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THE RELATIONSHIP OF TIME MANAGEMENT IN RELIEVING WORK STRESS

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ABSTRACT

A descriptive correlation design was used in the current study conducted to assess the relationship of time management in relieving work stress from the period of 9th May, 2024 to 30th June, 2024. A purposive (non-probability) sample of (95) Teaching staff and staff worked at the college of nursing, university of karbala. The data were, were based on a dual-part self-report questionnaire. Part one consisted of questions about the participants' traits; Part two covered time management in its four dimensions (time planning, time organization, time direction, and time control); and Part three included work stress in its three dimensions (role ambiguity, role conflict, role burden) collected through interviews. Data were analyzed and interpreted through use application of Statistical Package for Social Sciences (SPSS), version (IBM 26). The result of the present study showed work stress domain three have significant correlation with domain four and overall time management.

KEYWORDS

Time Management, Work Stress.

Highlights

- Nearly half of the lecturers in this survey faced moderate work stress.
- Over Two-thirds of the lecturers nurses reported good time mangement
- A robust positive correlation was observed between time mangement and work stress.
- Time mangement might impact on reducing work stress.
- Further research is needed to understand the cause-and-effect relationship.

Plain Language Summary

This study examined the relationship of time management in relieving work stress. More than half of the lecturers who responded to the survey said they had been good time management in four domains and moderate level of work stress. These two factors were determined to have a substantial correlation by the survey. The study indicates that making work environments college safer is crucial. To create strategies that effectively reduce work stress at lecturers, more research is required.

INTRODUCTION

Effective time management plays a crucial role in today's fast-paced world, where individuals face numerous challenges and responsibilities. It is vital for reducing work-related stress, promoting personal well-being, and maintaining professional performance. By mastering time management skills, individuals can achieve a balance between work and personal life, leading to increased productivity and reduced feelings of stress (Barletta et al., 2023). Moreover, effective time management enables individuals to prioritize tasks, set realistic goals, and allocate time efficiently to

accomplish them. By planning ahead and organizing their schedules effectively, individuals can avoid last-minute rushes and deadline pressures, which are common triggers for work stress. Work-related stress typically arises when there is a lack of compatibility between individuals and their work environment. Work stress refers to the harmful physical, mental, and emotional responses that occur when the requirements and expectations of a work do not align with the talents and capacities of the individual (Noor, N., Rehman, S., & Gull, M ,2023).

Additionally, time management fosters a sense of control over one's workload and allows for better decision-making when faced with competing demands. Ultimately, by cultivating good time management habits, individuals can experience a sense of accomplishment, reduce anxiety levels, and improve overall quality of life (Qtait & Sayej, 2024). According to the research published in the Journal of Occupational and Environmental Medicine, individuals who effectively manage their time experience lower levels of psychological stress and fatigue in the workplace. This finding underscores the significant impact of time management on mental well-being and work performance (Sushyk & Sushyk, 2021). Achieving a work-life balance is essential for maintaining personal health and mental stability. By learning time management techniques, individuals can mitigate work-related pressures, leading to an overall sense of well-being in their lives. This balance is a cornerstone of personal and professional success (Shaikh et al., 2023). It is essential to highlight the psychological and health aspects of an individual when discussing the importance of time management. Mental and physical balance is a fundamental pillar in achieving personal and professional success (Woolford et al., 2022). In summary, effective time management plays a vital role in alleviating work-related stress, enhancing individual well-being, and ultimately, investing in both their health and professional performance (Black & Britt, 2022).

METHODOLOGY

Design, Population, and Setting

A descriptive correlation study design was conducted to assess the relationship of time management in relieving work stress from the period of 9th May, 2024 to 30th June, 2024. Study was conducted at the college of nursing, university of kerbala. A non-probability (purposive sample) of (95) Teaching staff and staff worked at the College of Nursing, University of Karbala. The official authorities involved in this subject must receive a formal request before the current research may be started in order to properly begin. A protocol for research design was established as part of the research procedure. The protocol included: title, objectives and questionnaire were presented to the Ethics Committee formed within the college of nursing, and therefore agreed to conduct the study.

Data collection instruments:

The version of the questionnaire which was used in the current study taken from the Arabic study of (Hoho & Munasiria, 2017) The researcher relied in preparing this questionnaire on a group of previous questionnaires related to topics similar to the subject of the study the questionnaire was divided into two main sections: Part I: Demographic Data: The socio-demographic includes age, gender, level of education, experience years, and residence.



