



UTICAJ UPRAVLJANJA VREMENOM NA PERFORMANSE ZAPOSLENIH NA  
PRIMERU KOMPANIJE ZA PRERADU NAFTE „AL-ZAVIJA“

THE IMPACT OF TIME MANAGEMENT ON THE PERFORMANCE OF EMPLOYEES  
AT AL-ZAWIA OIL REFINING COMPANY

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Field –ENGINEERING MANAGEMENT

**Abstract** – *The company's activities are represented in crude oil refining, asphalt manufacturing, mixing, and bottling mineral oils. In addition to exporting crude oil through the company's oil port and supplying some oil derivatives needed by the local market, our production units and affiliated facilities have been designed according to international standards and have been provided with the means to protect the environment and occupational safety required by the nature of work in them. Importantly, Al-zawiya Oil Company still lacks a good time management.*

**Keywords** – *Time control, Time management, Time planning, Time goal, Employees performance*

1. INTRODUCTION

Time management is defined as set of strategies that an individual resorts to invest time in the best possible way to accomplish more work in less time by setting plans, organising priorities, and knowing how to divide them into time periods to complete them in record time, even if the person is under pressure or the time available. In short, working without time management leads to failure, which causes damage to effectiveness and efficiency and creates a feeling of anxiety and tension.

Time management is also known as a modern strategic concept that stems from the general vision of the institution's mission and accompanies the techniques and mechanisms of this concept at every stage [1].

2. THEORETICAL BACKGROUND

The company seeks to utilize its resources effectively with the aim of growth, survival and continuity.

And time is one of the most important of these resources, although it is available to everyone to the same extent, but they differ in how to exploit it and deal with it, and this is mainly due to the multiplicity of visions about time management, and we have tried through this article to address the characteristics of time and its relationship to the theories and functions of management and As well as factors that would affect time management and other elements related to time management in the company [2].

NAPOMENA:

Ovaj rad proistekao je iz master rada čiji mentor je bio prof. dr Bojan Lalić.

2.1. Task Definitions for Time Management

The individual identifies his tasks that he wants to accomplish and puts them in a list that includes all the important, urgent, and quick work that can be accomplished within a short time, and then moves on to the longer tasks so that the individual can know what must be accomplished first and do it without forgetting any of them, which is one of the most important time management priorities.

Responsibilities and tasks must be prioritized and divided according to their importance, so that priority is given to the most important work, which benefits the individual, his work, and his team more than other tasks that are of less importance methods [3].

2.2. Organizing Time Management

A person should avoid chaos in his work because it creates an unsuitable work environment that leads to the inability to complete the tasks he wants to achieve. Therefore, it is necessary to organise the work files appropriately and to arrange the tools that the person uses frequently in a place designated for them [4].

2.3. Time Management Tasks

The individual defines his tasks that he wants to accomplish and puts them in a list that includes all the important, urgent and quick tasks that can be accomplished in a short time, then he moves on to the longer tasks so that the individual can know them. What needs to be done first and done without forgetting any of it is one of the most important ways to manage time

Likewise, responsibilities and tasks must be prioritized and divided according to their importance, so that priority is given to the most important work, which benefits the individual, his work, and his team more than other less important tasks [5].

2.4. The Importance of Time Management

There many benefits of time management as follows Reducing stress in time management for employees' Enjoyable time management and a list of tasks and priorities helps you feel that you are making tangible progress in getting work done. Which in turn leads to avoiding feelings of anxiety and stress.

Gain job opportunities, and enjoy the time. Fun time management reduces wasted time for work that has no meaning or value and invests it in more important work. It is one of the most important qualities that the employer wants and looks for in his employees, which provides many career opportunities for the person who is able to organize his time.

Enjoying time Good and effective time management gives a person more time to enjoy in his daily life, doing his business or hobbies and other personal activities that interest him.

### 2.5. Improving Performance in Time Management

Organizing time gives the individual the opportunity to develop a better perception of everything the task requires to achieve it and the time it needs, which makes him able to set a schedule that he must follow, so that he becomes more focused in his work and makes the necessary effort to achieve the best possible performance, and this helps him to accomplish many tasks. In less time and take advantage of all opportunities to accomplishes many of them as possible.

### 2.6 Types of Time

#### 2.6.1. Creative time

*Creative time* is the type of time devoted to the process of thinking, analysis, and future planning, as well as organizing work and evaluating achievement and many activities in which this type of time is practiced because it requires deep thinking, analysis, and evaluation [6].

