managing it and increase our achievement. Thus, the time specified to complete will increase, and will take into account each of the sequences (reality, goals, priorities, quantity of activities, and time appropriate to them). This includes:

- 1- Make a daily to-do list
- 2- The workspace should be free and organized
- 3- Avoiding or be away of distractions
- 4- Checking up the weaknesses in dealing with time, i.e. knowing the main causes of wasting time when completion was the noise, for example, replacing it with a quieter place because focus requires calm, because the human mind is distracted when there is a second stimulus during work.

Franklin said "Time is the essential part of life." From the researcher's point of view, she sees that there are several achievements performed were caused by using time correctly. There is a common saying "a stupid person with a plan is better than a smart person without a plan". The plan here is in the matter of dealing with the hours or timetable specified for each task completed. It is smart to take advantage of wasted times such as 15 minutes of completion every day = 13 days every year or 30 minutes of completion every day = 26 days every year, which is equivalent to a month of achievement added to the year.

Time management theories

The Pickle Jar

Unlike the rest of the theories that recommend starting with easy and simple activities first, the idea of this theory is to perform the basic tasks first. Usually, this theory likens the time of day to a bowl metaphorically and to a pickle jar. Activities during the day were on (3) categories:

- 1- Basic activities such as attendance to the lecture hall, educational quorum, correcting papers, writing exam questions, writing promotion research. These activities have been likened to 'rocks'.
- 2- Activities of medium importance, such as the daily routine, sleeping, waking up, meals, as well as arranging and organizing. These activities are metaphorically likened to (gravels).

- 3- Less important activities such as browsing social media, electronic conversations between friends, discussions that do not work, and entertainment. These things were likened to (sand) in theory.

The idea of this theory is based on:

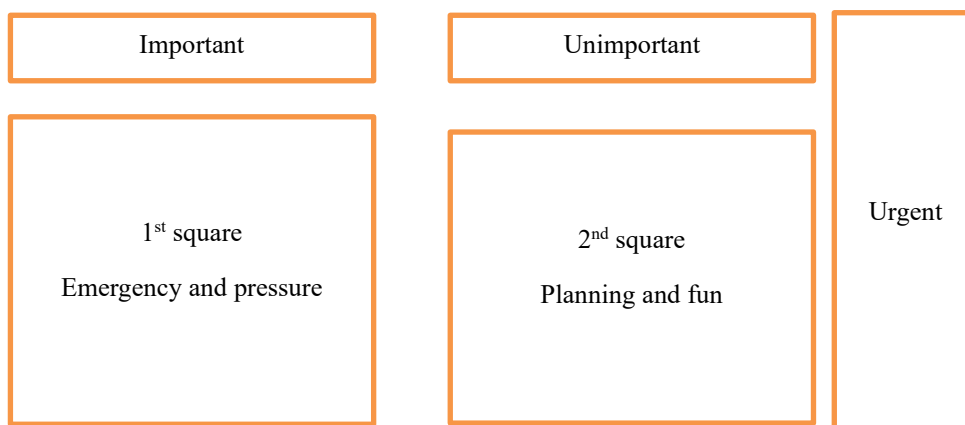
If we take the jar and put rocks first, then gravels, and finally sand, we will find that the daily container of time is full and the basic activities are done and the time was enough. However, if we start first by putting sand, i.e. activities of no significance, then gravel (the daily routine of life), the last of the very important things, we will find that the jar is full and there is no room for the rocks to overflow. Here, the day is over and we have not carried out the important and required activities at the job level. Basically, the day did not have the space to conduct important activities because it was filled with less important activities. (King: 2003:90)

Parkinson's Law:

In 1955, Northcott wrote in a newspaper article that "work is extended to fill the time available to do it." Later, it became known as "Parkinson's Law", so that one does not resort to procrastination. The law stipulates that if an activity takes two hours, we will allocate (5) hours for it. It will actually take (5) hours. We conclude from this law that work is extended and shortened according to the time specified to it, as it is recommended after specifying a longer time to carry out the tasks. (Abd al-Rahman, 2021: 60)

Priority theory

Stephen Covey is the man of this theory. The idea started that the individual begins his tasks with the activities he likes, and it is unimportant to do it. Sometimes a person starts with the easiest tasks in order to feel satisfied. Hence, we must give priority to our tasks, as well as distinguishing the matter "not every task is urgent" as it is important for the individual because it is considered a waste of time. The priority matrix divides our activities into four parts according to importance and time.