Time management questionnaire:

To address the analytical aspects of the study topic, we resorted to collecting primary data through the questionnaire as a main research tool, which is considered a model consisting of 28 questions. In preparing this questionnaire, we relied on a group of previous questionnaires. Observations, which resulted in excluding some phrases and modifying the wording of some other phrases. In the end, we were able to produce it in its final form and direct it to a group of employees in faculty of nursing in University of Karbala. This part of the instrument includes two sections (28 items). This section includes questions about time management in its four dimensions (time planning the number of its items from 1-4, time organization the number of its items from 5-8, time direction the number of its items from 9-12, and time control the number of its items from 13-16). This questionnaire was used in (Rahmatallah.,2024)

Work stress questionnaire:

The third part of the instrument this section includes questions about work stress in its three dimensions (role ambiguity the number of its items from 17-20, role conflict the number of its items from 21-24, role burden the number of its items from 25-28). The response was designed on the questionnaire using the Likert scale method quintet, as the following: strongly agree, agree, neutral, disagree, strongly disagree.

Validity of the Questionnaire:

The validity of the study tool was tested through both apparent validity and internal consistency validity. To test the apparent validity of the study tool, the questionnaire was judged by six professors from the faculty members at the College of Nursing/University of Karbala and then distributed to the study community. They were asked to review the questionnaire the majority of experts agreed that the questionnaire was appropriately designed to measure the problem statement. Based on the experts' suggestions and recommendations, slight changes and modifications were made. The internal consistency validity (structural validity) of the tool was also confirmed by calculating the Spearman correlation coefficient between each statement of the questionnaire and the axis to which it belongs.

Pilot Study:

A pilot study is done before data collection, it was applied on (10) Teaching staff and staff worked at the university of kerbala , college of nursing .The average time taken was for answering questionnaire is nearly (10) minute, the pilot study was conducted from 13th , May, 2024. The sample that was used in the pilot research is not included in the original study.

Reliability of the Instrument:



Cronbach’s alpha coefficients were used to test reliability of the current study instrument. The result of the test showed acceptable and demonstrated construct validity. Cronbach’s alpha 0.79 for time management, Cronbach’s alpha 0.75 for work stress.

Data collection:

After the approval of faculty deanship of nursing, university of kerbala, participants were given the questionnaire and asked to fill it out in its entirety using the self-administer approach. The data collect teaching staff and staff worked at the university of kerbala ,

college of nursing .The time for data collect was start from 8:30 a. m to 2:00 p.m. The data collection process has been performed from 15th, May, 2024 to 23th, May, 2024.

Data Analysis:

The data were analyzed and interpreted through use of the application of Statistical Package for Social Sciences (SPSS) version (IBM 26)

RESULTS

Table one: Time management overall

Statement	Levels	Frequency	Percent
Time management overall	Fair	21	22.1
	Good	74	77.9
	Total	95	100.0

Table two: the level of time management for the participants.

Statement	Levels	Frequency	Percent
Time management domain 1	Poor	1	1.1
	Fair	3	3.2
	Good	91	95.8
	Total	95	100.0
Time management domain 2	Poor	0	0
	Fair	6	6.3

	Good	89	93.7
	Total	95	100.0
Time management domain 3	Poor	1	1.1
	Fair	26	27.4
	Good	68	71.6
	Total	95	100.0
Time management domain 4	Poor	0	0
	Fair	21	22.1
	Good	74	77.9
	Total	95	100.0

Table one and two shows that good time management for all, the findings were the following: overall time management was 95.8%, domain one-time

management was 95.8%, domain two-time management was 93.7%, domain three was 71.6%, domain four-time management was 77.9%.

Table three: work stress overall and the level of work stress among participants.

Statement	Levels	Frequency	Percent
work stress overall	Low	14	14.7
	Moderate	69	72.6
	High	12	12.6
	Total	95	100.0
Time management domain 1	Low	8	8.4
	Moderate	62	65.3
	High	25	26.3



	Total	95	100.0
Time management domain 2	Low	12	12.6
	Moderate	50	52.6
	High	33	34.7
	Total	95	100.0
Time management domain 3	Low	22	23.2
	Moderate	54	56.8
	High	19	20.0
	Total	95	100.0

Table three 72.6% of total participants have moderate work stress followed by 14.7% who have low work stress as overall, in details work stress 1 was moderate

in 65.3% of sample, and the work stress 2 also was moderate in 52.6% of the participants and finally, 56.8% of the work stress 3 was moderate.

Table four the correlation between the different variables of the study.

