

Yemen Information Center

For Research, Developmental
Studies and Media Production

Working Paper

**Time Management and
Achievement**

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Achievement

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Summary:

This paper deals with an important element in our life which is time and its importance in human life. A person in itself is a stock of time that shows the importance of time management. Time is like any other resource that needs management, good administration and disposal. The paper reveals many facts about time, facts about time management, and the relationship of time management and goal setting. Time was explained and divided. There is time that can be managed and time that cannot be managed such as sleeping and eating times. The paper also discusses some misconceptions and behaviors towards time. The paper uses the Eisenhower Matrix for managing, dividing, and prioritizing tasks. In addition, the most important causes of poor time management skills were reviewed, treatments were presented for these causes, and the paper concluded with 27 tips on organizing and managing time.

Introduction:

The Almighty said (By time, Indeed, Mankind Is In Loss), and on the authority of the Prophet (PBUH) he said (The Feet Of A Slave Of God Shall Not Move From Before His Lord On The Day Of Judgment, Until He Is Asked About Four Things: About His Life And What He Did With It, About His Youth And What He Wore It Out In, About His Wealth And How He Earned It And Spent It Upon, And What He Did With What He Knew). The poet said: The human heart beats for minutes and tells him...that life is minutes and seconds.

Time is of utmost importance in a person's life, and it arises from the fact that wasted time is not compensated as the same as other things such as money, food, housing and other needs. The calculation of the decrease in time starts from the first moment of the birth of a person in this life. If God decreed for you to live 60 years, for example, then after an hour you will have 60 years except for an hour, Because of the great importance of time, God swore by saying (By Time "Al'asr") to honor the time. So it is imperative to have time management appropriate to its importance.

In addition to organizing the time program, a person must make the best use of the time available to him, such as meditating and thinking about the important issues in his life, especially the practical ones, thinking and contemplating in itself is the work, accomplishment and drawing of plans that, if properly designed, will save a lot of time and effort.

The organization of time management should not be limited to the administrative and organizational work related to work only, but rather should allocate sufficient time to life, social and religious matters such as (worship, family and entertainment visits, sports, arts, and following up on news and events).

It is necessary to take into consideration some things that help in organizing time management and its utilization, such as arranging the things around you, whether at home or in the workplace, recording the tasks to be accomplished and what has been accomplished, and then leaving the topics that are useless to practice because it wastes time without benefit. It is imperative to take advantage of the tools, machines and modern technology that are designed to manage and shorten the time and complete work as quickly as possible.

The Importance of Time Management.

Hours and days pass by in our lives, and many of us may not count the work that he did in these hours or those days, as many tasks and burdens may accumulate in a person's life, causing him severe psychological and mental pressures without realizing that he has wasted much time. It would have been better for him to make use of it and employ it in an optimal way to complete and accomplish those tasks and responsibilities entrusted to him.

All of this confirms the importance of time management in our life, at any time or place, and the necessity of objectively reviewing how to manage time and the nature of the manner in which we manage our times. So that any of us does not discover that in the end, he is just a living creature that lives randomly and in chaos, without a specific message, goal, or clear positive outcome in his life.

Time represents an important resource in the lives of individuals and societies, as desired goals can be achieved through effective management, as time is the most valuable asset a person has in his life. Unfortunately, many people may master it in wasting and forsaking it, unaware that they are, in fact, killing themselves. - Ebdaa for Media and Publishing (2009).

Concepts and Terminology

- **Time:** The word (Time) is the source of the verb (appoint a time for “Waket”), and its plural form is (times), which means an amount of time that was destined for a matter. It is said: there is time left with him, that is, an amount of time. As for the term, it can be defined as a concept related to time, and the actions that can be accomplished during it, and it constitutes the original substance of life, available to all people. Al-Hanawi (2011).
- **Time, management and achievement:** Management and time form together an integrated whole; Time is the means that the administration takes in order to accomplish its work and achieve its goals in an organized and effective manner, and after defining time, it must be addressed to the definition of time management. Time management has

been defined in various forms, but it has been agreed that it is concerned with performing work effectively, while ensuring lower costs and better means in order to achieve the desired goals. Among these definitions comes the definition of (Al-Ajami) that time management means: “the management of activities and works that are performed on time and it means the optimal use of time, available resources, and in a manner that leads to the achievement of important goals. Time management also includes knowing how to spend time in the present time, analyzing it, and planning to benefit from it effectively in the future. (Hayel) also defined it as “directing and reformulating the personal capabilities of individuals; take the required work in light of the rules and regulations in place, and this means directing the individual's internal management towards the required performance according to the specified time”.

