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RESEARCH ARTICLE

A STUDY TO ASSESS THE LEVEL OF TIME MANAGEMENT ON DAILY ROUTINE AMONG NURSING OFFICERS IN SMVMCH AT PUDUCHERRY

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Abstract

Time management is the process of organizing and using time so that an individual can work as efficiently as possible and produce a highly productive result. A study to assess the level of time management on daily routine among nursing officers in SMVMCH at Puducherry. A descriptive research design was selected for this study to assess the level of time management on daily routine by using time management personal assessment among nursing officers in SMVMCH, Puducherry. Purposive sampling technique were used for this present study. The total number of 100 Nursing officer were selected for this study. The collected data was analyzed by using descriptive and inferential statistics. In level of time management on daily routine, majority 67% of them belongs to Fairly time management skill and 20 % belongs to Time management skill should be improved, 13 % belongs to Excellent time management skill. There is a significant association between the age group, gender, religion, residence and designation, duration of service in SMVMCH at the level of $p < 0.05$. Whereas the other demographic variables have no significance at the level of $p < 0.05$. It is concluded that the time management among nursing officers were found to be level and it need to have an attention at the earliest to manage their time management in excellent way, on the later days.

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Introduction:-

Time is defined as a unit that measures the length and chronological sequence of past, present, and future events. (2) Time is a valuable resource that keeps slipping away without ending. Time cannot be managed since it is an uncontrollable aspect; tasks must be completed according to the passing of time. (3) The industrial revolution gave rise to the idea of time management, which has since evolved into the current idea of working successfully and efficiently. Consequently, its significance has been growing day by day. (4) Time management's benefits are the answer to improving organisational effectiveness. The effectiveness of time management is difficult to quantify, yet it is heavily influenced by an employee's performance. (5) In university education, competent and efficient time management are equally crucial. University students must balance their social lives, extracurricular activities, and academic obligations in a finite amount of time. (6)

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Time management is the process of organising and using time so that an individual can work as efficiently as possible and produce a highly productive result. Time is a means to help people manage their time so that every decision they make is beneficial to their lives. Time is irreplaceable. (1) Therefore, the science of time management entails goal-oriented planning, organisation, and coordination. Self-time management refers to a person's capacity to organise their day and carry out tasks successfully and efficiently. Its guiding principles state that one should be realistic and committed to completing a task, reduce distractions, be orderly and approachable about things, and balance other aspects of life. (7)

Need For The Study

According to a study, there are differences in time management techniques around the globe. Time management practises were reported to be widespread, with a rate of 69.5%, according to a study on the factors influencing time management and nurses' performance in Hebronhospital, Palestine. (8)

According to a 2011 study on time management and organisational performance in Pakistan, time management was used on average by 30% of the 1200 participants. A survey conducted in the UAE (United Arab Emirates) found that 49% of employees practise time management and that 56% of workers lack the skills of planning, prioritising, and arranging time for their work. There was an introduction of time management strategies in every firm, but there is still a gap in reaching productivity and increasing the performance of employees. There was limited previous research about time management practise; however, there was no published data about time management practise among primary hospital employees in Ethiopia, including the study setting. (8)

Statement Of The Problem

A study to assess the level of time management on daily routine among nursing officers in SMVMCH at Puducherry.

Objectives:-

1. To assess the level of time management on daily routine among nursing officers
2. To associate the level of time management on daily routine among nursing officers with their selected demographic variables.

Assumptions

It is assumed that there will be an association between the level of time management in the daily routine among nursing officers with their selected demographic variables.

Research Approach

A Quantitative research approach was adopted for this present study.

Research Design

A Descriptive research design was adopted for this present study.

Setting The Study

The study was conducted in SMVMCH at Madagadipet, Puducherry.

Population

All Nursing officer in SMVMCH.

Sample

Nursing officer working at SMVMCH at Madagadipet, Puducherry.

Sampling Technique

Purposive sampling technique was used in this study.

Sample Size

100 - Nursing officer was used as a study subject.

Criteria for sample Selection**Inclusion criteria**

- Nursing officer who was working at SMVMCH.
- Both male and female Nursing officer.
- Nursing officer who was willing to participate.
- Nursing officer who knows Tamil and English.

