Time Management And its Impact on Hard work Pressure

Dr. Hanan Muammer Aboajelh Alabani (Co-Professor)[1]
Department of Business Management, Faculty of Economics and Political Sciences,
University of Tripoli, Libya

Corresponding Author:Dr. Hanan Muammer Aboajelh Alabani

Abstract: *Time is one of the most important elements of management and for the success of any organization. Most studies confirm that the rational management of time is closely linked to work pressures. The present paper aimed to determine the relationship between time management and work pressure on individuals, as well as the relationship between the dimensions of time management and the level of work pressure on individuals. study problem is the increase in work pressure, due to several reasons, including the time management. Thus, the independent variable is time management and the dependent variable implies work pressure. The hypotheses of the study were found in the existence of a significant statistical significance relationship between time management and working pressures of the individuals working Complex, the existence of a significant statistical relationship between the time management and the demographic factors of the individuals working at the Al-QuraBolle Industrial Complex. The existence of a significant statistical relationship between the work pressures and the demographic factors of the individuals working in the compound .*
Keywords*: Time, Time management, impact, work pressure.*

I. Introduction

1. Theoretical side

1.1. Time Management Essence and Importance:

Time management defined as "a continuous process of continuous planning, organization and evaluation of all the activities within a specified period of time aimed to using available time to reach the objectives effectively" (Alwan, Ahmed 2009, 45). Considered time management "a reservoir of strength and opportunity for organizations to harness their financial and human resources to maximize their results and achievements (Alalak, 2009, 51). Time and its management techniques are just like managing the assets of a company. It is considered one of the stress management strategies in organizations, which can accomplish the tasks and objectives that enable individuals to be successful in their work and your career (Obaidat 2007, 10). The importance of time management has been linked to the evolution of work systems, that making a good planning of time investment is a main instrument to ensure the accurate execution for what has been planned and all tasks are carried out efficiently and effectively (Nasr-Allah, 200, 60). A good time management is the proper management of material resources and human resources, including time management (Alyan, 2011, 31), Where it is contributes to reducing work pressure on individuals and the resulting stress and tension in the medium and long term, and helps them achieve the aims (Al-Humeiri, 2009, 166). The concern for time element and the rationalization of its use is execute to advancement of human societies. Subsequently, It is no coincidence that the countries which care about time management are the most advanced (Alwan, Ahmed 2009, 45).

1.2 .Time management factors:

The success of time management requires the availability of a number of factors that help individuals to exploitation the time in performing the tasks and duties entrusted to individuals. The most important of these factors are:

1. Delegation of authority: represented in assigning individuals to perform tasks and duties, that requires effective training to achieve expected results (Elbaradei, 2004, 29). Where it is based on mandate motivate others to accomplish the aims (Abo-Sheqh, 2009, 26). Empowerment is important tool to time management and investment, also it is an effective process for accomplishing work and achieving the best results through individuals (Alyan, 2005, 213). Therefore, they have sufficient time to deal with problems and crises, that enabling them to effectively monitor the completion of work (Al-Najjar, 2009, 139). The delegation

of authority contributes to the elimination of excessive loads of the work, and grant the time to accomplish the tasks, which economize the time for creativity (Al-Faiki, 2009, 41).

2.Meeting Management: it is an important method to discuss a topic with others and to listen to their views about it where that will help to making the right decisions. The time which spent in the meeting might be one of the biggest waste of time or may be help to reduce work pressure (Alyan, 2011, 225). In fact, the successful meeting relied on the selection the location, the time, invitation of relevant individuals to participate in it, the agenda of the meeting, as well as (Hilal, 2008, 5).

The importance of the meetings and their impact on time management is illustrated by the achievement of a number of objectives which are the following:

A. Obtain advantages from the expertise and the specialists consultants

B. Cooperation between the senior management and operational departments to solve work problems.

. C. Know all the necessary details of the current problems of work

D. Provide the opportunity the training to the individuals in order to prepare them in the future to take responsibility for participation in decision-making.