Statement			Time management	Time manageme1	Time management 2	Time management 3	Time management 4	work stress	work stress 1	work stress 2	work stress 3
Spearman's	Time management	Correlation Coefficient	1.000	.537**	.653**	.686**	.690**	-.040-	.134	-.073-	-.184-
		Sig. (1-tailed)	.	.000	.000	.000	.000	.351	.097	.242	.037
		N	95	95	95	95	95	95	95	95	95
	Time management domain 1	Correlation Coefficient	.537**	1.000	.369**	.216*	.079	.068	.051	.041	.012
		Sig. (1-tailed)	.000	.	.000	.018	.223	.256	.312	.348	.455
		N	95	95	95	95	95	95	95	95	95



Time management domain 2	Correlation Coefficient	.653**	.369**	1.000	.190*	.311**	.000	.223*	-.095-	-.112-
	Sig. (1-tailed)	.000	.000	.	.032	.001	.499	.015	.179	.140
	N	95	95	95	95	95	95	95	95	95
Time management domain 3	Correlation Coefficient	.686**	.216*	.190*	1.000	.364**	-.023-	-.025-	.051	-.103-
	Sig. (1-tailed)	.000	.018	.032	.	.000	.413	.406	.310	.161
	N	95	95	95	95	95	95	95	95	95
Time management domain 4	Correlation Coefficient	.690**	.079	.311**	.364**	1.000	-.148-	.028	-.173-	-.204-
	Sig. (1-tailed)	.000	.223	.001	.000	.	.077	.396	.047	.024
	N	95	95	95	95	95	95	95	95	95
work stress	Correlation Coefficient	-.040-	.068	.000	-.023-	-.148-	1.000	.728**	.827**	.733**
	Sig. (1-tailed)	.351	.256	.499	.413	.077	.	.000	.000	.000
	N	95	95	95	95	95	95	95	95	95
work stress 1	Correlation Coefficient	.134	.051	.223*	-.025-	.028	.728**	1.000	.448**	.290**
	Sig. (1-tailed)	.097	.312	.015	.406	.396	.000	.	.000	.002
	N	95	95	95	95	95	95	95	95	95
work stress 2	Correlation Coefficient	-.073-	.041	-.095-	.051	-.173-*	.827**	.448**	1.000	.485**
	Sig. (1-tailed)	.242	.348	.179	.310	.047	.000	.000	.	.000
	N	95	95	95	95	95	95	95	95	95
work stress 3	Correlation Coefficient	-.184-*	.012	-.112-	-.103-	-.204-*	.733**	.290**	.485**	1.000
	Sig. (1-tailed)	.037	.455	.140	.161	.024	.000	.002	.000	.
	N	95	95	95	95	95	95	95	95	95

** . Correlation is significant at the 0.01 level (1-tailed).

* . Correlation is significant at the 0.05 level (1-tailed).

Table four show that there is a significant correlation between the time management as overall and the four domains of the time management at p value less than 0.05, also there is significant correlation between the work stress as overall and the three domains of work stress at p-value less than 0.05 finally; there is correlation between the time management and work stress in the following aspect work stress¹ correlate with domain two time management and work stress 2 have negative correlation with domain four time management, finally; work stress 3 have significant correlation with domain four and overall time management

DISCUSSION

The primary objective of this study was to evaluate the influence of time management skills in relieving work stress. Time management is a vital skill that helps people to be more productive and organized. Good time management is necessary for everybody, especially for university teaching staff whose calendar is often filled with activities and classes. The findings of this study showed that good time management skill were associated with high levels of academic achievement. In table one shows the present study finding revealed that there were highly statistically significant in the total and all time management skills' dimensions. This finding is consistent with (ElShaer A, 2015 & Awad A, 2016) and (Mohamed MM, 2019) who emphasized that statistical significant

improvement were found among nurses regarding time management skills. However, the result of time management among nursing college lecturers, which found that the lecturers generally had a good level of time management.

Work stress among nursing lecturers is caused by excessive workloads or other responsibilities such as Teaching, research and supervision. In table three The present study shows that 72.6% of total participants have moderate work stress. Study by (Gupta et al., 2021) discovered that more than half of the total participants experienced a moderate level of work-related stress have significantly contributed to the overwhelming stress experienced by nurses. Several studies have been conducted on work stress of nurses. In a study, the Greek nurses' work stress was measured to be at moderate level (Chatzigianni D et al., 2018).

In Table four the result of present study shows that there is significant correlation between the time management and work stress as overall at p value 0.05. Study by (Calderón et al. 2020) was agree with present study discovered that determined there was a relationship between time management and work stress who when correlating the data found relations of strong levels. It is worth mentioning that it has been determined that time management has kept a relation with the stress in moderate level. Similarly, the results obtained to Quiliano (2020) as well as those of Aldana, Isea, and Colina (2020), who demonstrated that stress

kept a close association related to time management in academic life.