- **Time management:** Time management can be defined as the optimal use of time and personal capabilities, in order to achieve the desired goals of people or institutions, in order to ensure the preservation of a balance between the private life of the individual and the demands of work, and between the basic needs of the mind, body, and spirit.

Absolute facts:

- Fact # 1: Time is the lifespan of a person and his entire life.
- Fact # 2: Time is a resource that cannot be stocked "the moment that I cannot use is destroyed".
- Fact # 3: Time is an un-exchangeable and unrecoverable resource.
- Fact # 4: Time is the raw material of life.
- Fact # 5: Successful people make good use of their time.
- Fact # 6: Time is one of the blessings for which we will be held accountable. The Messenger of Allah, May Blessings And Peace Be Upon Him, said, "There are two blessings in which many people incur loss. (They are) health and free time (for doing good)".
- Fact # 7: Night and day work in you, so work on them.
- Fact # 8: Time is the capital of a person's life, which is constantly decreasing and by the time it ends, man ends.
- Fact # 9: Time only walks in one direction.
- Fact # 10: Time never goes back.

Facts about time management:

- Fact # 1: 1 hour of planning provides 10 hours of execution.
- Fact # 2: An anxious person needs twice the time to accomplish the same task as the average person
- Fact # 3: It takes an average of 21 days to develop a new habit.
- Fact # 4: Any project tends to take up the time allotted to it. (If we allocate to a group of individuals two hours to complete a specific task, and we allocate to another group of individuals 4 hours to accomplish the same task, we find that both groups end within the time allotted to them.)
- Fact # 5: Time management does not mean doing things faster, it means doing the right things that effectively serve our goals.

Why Time Management

Correct time management adds long hours to your life if you make good use of the lost times. Adding 15 minutes every day means adding 13 working days every year, and adding 30 minutes every day means that you add 26 working days a year, which is equivalent to a new month every year.

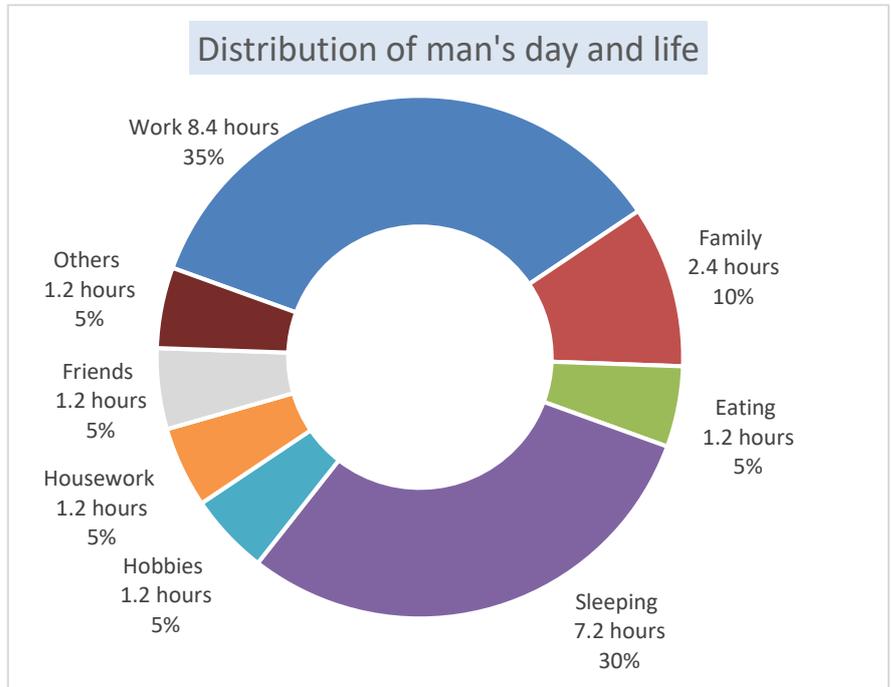
Goals Setting and Time Management

- Give yourself something you strive to achieve - on an ongoing basis (Mark Kay Ash)
- A dream is just a dream, but a goal is a dream based on a plan and a date for implementation. (Harvey Mackay)
- The average person with ordinary potential, ordinary ambition and a normal level of education can outperform the most genius person in our society if the former had specific and clear goals. (Brian Tracy)
- The tongue is incapable of expressing goals which a person can do and achieve when he becomes inspired by them, just as the tongue is unable to express, you can do when you believe in these goals, and the tongue is also unable to express what might happen when you begin to achieve these goals. (Jim Rohn)
- Half of victory is achieved when one becomes accustomed to setting goals and achieving them and even the most tedious and boring work becomes possible when you start each day and you are convinced that every task - regardless of its meanness or boredom - brings you closer and closer to achieving your dreams. (Uj Mandino)
- Success is the progressive realization of valuable preset goals. (Paul Mayer)