F. An application of participatory management to achieve the organization objectives (Alyan, 2011, 226)

F. Make collective decisions which often more objectively rather than individual decisions that maybe sometimes more biased (Kilani, 2006, 12)

G. Define the purpose of the meeting, the need for it, its members, its agenda, its management, and follow up the implementation of its decisions (Al-Fiki, 2009, 70).
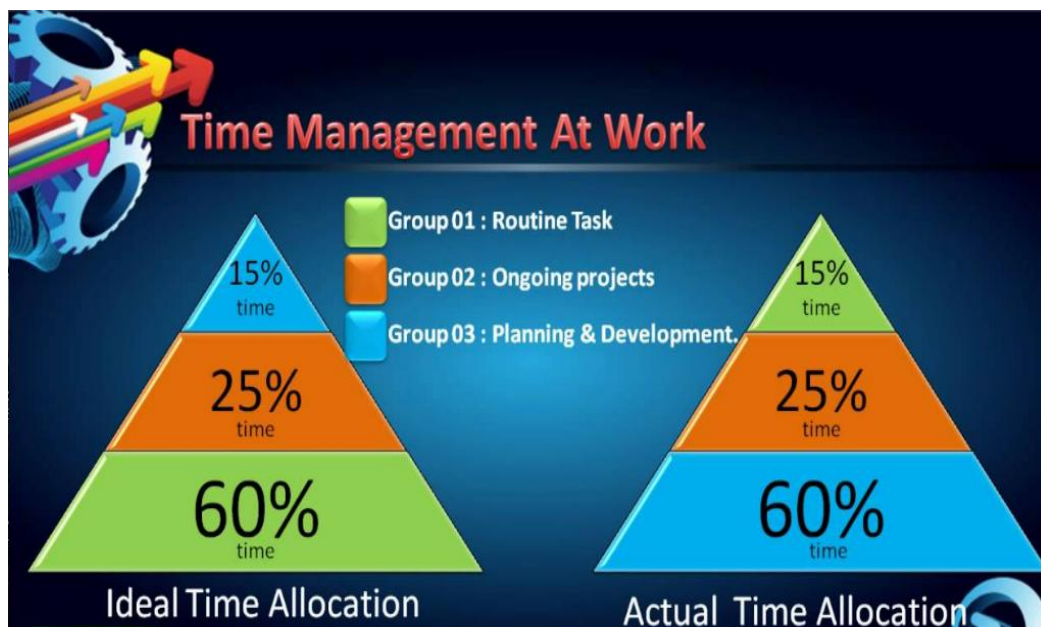
1.3.Technical and time management:
Time management faces the challenge of controlling information and taking advantage of modern technology that proportion to the speed of time (Alec McKenzie, 2000, 399) The most important technologies that can be used in time management include the following:

1.Computer and time management: Time planning is a key function of any management program,
Yet, most of these programs will not divide time into units smaller than one hour. Despite this shortcoming, it is important to use time effectively, where, time management is a core function of computer functions, which is able to search, store the information (Alyan, 2011, 269).

2.E-mail and Time Management: E-mail is defined as the "balancer for the work of the telephone scribe in the work", also it represented in "all communication technologies that handle information via electronic means such as the common phytox, interactive phutix, terminals and tactics, The Individuals and business organizations can take full advantage of the benefits of E-mail (Hilal, 2008, 212). , identified the most important foundations for using e-mail as shown below:

A. Reading and responding to messages as quickly as possible, besides save it and deleting unnecessary messages.

B. Identify the persons and associations which most contact outside the organization system.

C. Ensure the security sides of information that transmitted through computer networks.

D. The message must be arranged with the importance of information, and avoid words that may be misunderstood.

F .Use subheadings to divide the long message into paragraphs, so that all aspects of the message are covered.