In table four the result of current study show did not found any statistically significant difference between work stress and demographic data at p value 0.01 level. Studies by (Yim et al., 2017 and Sabzi et al., 2017) consistent with the findings of present study did not find any significant difference between the mean of nurses' work stress and their age. regard sex some studies agree with present result that there was no relationship between the mean of work stress of nurses and their sex (Chatzigianni Det al., 2018) (Yim Het al., (2017). Regarding educational level study by (Wu H, et al., 2010) consistent with the findings of present study. In our study, did not find any significant difference between the mean of nurses' work stress and their work experience (Sharma et al., 2018) and Sahraian et al., (2013) also concluded the same finding in their studies. Although in our study there was no significant difference between the mean of occupational stress and work experience of nurses, we believe that with the increase in work experience, nurses' occupational stress is expected to decrease. In our opinion, one of the most important factors that can lead to a reduction in the level of occupational stress of nurses with high work experience is the clinical competence that over time increases through the acquisition of various occupational experiences in the field of patient.

CONCLUSIONS

The results of this study add to the body of knowledge regarding lecturer ' stress and time management. There was a statistically significant positive correlation between the the time management and work stress as overall . Therefore, a time management preparation program and stress management training programs should be provided for nursing lecturers. Understanding work stress involves recognizing the various factors that contribute to it and implementing strategies to mitigate its impact. Effective time management is a powerful tool that can help individuals manage their workload, regain control, achieve work-life balance, and reduce stress levels. By mastering time management skills, individuals can enhance their well-being, improve job performance, and cultivate a healthier work environment. It is crucial for individuals to prioritize self-care, set boundaries, and practice mindfulness to effectively navigate work-related stress and maintain overall health.

Recommendations:

In the realm of reducing work stress through effective time management, several key strategies can significantly impact one's ability to balance professional demands and personal well-being. Here are some tailored recommendations to optimize time management for stress reduction:

1. Prioritize Tasks Efficiently:



- a. Begin each day by outlining priorities and dedicating focused time to essential tasks.
- b. Utilize tools like to-do lists or time-blocking techniques to structure your day effectively.
2. Set Realistic Goals and Boundaries:
 - c. Establish achievable goals that align with your workload and skill set to avoid feeling overwhelmed.
 - d. Define boundaries between work and personal life to maintain a healthy balance and prevent burnout.
2. Utilize Technology for Productivity:
 - a. Leverage productivity tools and apps to streamline tasks, manage workflow, and avoid distractions.
 - b. Implement time-tracking software to monitor progress and identify areas for improvement.
3. Delegate and Collaborate:
 - a. Delegate tasks that can be handled by others to free up time for high-priority responsibilities.
 - b. Foster collaboration within teams to distribute work effectively and leverage collective skills and expertise.
4. Practice Mindful Time Management:
 - a. Incorporate mindfulness techniques such as deep breathing or short breaks to stay focused and reduce stress during work hours.
 - b. Avoid multitasking and focus on one task at a time to enhance productivity and reduce mental fatigue.
5. Schedule Breaks and Self-Care:
 - a. Allocate regular breaks throughout the day to recharge and prevent burnout.
 - b. Prioritize self-care activities like exercise, healthy meals, and adequate sleep to support overall well-being.
6. Reflect and Adjust Routinely:
 - a. Reflect on daily time management practices to identify areas of inefficiency or time wastage.
 - b. Continuously adjust your schedule and routines based on feedback and self-assessment to optimize productivity and minimize stress.
7. Develop a Resilient Mindset:
 - a. Embrace challenges as opportunities for growth and learning, fostering a resilient attitude towards work-related stress.
 - b. Cultivate a positive outlook and practice gratitude to counteract negativity and maintain motivation during challenging times.



By implementing these tailored time management strategies, individuals can proactively reduce work stress, enhance productivity, and improve overall quality of life. Effective time management serves as a powerful tool in navigating work demands while prioritizing mental and emotional well-being. Remember, consistency and adaptability are key in mastering the art of time management and stress reduction.

Study limitations:

There are a few limitations of this study that restrict the generalizability of the findings. First, the study relied on self-report measures. No objective measures were used in this study. Second, there was a limited sample size; thus, replications of this study are needed that include larger samples from different nursing college.

Ethical Considerations

Compliance with ethical guidelines

The University of Karbala / college of Nursing has independently examined the study protocol. The Declaration of Helsinki was followed throughout the entire study protocol.

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