- The winners can tell you where they are going, what they intend to do along the way and who will share the adventure with them. (Denise Wheatley)

Amount of Time Available for Management

The day that the individual lives consists of night and day, which in turn is distributed over 24 hours, and the adjacent figure shows the time spent according to different situations: 7.2 hours are spent sleeping which is equivalent to 30% of the day, 8.4 hours are spent at work, which is equivalent to 35% of the day, while the time allocated to the family is 2.4 hours per day, which is equivalent to 10% the



day, as for the time devoted to eating, friends and work, household, hobbies and other work, it is 1.2 hours each, which is equivalent to 5% of the day's length for each.

From the previous figure, we notice that the amount of time that we can manage is limited, as sleep time cannot be dispensed with, as is the time for eating and household chores (“self-arrangement and other personal matters”), and here we can say that we can control 60% of the length of the day or subdue it for our administrative agendas.

Important Note: The figure gives us a wonderful thought as it shows that if a person sleeps 7.2 hours a day, he spends 30% of the length of his day sleeping, and therefore we can generalize that a person will spend 30% of his life sleeping and 5% of his life eating, as well as the rest of tasks.

Kinds of Time:

Time in our life is of two kinds

- A time that is difficult to organize, manage, or benefit from in a way other than what it was designated for.

It is the time that we spend on our basic needs, such as sleeping, eating, resting, and important family and social relationships. It is a time that we cannot benefit from much, other than what it was allocated for. But it is very important to keep our balance in life.

- A time that can be organized and managed.

It is the time that we allocate to work and our private lives and in this particular type of time, a great challenge faces us. Can we make use of this time and make the best use of it. We can divide it into two parts, namely;

1. The Prime time: It is the time when we are fully active and in our mental presence.
2. Idle time: A time when we are in our lowest state of focus and mental presence.

Waste and Mess of Time

- Manifestations of chaos of time:
 - Preoccupation with secondary or marginal matters and neglecting essential matters
 - Giving simple work above the effort and time worth.
 - Wasting long hours in laziness and slackness.
 - Accumulating more than one job at a time, also in one moment.
- Causes of time chaos:
 - The family does not observe the sanctity of time
 - Lazy companions
 - Underestimating the value of time.
 - Neglecting oneself from accountability for business.
 - Being oblivious to the consequences of time chaos.
- Effects of time chaos:
 - The loss of life without benefit and having anxiety and psychological turmoil.

False Behaviors and Beliefs:

- I have no time for organization:

It is said that a woodcutter was working hard to cut down a tree in the forest, but his axe was not sharp, as he had not sharpened it before. Someone passed by him and saw him in that state, and told him why don't you sharpen your axe? The woodcutter said while he was busy in his work: Can't you see that I am busy working?

Whoever says he is busy and does not have time to organize his time is like the woodcutter in the story.

This is a simple equation. We must prepare the land before planting it and prepare our tools before starting work, as well as the time we have to plan how to spend it in the hours of the day.

- Only big projects need to be organized

In many statistics, we find that small matters waste hours annually, so if we say, for example, that you spend 10 minutes on your way from home to work, as well as from work to home, then you spend 20 minutes a day moving between the house and the workplace, and let's assume that the number of working days is 5 days per week, so we can calculate wasted time to be 5 days x 20 minutes = 100 minutes per week

100 minutes per week x 53 weeks = 5,300 minutes (88 hours)

If you used these ten minutes a day in something useful, you would benefit from 88 hours that you think that they are lost or wasted time.

- Others don't let me organize the time

It is easy to blame others or circumstances, but the only one responsible for your time is you. You are the one who allows others to make you a tool to finish their work. Apologize to others politely and firmly and start organizing time according to your priorities and you will find the amazing result.

- Writing goals and planning is a waste of time:

You should know that every hour you spend planning will deprive you from two to four hours of implementation time, what do you think? Imagine that you plan every day for an hour and the savings obtained from this hour equals two hours, meaning that you lose 730 hours that you can use doing other things such as entertainment, family care or self-development.