G. Possibility of re-reading the message several times to make sure that what was sent to it is required.

3. Internet and time management: The Internet is a global network millions of connected computers, offering different services, consisting of several components; such as, E-mail, Newsgroup, File transfer sites, Conversations. To obtain advantages the web must be economize strong system, a higher speed of the modem, wherever as the modem more speed will save more time, the individual's ability to use the Internet saves time (Alyan, 2011, 300). One of the most important benefits of the Internet reducing the use of paper by using electronic machines that send and receive messages, and enable individuals and organizations to obtain new sources of information, equipment, and the services anywhere using the computer as soon as possible (Tariq, 2008, 123).

4.Office equipment and time management: Office equipment is one of the most important means of saving time, Through the use of ordinary or colored photo-machine , many documents can be prepared and processed automatically, which helps them gain the time when they need the documents. Modern offices should include the phone, the computer, photo-machine, to receive and send documents, which helps in manage time more efficiently based on the speed of transfer the documents and the possibility of taking advantage of the supposed discounts in the prices of telephone calls (Al-jarisi, 151)

5.E-Offices and time management: The term of E-office is used to describe the offices where office automation is used, where the functions are implemented electronically, term of the future office and paperless office have been used since 1978 (Jad-Alrab, 2005, 304). The electronic office save a lot of time and help individuals. To execute their business and solve the problems very quickly because plenty of the information that readily accessible, and rapidly exchanged. The use of modern technologies is due to the desire to manage time in the same time reducing business costs (Elbaradei, 2004, 286).

6. **Meetings are held remotely**: video meetings involve a large number of people and less time to complete rather than holding traditional meetings in order to reduce travel costs and use time efficiently. The result of good preparedness, good execution and shortening of meetings not only make the right decisions but save time.

1.4. Concept of work pressures:
The work pressure is the response of the individual to the effect of the interaction between the stimulant and the response, also, it transit of the imbalance between the requirements of the environment and the ability of the individual to respond (Abu Sheqh, 2009, 297). It is defined as "a reciprocal relationship between the personality of the individual and the surrounding stimulus in the environment where, the individual

becomes susceptible to pressure when the environmental stimulus exceed their ability to respond and adapt with it" (Mustafa, 2005, 25). Functional pressures are defined as "a combination of negative environmental factors such as role ambiguity, role conflict, poor working conditions, and excess burdens, which have to do with a particular job performance". Moreover , (Al-Serifi, 2008, 117). Stress management is defined as "actions and means that can help individuals to cope with stress or reduce it" (Idris, 2005, 541). It is also known as "administrative activities related to dealing with pressures that individuals incurrence within organizations environment (Tariq, 2008, 590). The work pressures have positive effects, which are described as taking the necessary measures to reduce the negative work pressures and maximizing the benefit from the positive pressures and achieving this by monitoring and controlling the work pressures (Jad Al-Rab, 2005, 537).

1.5. The importance of studying the pressures of work:
The study of labor pressure is an imperative necessity for business organizations for the following reasons: (Alwan, Ahmed, 2009, 127)
1. Avoid making wrong decisions under the influence of emotion or emotional impact due to reactions under pressure of work.
2. obtain the senior management with respect to care of work pressure .
3. Reduce the expenditure of health treatment which cause the work pressures.
4.Reducing the dissatisfaction feelings inside the individuals.
5 Reduce financial losses resulting from low performance, turnover, and job leakage.

1.6. Stages of Work Stress:
Work pressures do not occur suddenly, but through the following stages:
1.The stage of warning and alarm: it is the first reaction to the pressures of work that represented in internal physical and psychological interactions, which cause nerve tension and high blood pressure and increase the rate of breathing, and the greater the pressure (Hreem, 2004, 284).
2.Resistancestage: it is start with the increasing work pressure that consequent negative phenomena, such as making multiple and sudden decisions and the occurrence of clashes or strong conflicts, which leads to the collapse of resistance
3.Fatigue stage : begins with the collapse of resistance and the emergence of many diseases related to psychological pressure such as high blood pressure or persistent headaches or gastric ulcers (Al-Serifi, 2007, 311(.