- The first square: It is an important and urgent square: the emergency square, which includes very important and urgent matters in terms of time. For example: Observing an exam for a teacher.
- The second square: This is the square of the successful, and it is the square of planning important but not urgent matters. For example: research for promotion

- The third square: unimportant but urgent matters is called the deception square. For example: family occasions.
- The fourth square: the square opposite the first square. Unimportant and non-urgent matters called a lost box. For example: online chat.

One of the requirements of a successful personality is to stay away from procrastination and to stay away from the emergency box, because life may expose him to potential emergencies, additional burden in addition to procrastination. Thus, it is preferable to focus on the second square. Organizing the second square helps you reduce the work of the first square, because spending 60% in the second square indicates the success of time management for the successful teacher. (Covey, 2007: 27).

Statistical Means

The researcher adopted the statistical package (SPSS) and the following statistical methods:

- 1- Pearson correlation coefficient:
- 2- “(T-test)” for two independent samples:
- 3- T-test for correlation coefficient:
- 4- T-test of one sample:
- 5- The positive test of the correlation coefficients for two independent samples:

Presenting and discussing the research results

This section includes a presentation of the results reached by the researcher in the light of questions, as well as discussions as follows:

The results related to the first question:

What is the level of time management for teachers of faculties of education in light of the variables: academic title, years of service, and gender?

To answer this descriptive question, the researcher extracted the arithmetic mean, standard deviations, percentages, and rank levels for the response of the sample members to time management by dividing the differences between the highest and lowest degrees (27_135) over (5) to get 5 categories (low, acceptable, medium, high, and very high) according to the variables: academic title, years of service, and gender, as shown in Table (16)

Table (16) shows the arithmetic means, standard deviations, percentages, and the rank level of the research sample members in time management according to the variables: academic title, years of service, and gender.

Variable	Sample	No	Level of rank	Percentage	Standard deviation	Arithmetic mean
Academic title	Prof.	28	High	0.815	10.868	110.04
	Asst. prof.	99	Very high	0.848	9.789	114.55
	Lect.	117	Very high	0.852	9.020	115.03
	Asst. lect	56	High	0.838	9.570	113.20
Years of service	Less than 15 years	138	Very high	0.841	8.946	113.61
	16 years and more	162	Very high	0.847	10.174	114.44

Gender	Males	185	High	0.838	9.56	113.183
	Females	115	Very high	0.855	9.566	115.469
Total		300	Very high	0.844	9.622	114.06

Rank:

Low = (27 - 48.6), Fair = (48.7 - 70.2), Medium = (70.3 - 91.8)

High = (91.9 - 113.4), too high = (113.5 - 135).

It is evident from Table (16) that the level of time management among the research sample members of the teaching faculties of education at the University of Mosul was very high with a percentage (84%) of various academic titles, duration of years of service, and gender. There are relative differences among these levels. Since the level of time management was very high for teachers of colleges of education, we conclude that these results are consistent with the study of Al-Naqeeb (2021), which found that school managers have a high level of time management. This means that school managers have time management. The study also agrees with Mahdi's study (2017) which states that middle school managers possess a good level of time management skills and are keen to pursue work.

It was found that the level of time management of female instructors is higher than male instructors, because female instructors have a higher focus during job performance. The researcher attributes the reason to the lack of movement and visits during work hours, as their teaching peers, as well as the lack of preoccupations and responsibilities outside work. This is due to the fact that the guardianship is for men, as well as social relations to a lesser extent. The nature of a woman's structure and her family role in raising children is more concerned with seriousness, commitment to time, and more concern for family matters than men. This is reflected in the career work. This result is consistent with Al-Astal's study (2009) in that there are statistically significant differences among the average estimates of the degree of effectiveness of time management among secondary school managers in Gaza Governorate. From manager's point of view, it is attributed to the gender of the manager in the field of administrative tasks in favor of females. Those whose academic title was "lecturer" had a higher level of time management than their peers. The reason is that they are not assigned to discuss and supervise master's theses and doctoral theses (Prof and Asst. Prof). As for the title (Lect. and Asst. Lect.), as they devote their time to educational or administrative tasks only. They want to prove their existence in order to build a reputation. Instructors with this title usually try with all their efforts to commit to work for development and catch up with their professors who are older and have an academic title, as they are good role models for their students and professors with less academic degrees. It was found that the instructors with years of experience (1-15 years) were of equal level with a significant difference with their teaching peers with service (15 years or more).