- I don't need to write my goals or plan on paper, as I know what to do

There is never a complete memory, and with this conviction, you will definitely forget some of the necessary details, important work and deadlines. You have to write down your ideas and goals and through that way you will gain several things:

- First of all: There will be no excuse, namely “I forgot!” There is no room for forgetting if everything is recorded.
- Second of all: You will make it easier on yourself to perform the tasks with greater focus, because your mind has left all it has to remember on a piece of paper.
- My life is a series of successive crises, how do I organize my time?!

Time management helps you alleviate these crises and, above all, helps you get prepared for and anticipate them, thus reducing crises and confining them to a narrow corner. We do not say that time management will end all crises, but rather it will help reduce them significantly.

Signs of Your Poor Time Management Skills

- Always late: You're always late for meetings and constantly flouting project deadlines. The reason is you do so many tasks, you make a lot of promises and, at the end, you simply cannot fulfill them.
- You're a slow worker: It takes two hours to finish a task that most other people finish in a time period of less than an hour. The reason is your business lacks organization that will help you organize your work better and finish your tasks faster.
- You waste a lot of time: As if you spend 3 hours on an easy task that does not take two hours to complete, the reason is you don't have a strict schedule stating when to start and when to stop working on a task. You work on tasks in random order, and you don't have a clear organizational system to work with.
- Often, you have a lack of energy: You feel tired all the time, as if you don't have time to eat, sleep or rest, why? You're constantly procrastinating and running late, so you spend extra hours after work trying to make up for what you have missed.
- You are often indecisive: You're constantly confused about your priorities and spend extra time unable to decide what to address next, why? You lack a clear agenda that outlines your daily priorities and how they relate to your goals.
- You accept a lot of work: You always receive requests from others, so that you don't have time for your own tasks, why? You don't understand what your priorities are, how to define them, and how to make sure you get there first?

Having time management skills

To overcome weaknesses in time management skills and other difficulties in your work, you will need to possess the right time management skills. Here are the ten skills you must acquire if you want to get the most of your time:

- The ability to set smart goals: Smart goals are specific, measurable, achievable, meaningful, and time-bound goals which in turn solve the problem of wasting a lot of time.
- The ability to plan and organize your day: By identifying the most important and most urgent tasks of the day and mandating or canceling everything else, or collecting your priorities and creating a To-Do list, or write down your priorities in the calendar, and following your schedule, it will solve the problem of permanent delay that you suffer from.
- Ability to manage stress: High stress levels impede your ability to perform well at work. The ability to manage stress is done through meditation or relaxation and also by making sure you get enough sleep and avoid missing meals (you will become more anxious if you are hungry or tired). Avoid nicotine and alcohol and say "NO" to overtime. This will solve your energy shortage problem.
- Ability to mandate tasks: If you mandated tasks that you are not obligated to carry out, you will save time for priority and urgent tasks. If you have trouble abandoning tasks, start by mandating small tasks first, then the next ones and mandate urgent tasks but of the less important and specify expectations of the task including instructions. Trust your colleagues to do the job correctly, but make sure they do it at the end. This will solve the problem of lack of energy and wasting a lot of time.
- The ability to avoid distractions: Things that distract you, such as phone, social media, and colleagues who talk to you when you should be working, will make you invest additional efforts trying to make up for lost time. To do this, you must put your phone in the other room during work time and limit the time you spend on social media by setting the maximum time you spend on social media and stick to this time, wear headphones to block outside noise and tell your colleagues or those around you that they should not interrupt you while performing the work and this will solve the problem of slow work.
- The ability to perform a single task: Set a time period for your task and get rid of all distractions, do not accept new requests, and try not to let anyone interrupt you, set a timer for your task, stick to the time specified in advance and if it is a larger task, divide

it into parts, set a time period for each of them, and take breaks. The problem that it will solve is a problem of wasting a lot of time.