1.7. Sources of Work Stress:
Work pressures arise from many reasons, for example, according to the individual's understanding of these reasons, the nature of work, and the surrounding environment (Morsi, 2004, 384). There are three main sources of pressure: individual sources, labor-related sources, organizational conditions, and sources related to the environment and social relations. (Al-Qariouti, 2009, 57(,

1.Sources of work stress related to the individual: there are a set of personal factors in creating a sense of the work pressure which are: the difference of individual's personality, the difference of individual's abilities, the sources of work pressure resulting from the nature of work are: Ambiguity of role, Conflict of the role, Burden of work, Incompatibility between the individual and the working conditions. (Bilal, 2008, 58).

2.Sources of work pressure related to the environment and social relations:
The surrounding environment and its social relations have an impact on the individual as it is a source of labor pressure are; Physical environmental sources, Family, social and political environmental sources (Farouuq, Abdelmajid, 2005, 522).

1.8. Types of work pressure
1. The work pressures in terms of damage and necessity; there is special nature of work pressure, it is multifaceted and has a different effect, however not all of it is harmful, but some may be necessary and required as a motive for diligence in work (Yousef, 2004, 134)
2. Work pressures in terms of stage; the work pressure passes through consecutive and successive stages, where studying these stages and knowing the characteristics and conditions of will help to know how to deal with the work work (Al-Omayman, 2008, 57).
3. work pressures in terms of time period: it is divided according to the period of time of the intensity of these pressures, and the tension resulting from them (Maher, 2003, 307)
4. Work pressure in terms of the subject: it is divided into four types which are; physical pressures, moral pressures, behavioral pressures, and functional pressures (Alwan, Ahmed, 2001, 138)
5. Work pressure in terms of the source: it is including the pressures resulting from social environment, the pressures resulting from the physical environment, the pressures resulting from the personal system of the individual (Faleh, Abdelmajid, 2005, 308).
6. Work pressure in terms of coverage and breadth; it is governed by two basic factors which are, the size and breadth of the interests that connect them, and the nature and form of resistance that carried out by individuals. (Al-Khodairi, 2000,77).
7. Work pressures in terms of results: included a positive pressure, which is beneficial for the individual and organization (Al-Qubaisi, 2006, 306). Negative pressures have negative repercussions on the individual and organization (Al-Serifi, 2007, 321)

1.9.Results and Effects of Work Stress:
Although the effects of work pressures are multiple and diverse at the same time, yet the majority of
        work pressures contribute to hindering work performance (Idriss, 2005, 522) as illustration in following:
1. **Positive effects of work pressures**: Work pressure has positive effects on work performance, Its benefits developing communication among individuals, motivating their motivation to work, supporting trust of social relationships, raising morale, increasing their skills, and contributing to solve the problems (Albdel Baqi, 2005, 165).
2. The negative effects of the work pressure are the negative effects on the health and the psyche of the individual, which negatively affect his performance of the work, on the organization, and the society (Jad Alrab, 2005, 11), these pressure are causes injury, and illness to individuals for example, psychological impact, behavioral impact, Physiological impact, Social Impact (Faleh, Abdel Majid, 2005, 312.(

1.10. The impact of Time Management on Work Stress:
The relationship between time management and work pressure is inverse, where Individuals should
pay attention to the management of working time by focusing on analyzing work problems, and finding solutions by using several mechanisms and means which help to use the time effectively, this will help to use time effectively and reduce work pressures (Abu-Sheqh, 2009, 297) . Time is one of the most serious causes of work pressure. Over time, it creates pressure on the individual, which causes disadvantages to the organization. Therefore, attention to time in terms of planning, organization, direction and controlling is not an option but an imperative for the organization (Alwan, 2009). The good management of time avoids unnecessary pressures and contributes to the achievement of this determination of the powers of individuals and reduce their interference in the details of things that cause loss of time (Yousef, 2004, 140). To determine the impact of time management on work pressures should determinants causes of work stress for the individual and organization which are: (AlSerifi, 2008, 296(

1. The impact of time management on the causes of work pressure related to the individual:
The work pressure impact directly and related to the individual, the difference of personality from one individual to another is one of the reasons of the sense of work pressure, thus the difference in the capabilities of

individuals an important role in the disparity of the sense of work pressures such as differences in the ability to bear the burdens and responsibilities which relay on the level of individual perception, therefore a good time management for the planning, organization, guidance, control and its activities such as selection, appointment, training of individuals will positively affect the individuals and their abilities to bear the burden then reduce the impact the work pressure.