Exclusion criteria

- Nursing officer who are absent at the day of data collection.
- Nursing officer who has any physical problem.

Development & Description Of Tool

Section-A: Demographic data. It consists of demographic data for Nursing officer such as Age, Gender, Religion, Residence, Family monthly income, Marital status, Type of Family, No. of children and Total no. of family members, Professional qualification, Designation, Area of posting, Type of work, Duration of service in SMVMCH, Travel time and Mode of transport used to come to workplace.

Section B: Time Management Personal Assessment: A 25-item questionnaire designed to measure Time Management. Participants answer on a 3-point rating scale ranging from Always (2), Sometimes (1) and Never (0), i.e. a theoretical score range from 0 to 50.

Scoring Interpretation**Time Management Personal Assessment**

TOTAL SCORE	
0-30	Time Management Skill Should Be Improved
30-44	Fairly Time Management Skill
45-50	Excellent Time Management Skill

Organisation Of The Data

- **Table 4.1:** Frequency and percentage wise distribution of demographic variables among nursing officers in SMVMCH, Puducherry.
- **Table 4.2:** Frequency and percentage wise distribution on level of time management on daily routine among nursing officers in SMVMCH, Puducherry.
- **Table 4.3:** Association with the level of time management on daily routine among nursing officers with their selected demographic variables

Table 4.2:- Frequency and percentage wise distribution on level of time management on daily routine among nursing officers in SMVMCH, Puducherry.[N=100].

SL.NO	MANAGEMENT SKILLS	FREQUENCY	PERCENTAGE
1	Excellent	13	13
2	Fair	67	67
3	Need to improve	20	20

Table 4.2 reveals that frequency and percentage wise distribution of level of time management on daily routine among nursing officers in SMVMCH, Puducherry. In level of time management on daily routine, majority 67% of them belongs to Fairly time management skill and 20 % belongs to Time management skill should be improved, 13 % belongs to Excellent time management skill.

Management Skills

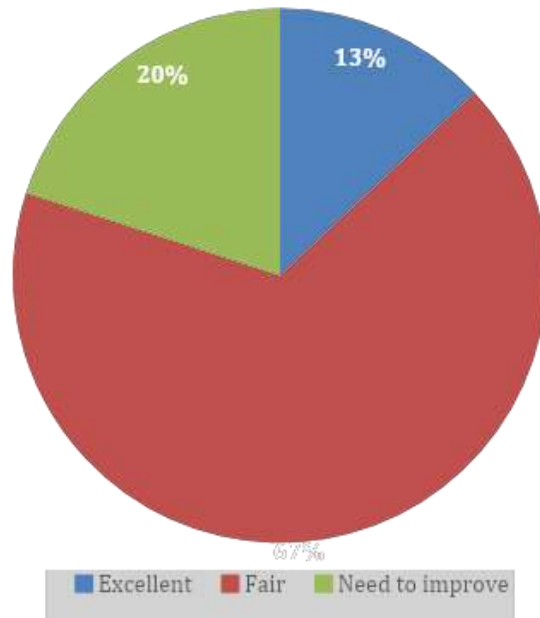


Figure 4.1:- Shows that the percentage wise distribution of management skills.

Table 4.3:- Association with the level of time management on daily routine among nursing officers with their selected demographic variables. [N=100]

DEMOGRAPHIC VARIABLES	Excellent	Fair	Poor	CHI-SQUARE & P VALUE
Age				
21-30 years	11(11)	55(55)	11(11)	18.19 0.001*
31- 40 years	0	7(7)	9(9)	
41-50 years	2(2)	5(5)	0	
Gender				
Male	2(2)	19(19)	13(13)	11.523 0.003*
Female	11(11)	48(48)	7(7)	
Religion				
Hindu	12(12)	64(64)	13(13)	15.689 0.003*
Muslim	0	2(2)	3(3)	
Christian	1(1)	1(1)	4(4)	
Residence				
Rural	2(2)	37(37)	13(13)	10.036 0.040*
Urban	7(7)	21(21)	3(3)	
Semi-urban	4(4)	9(9)	4(4)	
Family Monthly Income				
Below Rs 1,520/-	0	1(1)	0	2.717 0.843
Rs 4,556/- to Rs 7,594/-	3(3)	11(11)	2(2)	
Rs 11,361/- to Rs 15,187/-	4(4)	29(29)	9(9)	
Rs 15,188/- to Rs 30,375/-	6(6)	26(26)	8(8)	
Marital Status				
Married	5(5)	29(29)	9(9)	0.144 0.930
Unmarried	8(8)	38(38)	11(11)	
Type of Family				
Joint	5(5)	26(26)	11(11)	1.735