- The ability to say “NO”: If you receive every request that is sent to you, you will only act on the priorities of others and not yours, and so you should be able to say “NO” by using the following phrases: “Thank you, but I have to finish what I have in hand”, “Let me think about it and I'll come back to you”, “I don't have time now, but I can recommend another person”, “I wish I had time, but I am currently busy with some other work”, “I appreciate that you asked me, but I have other arrangements planned”. The problem this skill will solve is one of accepting too much work.
- The ability to put effort into high value work: If you put 20% of your efforts on the right tasks, you will achieve 80% of the expected results. This skill will solve the problem of indecision and the problem of wasting a lot of time.
- The ability to avoid procrastination and delay: By setting and defining clear deadlines, expectations and goals, it is easier to continue when you know where you are going. Also, analyzing long and difficult tasks into smaller sub-tasks in order to make the overall task less difficult and more achievable, setting deadlines for small tasks and making them more urgent, planning your subtasks in more detail, allocating specific time for them, and visualizing potential obstacles in order to stop fear of failure and accepting the fact that your job should not be perfect will definitely solve the slow work problem.
- The ability to prioritize tasks: When you know what your most important and urgent tasks are, you know what you need to do first, and master this skill by performing the most demanding, hardest, and most time consuming tasks first when you start working. This is called “Eat That Frog” and helps you finish your priorities, clear the remaining schedule for that day for more fun activities, and apply the Eisenhower Matrix to decide what to do first and second, and what to mandate or remove. The time management problems it solves are taking a lot of work and hesitation.

The Eisenhower Matrix:

A time management technique in which tasks are prioritized is known as the Eisenhower Matrix. This technique is based on classifying each task as: important or not important, urgent or not urgent. Tasks are evaluated according to their importance and urgency and are addressed

in relation to this and the matrix name is affiliated to US President Eisenhower who was famous for being productive during his tenure.



This matrix was set by the former US president Dwight D. Eisenhower to help him managing the tasks (1953-1961)

The Eisenhower Matrix consists of four areas according to which tasks are classified and distributed and decisions are made in their implementation according to their priorities. They are as follows:

1. The first box: It includes the important and urgent tasks, and therefore they must be carried out first.
2. The second box: It includes important and non-urgent tasks and therefore must be implemented later.
3. The third box: It includes unimportant and urgent tasks, and this type of tasks must be mandated to others.
4. Fourth box: It includes unimportant and non-urgent tasks, and this type of tasks should be removed from our agenda. Eisenhower (1953-1961)

27 Time Management Tips:

We will list 27 time management tips which you can use to plan, execute and manage your day and achieve massive success!

Tip #1: Create a time audit.

First things first: start by finding out where your time goes throughout the day. There is often a big discrepancy between your subjective time and reality. Get a time management app (preferably **Toggl Track**) and track everything you do for a week. Then sit down, download the reports and evaluate them. With this data, you can easily find areas to improve. For example, you may spend too much time sitting in unproductive meetings or attending to low-priority tasks.

Tip #2: Before meetings, determine your desired results.

Have a clear purpose in mind before starting meetings. This shall limit the loss of time during meetings.

Tip #3: Put a time limit on tasks.

Take another look at your time audit and identify tasks that take longer than you expect. By setting time constraints for these items, you will focus more and work more efficiently. If you still find yourself going beyond these time limits, examine your workflow and eliminate little time-wasters like unscheduled breaks.

Tip #4: Plan your week on Saturdays.

This will help you focus on priorities. You can easily transition from your carefree weekend mindset to a productive Sunday morning “work brain”. Take a few minutes on Saturdays to create a plan for your whole week. Cure procrastination by breaking down your weekly goals into daily tasks, so you only need a glance at this list while working.

Tip # 5: Create a daily plan.

Use the first 30 minutes of your day to create a daily To-Do list that suits your weekly plan. Write your list items as if you’ve already completed them. Instead of “Submit Report to Project Manager”, write “Report to Project Manager Submitted.”

This little trick will give you an extra boost of motivation.

Tip #6: Add a “done list” to your To-Do list.

Sometimes, unexpected tasks just pop up during the day. Write them down in a separate list next to your TO-DOs for some extra satisfaction at the end of the day.

On Saturdays, revisit your accomplishments from the previous week and congratulate yourself on your successes. This review period will increase your confidence and will help you create the next week’s schedule.

Tip # 7: Complete your most important and demanding tasks first thing in the morning.

Most of us find our first hour of work the most productive – make sure to use yours wisely!

Tip #8: Block out distractions.

Use your computer’s “do not disturb” function when working on focused tasks. Channel your attention by working at only one monitor and opening only one window. Going offline might also be an option, but let's not go that far.

Tip # 9: Don’t multitask.

Researchers have disproven the multitasking myth. If you believe you can do many things at once and maintain your quality standards, you are wrong.

Tip # 10: Don’t wait for inspiration - do it now.

Tip # 11: Don’t strive for perfection.

Tip # 12: Don’t get hung up on small details.