*Preparatory time* is the period before the commencement of work, during which information is gathered and arrangements are made to prepare the necessary resources such as rooms, machines, or any requested orders. This time is dedicated to ensuring everything is ready before initiating the actual work.

*The productive time* means the time spent in carrying out the work that was planned and prepared in the previous two types, and the administrator must balance the creative time and the preparatory time. And productive time to ensure a worthwhile investment of time in the exploitation of available resources.

### 2.4. Score for time management on the performance of Al-Zawia Oil Refining Company

By knowing the impact of time management functions on the performance of Al-Zawia Oil Refining Company, the study sample amounted to [two hundred] male and female employees, and the study adopted the descriptive analytical approach.

The questionnaire "consisting of (30) paragraphs on the study population, and in light of this, data were collected and analysed using the statistical package, and a set of descriptive and inferential statistical methods were used to analyse data and test hypotheses.

## 3. RESEARCH METHODOLOGY

The study recommends that Al-Zawia Oil Refining Company continue to apply time management processes, as this study has proven the existence of this application on its performance.

Increasing interest in modern technological means to assist in the process of organizing time because of its impact on completing tasks faster and in less time. The continued interest of senior management in the expertise and competencies of employees and benefiting from them in all fields, especially in the field. From planning time and controlling time.

### 3.1 . Study Population and Sampling Unit

The study population consists of workers in the upper, middle and first departments, department heads, department managers and executive managers who are at the top of their work in the Al-Zawia Oil Refining Company. The sample size was (120) male and female employees. Distributed according to the tables shown [8].

### 3.2. Data Collection Method

The method of collecting data related to the study depends on the sources. The preparation of the questionnaire, which is considered the main and reliable study tool in this study to collect data to cover all the variables of the study, and the questionnaire was taken into account when preparing the questionnaire to adapt to the environment. Al-Zawia Oil Refining Company, within five main sections, as follows, the first section includes the personal and functional data of the study sample, including age, gender, educational qualifications, years of experience, and job title. Second: The second section included time management and included four main axes (time planning, time management, guidance for investing time, and time control].

Third: The third section included performance, including two main axes [employee satisfaction, internal operations efficiency.

### 3. 3. Questionnaire Distribution Procedures

A number of (150) questionnaires were distributed at Al-Zawia Oil Refining Company, where the number of returned questionnaires reached (125), With a recovery rate of [82%], and were excluded due to the lack of response to some or all of the information, by members of the study sample, and (118) questionnaires remain valid for conducting statistical analysis after exclusion [7]. The percentage of valid questionnaires for statistical analysis (80.1%) of the total number distributed.

This part includes a set of questions related to the company's application of time management.

- \* Is the company working on defining the main business objectives?
- \* Does the company work on planning work before starting to complete it on a daily basis?
- \* Is the company interested in coordinating the timing of work completion?
- \* Is the company focused on sharing information optimized to invest time in it

## 4. IMPACT OF TIME MANAGEMENT ON THE PERFORMANCE OF AL-ZAWIA OIL REFINING COMPANY

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Management [time planning, time management, direction to invest time] control over time and performance, employee satisfaction, and efficiency of the company's internal operations at the index level  $\geq 0.05$ .

\* There are statistically significant differences at the level of 0.05 in the degree of application of time management in Al-Zawia Oil Refining Company due to the variables (age, gender, number of years of experience, educational qualification, job title) [7].

## 5. CONCLUSION

We recommend working on developing the concept of time control by consolidating the concept of self-control among employees, and the company's management continues to maintain employees and pay attention to their level of satisfaction, as a basic motive for work, which is reflected in the quality of work. And the services it provides to customers and thus the company's positive performance and work to increase the interest of the company's management in obtaining higher educational qualifications for its employees. Increasing interest in the process of directing and investing time by the company's management. Increasing interest in modern technology means helping in the process of organizing time because of its impact on completing tasks faster and raising the level of employee satisfaction.

Work to continue to motivate the employees financially and morally and to supervise and follow up with them periodically to increase the employee's ability to use the time in the required manner, because of the role of the human element in the success of the time management process in The company's continued interest in the senior management and managers in the expertise and competencies of the workers, and the leaders of them in all fields, especially in the field of time planning and the field of time control [9][10].

## 6. LITERATURE

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