2. **The impact of time management on the causes of work pressures related to the organization**:
it is causes the feeling of pressure that resulting from the nature of the work, which include several reasons, ambiguity of the individual role, , the conflict of the role, the workload, and the incompatibility between the individual and working conditions (Jad Al-rab, 2005,528)

3. The impact of time management on social work pressure:
Social environmental sources are the most important causes of work pressure in individuals. Visits and social events cause loss of time. The policy of the open door and the inability to say (no) are social obstacles cause waste time and increase the pressure of work. It is difficult for the individual to get rid of these causes and may not be able to dispense it. Time management is an inevitable process in the context of a desire for development. that requires analysis, planning, follow-up and re-analysis, as one aspect of the competitive advantage of any business organization in seeking to reduce work pressures for individuals (Al-Qariouti, 2009, 291).

II. Material And Methodology

2. Practical side
2.1 Study Environment:
Al-Qarahbolly Industrial Complex is part of the Industrial Investment Development Company of the
Libyan Fund for Investment and Development. It is opened in 2010... The factory includes several factories including: plastic mats factory, olive straws factory, ground greenhouses, feed and grain bags factory, polygonal sheets factory, extrusion and injection plant (brushes and brooms), vegetable and fruit bags factory, drinking water. And irrigation .The organizational structure of the complex is composed a number of administrative offices which are: Legal Office, Quality Control Office, Office of Systems and Information, Office of Production Affairs, Office of Industrial Security, Office of Internal Audit. It is followed by a group of administrative and productive departments, namely the Commercial Affairs Department and the Technical Affairs Department. The Department of Administrative and Financial Affairs, the Internal Audit Department, the Training and Rehabilitation Section, the Manufacturing Department of the Drinking Water Pipes and Irrigation Factory, the mattresses, the vacuum cleaners, the polygons and polygons, the manufacturing department of the vegetable and fruit bag factory, the olive branches and the olive brushes.
.

2.2 Study Methodology:
criptive analytical approach, the descriptive approach used in the presentation of administrative The des literature in relation to the independent variable time management and dependent variable work pressure, the analytical approach used in data analysis and to determining the statistical indications between the study variables. The questionnaire is the main instrument in current study, a comprehensive survey of the study

population was followed for data collection from all the individuals working at Al-Qarahbolly Industrial Complex, their number is (142) participants namely (100%) retrieve (135).

2.3 . Data analysis:
1. Analysis of participants Demographic factors

Table (1) Distribution of Participants by Sex

Sex	Mail	Female	Total
R	122	13	135
%	90.4	9.6	100

From the table it is clear that the proportion of males is high compared to females, This was attributed to the fact that the industrial complex is situated in a rural area.

Table (2) Distribution of participants by social status

social status	Single	Married	Married & reliable	Total
R	45	56	34	135
%	33.3	41.4	25.2	100

The results indicates that most of the participants have family burdens that require a lot of time and generate pressures that may increase their work stress

Table (3) Distribution of Participants by Age

Age	Less than 30	30 Less than to 40	40 Less than to 50	50 Less than to 6	More than 60	Total
R	19	60	47	7	2	135
%	14.1	44.4	34.8	5.2	1.5	100

The results showed the highest percentage is the age (30 to less than 40) nearly. This is indicator of the possibility of benefiting from them as young people and they can deal with the pressures of work. Senior employees cannot afford work pressures and reflect these Demographic donation rates in the State of Libya now.