Focus on your priorities, not the minute details of your work. Address the most important tasks on your to-do list and don’t sweat the small stuff.

Tip # 13: Schedule breaks between tasks.

The human brain can only focus for about 90-minutes at a time.

Schedule a break at least every 90 minutes to avoid burnout and maintain high productivity throughout your day.

Tip #14: Make the most of waiting times.

It happens to everyone: we wait in lines, waiting rooms, airport terminals, train stations, etc.

Answer emails on your phone, catch up on missed phone calls, stretch/exercise, relax or meditate, carry a book and read it, etc.

Tip # 15: Organize your email.

Organize your email through using the features provided by email. Archive emails that might contain some important info but don’t need an immediate answer. Create actionable labels like **URGENT, WAITING, NEEDS ACTION**. Use Filters to automatically assign Labels to incoming mail based on sender or some other information/keyword they contain. You can also even label all newsletters by setting up a filter for every email that contains the word ‘Unsubscribe’. Enable Canned Responses and create templates from emails that you have sent more than twice. You can customize these before sending them out.

Tip # 16: Train the other side of your brain.

Engage in hobbies to engage the parts of your brain that you don’t use at work (practice hobbies not related to your specialization or occupations concern). You’ll solve problems faster and have more

creativity at your disposal. If you're a lawyer, learn to dance. If you're a pianist, practice martial arts. If you're a software developer, go out and socialize.

Tip #17: Exercise often.

Sports help you handle everyday stressors.

Researchers have shown that short and intense exercise sessions can be as beneficial as longer ones. Set some time aside for short workouts – at least every other day.

Tip #18: Sleep well.

Scientists have found that sleeping less to create more task-oriented time leads to trouble. Tired people procrastinate more and get distracted easily. Give your brain at least eight hours of sleep every night.

Tip #19: Use your calendar.

A calendar is good for so much more than just scheduling meetings.

Use your calendar to keep track of deadlines, block times off for focused work, and automatically add locations to events. Take responsibility for your time.

Tip #20: Schedule relaxation time.

Spend some time in quiet. Get out of the hamster wheel, and turn off your “work brain”. You will be surprised about the positive effects some quiet time can have on your creative processes. Meditation helps you adopt a fresh eye and gain new insights about your work.

Tip #21: Learn to say “NO”.

Your time is precious. Don't waste it on people and projects that don't align with your mission and goals. Instead of automatically accepting invitations and offers, say, **‘I'll check my schedule and get back to you’**.

This simple phrase will buy you time to evaluate offers and make smart decisions.

Tip #22: Be early.

Plan to submit your work one day ahead of schedule.

Tip #23: Don't answer the phone just because it's ringing.

Don't automatically answer emails the very second they arrive. Batch process your emails and catch up on phone calls in your down time. Avoid interruptions when working on high-focus tasks.

Tip #24: Turn your system into habits.

Form habits from training on the time management tips. Set a reasonable schedule you can maintain over the long term (at least a month). After a while, your daily and weekly habits will become automatic.

Tip #25: Let go of bad habits

Set a schedule and stick to it. As you follow this plan, you'll naturally shed your old, unproductive habits.

Tip #26: Log your time with Toggl Track!

If you want to have a faithful time management app that will help you see where your time goes and improve your time management routines, time logging with **Toggl Track** is so simple that you'll actually use it.

Tip #27: Have a great time - no matter what.

Don't obsess about checking off all the items on your to-do list. Enjoy every day with an appropriate work/life balance. Finishing an oversized workload today isn't worth an unproductive, burnt-out day tomorrow.

Work steadily and stay at your best pace. Rushing through tasks reduces work quality and creates stress.

Conclusion:

I conclude this research paper by the words of Gibran Khalil Gibran who says:

**Do not live half a life
and do not die a half death
Do not accept half a solution
Do not believe half-truths
Do not dream half a dream
Do not fantasize about half hopes
If you accept, then express it bluntly
Do not mask it
If you refuse then be clear about it
for an ambiguous refusal is but a weak acceptance
Half a life is a life you didn't live,
A word you have not said
A smile you postponed
A love you have not had
A friendship you did not know
What makes you a stranger to them closest to you
and they strangers to you
To reach and not arrive
Work and not work
Attend only to be absent
Half a drink will not quench your thirst
Half a meal will not satiate your hunger
Half the way will get you nowhere
Half an idea will bear you no results
The half is a mere moment of inability
but you are able for you are not half a being
You are a whole that exists to live a life
not half a life”**

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