Nuclear	8(8)	41(41)	9(9)	0.420
No. of Children				
0	11(11)	41(41)	12(12)	7.314 0.293
1	0	8(8)	5(5)	
2	2(2)	14(14)	3(3)	
Above 2	0	4(4)	0	
Total no. of family members				
0-2 members	0	5(5)	1(1)	6.408 0.379
3-5 members	8(8)	43(43)	10(10)	
6-8 members	4(4)	16(16)	5(5)	
More than 8 members	1(1)	3(3)	4(4)	
Professional Qualification				
Diploma in General Nursing and Midwifery	0	2(2)	0	6.738 0.346
Post Basic Nursing	1(1)	3(3)	4(4)	
B.Sc Nursing	12(12)	58(58)	15(15)	
M.Sc Nursing	0	4(4)	1(1)	
Designation				
Nursing Officer	10(10)	44(44)	10(10)	26.775 0.001*
Senior Nursing Officer	0	4(4)	9(9)	
Ward incharge	1(1)	14(14)	1(1)	
ANS	2(2)	5(5)	0	
Area of Posting				
Ward Setting	9(9)	42(42)	8(8)	9.692 0.138
Emergency Setting	0	16(16)	8(8)	
OT Setting	2(2)	5(5)	3(3)	
OPD	2(2)	4(4)	1(1)	
Type of work				
Direct Patient Care	11(11)	50(50)	18(18)	2.478
Ward Supervision	2(2)	17(17)	2(2)	0.290
Duration of service in SMVMCH				
< 5 Years	11(11)	48(48)	10(10)	11.843 0.066*
6-10 Years	0	12(12)	6(6)	
11-15 Years	0	2(2)	3(3)	
16-20 Years	2(2)	5(5)	1(1)	
Travel Time				
5-15 minutes	4(4)	15(15)	3(3)	1.568 0.955
16-30 minutes	3(3)	15(15)	6(6)	
31-45 minutes	4(4)	25(25)	8(8)	
More than 45 minutes	2(2)	12(12)	3(3)	
Mode of transport used for come to the workplace				
Walking	1(1)	1(1)	1(1)	6.936 0.327
Personal vehicle	6(6)	23(23)	10(10)	
Public Transport	4(4)	22(22)	2(2)	
College vehicle	2(2)	21(21)	7(7)	

Table 4.3 reveals that association with the level of time management on daily routine among nursing officers with their selected demographic variables. There is a significant association between the **age group, gender, religion, residence and designation, duration of service in SMVMCH** at the level of $p < 0.05$. Whereas the other demographic variables have no significance at the level of $p < 0.05$.

Discussion:-

This study was conducted to assess the level of time management on daily routine among nursing officers in SMVMCH, Puducherry. The total number of 100 nursing officers were selected for this study. The level of time

management on daily routine was assessed by using time management personal assessment. The study had assessed and the scores were categorized in the interpretation.

The first objectives of the study were to assess the level of time management on daily routine among nursing officers

The data shows that out of 100 samples majority 67% of them belongs to Fairly time management skill and 20 % belongs to Time management skill should be improved, 13 % belongs to Excellent time management skill.

The second objective of the study was to associate the level of time management on daily routine among nursing officers with their selected demographic variables.

The data reveals that that Association with the level of time management on daily routine with their selected demographic variables. There is a significant association between the **age group, gender, religion, residence and designation, duration of service in SMVMCH** at the level of $p < 0.05$. Whereas the other demographic variables have no significance at the level of $p < 0.05$.

Conclusion:-

The study concluded that the time management among nursing officers were found to be fairly level and it need to have an attention at the earliest to manage their time management in excellent way, on the later days. It is also found that time management personal assessment is a valid tool in findings the level of time management among nursing officers and it can be recommended on the regular clinical use for further evaluation.

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