Table (4) Distribution of participants by scientific qualification

scientific qualification	Primary Certificate	Secondary Certificate	High School	Bachelor's degree	Total
R	10	33	43	34	135
%	7.4	24.4	58	25.2	100

The results showed the highest percentage is the High School, which indicates their qualifications to answer the questionnaire. It is clear from the table that the high qualifications are only limited to 25% and may be attributed to the nature of the work of this complex.

Table (5) Distribution of participants according to the current job

current job	Director	assistant Director	Head Department	Worker	sentinel	Other job	Total
R	1	2	21	86	9	16	135
%	0.74	1.48	15.6	63.7	6.7	11.9	100

The results showed the worker category represented the highest percentage in the polypropylene industrial complex.

Table (6) Distribution of Participants by Specialization

Specialization	engineering	Economics	Sciences	Social Sciences	Others specialties	Total
R	6	18	1	11	99	135
%	4.4	13.3	0.7	8.1	73.3	100

The results showed the highest percentage represents in (other specialties). This category often represents workers because the nature of the work in manufacturing is productive and does not require high scientific qualifications.

Table (7) Distribution of Participants by Experience

Experience	less than 5	5 to less than 10	10 to less than 15	15 to less than 20	20 to less than 25	Total
R	13	33	19	20	22	135
%	9.6	24.4	14.1	14.8	16.3	100

The results showed indicating that participants have long experience of work and where that maybe involve many of experiences work pressure, which have gained them experience in time management in order to reducing work pressure.

Table (8) Distribution of Participants by Administrative Level

Administrative Level	Senior Administration	Central Administration	Supervisory Administration	Total
R	4	42	89	135
%	3	31.1	65.9	100

The results indicated the higher percentage of executive administration, where supervision levels are limited which might be due to the nature of the work of the complex depends on executive management.

2. Analyze data related to time management:

Table (9) Frequency distributions and results of descriptive analysis of time management paragraphs

N	Paragraph	R & %	Totally agree	Agree	Neutral	Non agree	Non Totally agree	standard deviation	Direction of answer	Average response
1	Time management means working as a machine	R	21	70	19	25	0	0.958	agree	3.64
		%	15.6	51.9	14.1	18.5	0			
2	I'm doing well and I do not have to get it back	R	19	77	25	13	1	0.846	agree	3.74
		%	14.1	57.0	18.5	9.6	.70			
3	Accurate timing is considered where it begins and ends on time	R	21	71	36	5	2	0.81	agree	3.77
		%	15.6	52.6	26.7	3.7	1.5			
4	Good time management means less time to implement activities	R	25	69	27	14	0	0.87	agree	3.78
		%	18.5	51.1	20	10.4	0			
5	I have time to identify and plan the activities to be accomplished.	R	12	70	34	19	0	0.843	agree	3.56
		%	8.9	51.9	25.2	14.1	0			
6	The extra time policy is followed by the industrial complex	R	15	47	36	32	5	1.058	Neutral	3.3
		%	11.1	34.8	26.7	23.7	3.7			
7	A weekly schedule for the distribution of time is prepared during the coming period	R	5	63	33	32	2	0.918	Neutral	3.27
		%	3.7	46.7	24.4	23.7	1.5			
8	There is communication tools as Internet , Email, Skype	R	17	55	25	25	13	1.189	Neutral	3.28
		%	40.7	18.5	18.5	9.6	15.4			

The results showed the participants are agreed that time management means working as a machine. and They do their work well and no need to do it again. They also care about the accuracy of the beginning and the end of the work at a specific time that might be because use of electronic footprint, which indicates that the time has been used well. Moreover, They are agreed that good time management means reducing the time needed to implement the activities. Although, the direction of the phrase to agree on the adequacy of time for planning and analysis, but that is limited to top management and supervision , where determining the quantity and type of activities to be accomplished is limited to executive management and this is consistent with the nature of the work, in fact, the work is limited in quantity and quality and the participants only implementation. The results showed that sometimes the policy of extra time used to cover the time, which is may be a way of increasing the income of workers. A weekly schedule is sometimes prepared to allocate time in the coming

periods. Also, the availability of modern means of communication, that helps to manage time and reduce work pressure, was neutral.