The researcher attributes these indicators to the fact that their academic preparation was at the best, since the University of Mosul is one of the oldest and distinguished universities in terms of preparation and dedication to the principles of discipline during job performance, as well as professionalism in accuracy at work, as the sample was entirely of degree holders from the University of Mosul. The researcher got to know this information through the scale during distribution as the research sample in terms of filling the scale. It is to mention that there is a follow-up at the various administrative levels (hierarchical) from top to bottom as well as the training courses that they entered by default or in presence, and educational and training workshops towards the use and employment of time and electronic platforms that stimulate

achievement and excellence. We must address the point that every person who works in the academic field has a goal to rise to a higher academic rank. These goals aim to adhere to time and to be away off procrastination.

Results related to the second question:

Are there statistically significant differences at the level of significance (0.05) between the arithmetic means achieved for time management among the members of the research sample and the hypothetical mean according to the variables: academic title, years of service, and gender?. To answer this question, the researcher applied the t-test to one sample to compare the arithmetic means achieved in the first question and the hypothetical mean (81) according to the variables: academic title, years of service, and gender. The data and results were included in Table (17).

Table (17) shows the results of the t-test for one sample between the arithmetic means achieved for time management and the hypothetical mean according to the variables: Academic title, years of service, and gender.

Variable	Sample	No	Hypothetical mean	T-value		Arithmetic mean	Standard deviation	Degree of freedom
				Tabular	Calculated			
Academic title	Prof.	28	81	2.06	14.137	110.04	10.868	27
	Asst. prof.	99		1.98	34.097	114.55	9.789	98
	Lect.	117		1.98	40.805	115.03	9.020	116
	Asst. Lect.	56		1.67	25.177	113.20	9.570	55
Years of service	Less than 15 years	138		1.98	42.819	113.61	8.946	137
	16 years and more	162		1.98	41.841	114.44	10.174	161
Gender	Males	185		1.98	45.706	113.183	9.56	184
	Females	115	1.98	38.640	115.469	9.566	114	
Total		300		1.98	59.512	114.06	9.621	298

All the calculated values are greater than the tabular values, which means there is a statistically significant difference. It is clear from the table that all the calculated and verified T-values of the research sample members were greater than the tabular T-values at the significance level (0.05) and the degree of freedom (1(n)), which means that there are statistically significant differences between the achieved means as a whole and the hypothetical mean, in favor of those means. These results are in agreement with the results of the study of Al-Astal (2009). There are statistically significant differences between the expected average estimates of the degree of effectiveness of time management for secondary school managers in Gaza Governorate from the manager's point of view due to the gender of the manager in the

field of administrative tasks in favor of females.

The study also agreed with Taibi (2017) that there are statistically significant differences in the planning of department heads due to the variable of the scientific department, in addition to the fact that department heads will use a skill that organizes time to a large extent according to the professor's opinion. There are also statistically significant differences in the skill of controlling time for department heads from the teachers' point of view. The researcher attributes these results to the individuals of the research sample in general according to the variables (academic title, years of service, and gender). It is clear from the table that all the calculated and verified T-values of the research sample members were greater than the tabular T-values at the significance level (0.05) and the degree of freedom (1(n), which means that there are statistically significant differences between the achieved averages as a whole and the hypothetical mean, in favor of those means. The researcher attributes these results to the individuals of the research sample in general and their types according to the variables (academic title, years of service, and gender) to the enjoyment of teaching faculties of education according to gender (male, female) and academic title (Prof., Asst. Prof., Lect., and Asst. Lect.) years of service (15 and less and 16 and more) with an appropriate amount of time management is higher than the hypothetical mean (81). They were generated by determining the quantity and quality of the information presented in the lesson and attending the hall on time. Dividing the lecture time according to the difficulty and ease of information and using educational means to facilitate access to information and to ask short questions lead to specific goals and to provoke students' motivation towards learning to draw their attention, refuse participation that has nothing to do with the lesson, reject calls during the lesson, and maintain calm when the class is not controlled.

Conclusions

In light of the research results, the researcher came up with the following conclusions:

1. The instructors of the faculties of education at the University of Mosul have a high level of time management.
2. It was found that the level of time management of female instructors is higher than that of male instructors, because female instructors have a higher focus during job performance.
3. It was found that those whose academic title was (Lect.) had a higher level of time management than their peers.

Recommendations

In light of the research results, the researcher recommends the following:

1. The Continuing Education Center, in cooperation with the Department of Educational Sciences, should open training courses for new assistant lecturers on time management skills.
2. The deanships of the College of Education should pay attention to sending instructors to foreign universities to benefit from the development of time management.

Suggestions

To complement the current research, the researcher suggests conducting the following future studies:

- 1- Time management and its relationship to social responsibility among instructors of the University of Mosul.
- 2- The effectiveness of a training program for middle school managers to develop their time management skills.

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