2. Analysis data related to wastingtime:

Table (10) The frequency distributions and the results of the descriptive analysis of time wasting paragraphs

N	Paragraph	R & %	Totally non agree	Non agree	Neutral	Agree	Totally agree	Average response	Direction of answer	standard deviation
1	Replacing computer instead of writing is a waste of time	R	4	37	19	43	32	3.46	Agree	1.208
		%	3.0	27.4	14.1	31.9	23.7			
2	I get and leave work every day on time	R	1	9	36	67	22	3.74	Agree	0.837
		%	0.7	6.7	26.7	49.6	16.3			
3	There are privet visits during working hours	R	8	66	25	28	8	2.72	Neutra l	1.049
		%	5.9	48.9	18.5	20.7	5.9			
4	work phone used in personal communications	R	22	52	29	23	9	2.59	Non agree	1.148
		%	16.3	38.5	21.5	17.0	6.7			
5	There is difficulty in communication	R	8	59	31	20	17	2.84	**Neutr al**	1.145
		%	5.9	43.7	23.0	14.8	12.6			
6	Meeting, begins and ends on time, schedule is provided in advance	R	6	29	46	49	5	3.13	**Neutr al**	0.945
		%	4.4	21.5	34.1	36.3	3.7			
7	Meetings are unnecessary and useless	R	14	54	34	29	4	2.67	**Neutr al**	1.022
		%	10.4	40.0	25.2	21.5	3.0			
8	Recommendations and decisions taken at the meeting are implemented	R	11	26	48	43	7	3.07	**Neutr al**	1.024
		%	8.1	19.3	35.6	31.9	5.2			
9	I back to work quickly after interrupts in work	R	8	12	31	76	8	3.47	Agree	0.953
		%	5.9	8.9	23.0	56.3	5.9			
10	Individuals capabilities are sufficient to perform tasks on time	R	5	18	32	73	7	3.44	Agree	0.919
		%	3.7	13.3	23.7	54.1	5.2			
11	Reading newspapers, eating and talking to others in work time	R	30	63	11	25	6	2.36	Non agree	1.15
		%	22.2	46.7	8.1	18.5	4.4			
12	Open Door Policy is used during work to view individuals problems	R	18	27	29	51	10	3.06	Neutra l	1.189
		%	13.3	20.0	21.5	37.8	7.4			
13	I can say no to sudden visits.	R	1	49	38	37	10	3.04	Neutra l	0.984
		%	0.7	36.3	28.1	27.4	7.4			
14	Interviews with others will end once information is obtained	R	0	35	26	71	3	3.31	Neutra l	0.885
		%	0	25.9	19.3	52.6	2.2			

15	Incoming calls are through the secretary	R	10	36	36	44	9	3.04	Neutral	1.078
		%	7.4	26.7	26.7	32.6	6.7			

The results showed the participants see that replacing the computer instead of written writing is a waste of time, and they are work every day on time. The interviews with others ends when they obtained required information, despite the difficulty of communication, and understanding among the individuals, which caused the increase in work pressures for individuals. Although the meetings begin and end on time, but sometimes unnecessary meetings are held, which leads to loss the time, workers can return to work quickly after the intervene, and their capabilities enough to carry out the tasks assigned to them on time that may be due to the nature of activity which does not require high technical qualifications, read newspapers or eat does not take place in work time, the results indicated that open door policy is used, sometimes but tend personal visits are rejected, about incoming calls turned live through the secretarial office

III. Result and Discussion
3.1 Analysis of data related to the axis of work pressure:
Table (11) Frequency distributions and results of the descriptive analysis of the work pressure sections

N	Paragraph	R & %	Totally non agree	Non agree	Neutral	Agree	Totally agree	Average response	Direction of answer	standard deviation
1	The job you perform corresponds to your scientific qualification	R	7	12	5	86	25	3.81	Agree	1.009
		%	5.2	8.9	3.7	63.7	18.5			
2	There is collaboration among individuals at work	R	3	8	9	82	33	3.99	Agree	0.868
		%	2.2	5.9	6.7	60.7	24.4			
3	The work you do is acceptable to your boss and not acceptable to your colleagues	R	2	55	38	30	10	2.93	Neutral	0.994
		%	1.5	40.7	28.1	22.2	7.4			
4	There is an overlap between your job and your family and social duties	R	5	63	27	26	14	2.86	Neutral	1.101
		%	3.7	46.7	20.0	19.3	10.4			
5	You are directed from more than one boss	R	11	66	25	25	8	2.65	Neutral	1.06
		%	8.1	48.9	18.5	18.5	5.9			
6	The nature of your business requires dealing with the public	R	1	54	13	59	8	3.14	Neutral	1.045
		%	.7	40.0	9.6	43.7	5.9			
7	Your tasks and duties become more complex	R	8	53	22	41	11	2.96	Neutral	1.125
		%	5.9	39.3	16.3	30.4	8.1			
8	Feel insomnia, headaches and fatigue due to stress	R	0	41	12	60	22	3.47	Agree	1.091
		%	0	30.4	8.9	44.4	16.3			
9	Work pressures are linked to obtaining material benefits	R	8	40	29	45	13	3.11	Neutral	1.117
		%	5.9	29.6	21.5	33.3	9.6			
10	Work pressures affect your business positively	R	0	52	15	54	14	3.22	Neutral	1.077
		%	0	38.5	11.1	40	10.4			
11	There are sports programs at work	R	35	77	11	6	6	2.04	Non Agree	0.961
		%	25.9	57.0	8.1	4.4	4.4			

		R & %							
12	Religious aspects such as prayer and prayer relieve yo of the pressures of work	R	0	9	9	44	73	4.34	Totally agree	0.874
		%	0	6.7	6.7	32.6	54.1			
13	Used techniques that are difficult to deal with	R	10	68	16	34	7	2.7	Neutral	1.086
		%	7.4	50.4	11.9	25.2	5.2			
14	Work between individuals is fairly divided	R	13	16	31	44	31	3.47	Agree	1.239
		%	9.6	11.9	23.0	32.6	23.0			
15	Procedures and regulations are characterized by bureaucracy	R	16	40	38	39	2	2.79	Neutral	1.039
		%	11.9	29.6	28.1	28.9	1.5			
16	Experienced in the mystery of your business	R	14	67	29	19	6	2.53	Non Agree	1.006
		%	10.4	49.6	21.5	14.1	4.4			
17	Suffer from conflict with others in your business	R	23	61	17	22	12	2.55	Non Agree	1.208
		%	17.0	45.2	12.6	16.3	8.9			
18	You feel stressed for a long time, causing a unwillingness to work	R	18	49	23	25	20	2.85	Neutral	1.29
		%	13.3	36.3	17.0	18.5	14.8			

The results indicate that functions of the participants are commensurate with their scientific qualifications, the workers are cooperating with each other. Although, the work being carried out is somewhat acceptable to the direct leader, but sometimes unacceptable from colleagues, and sometimes there is overlaps between their functions and family duties. Also, sometimes the participants directed from more than one head to various tasks and responsibilities at the same time. Due to the work ethic requires dealing with the public its requires open door policy, which leads to increase work pressures on individuals, their duties sometimes become more complex that making them feel tired. Work pressures are linked to obtaining material advantages, which sometimes affect the work. The participants pointed out that the religious aspects such as supplication greatly reduce the pressure on them. The results indicated that the techniques used in the work are difficult for some to deal with, this is due to the low academic qualifications of most participants. Although the procedures and regulations are sometimes bureaucratic, the results show that workers do not suffer from ambiguity or work conflict. This is a sign that work pressures are low, and some participants feel the pressures of work for a long time, causing them a feeling of unwillingness to work.

3.2 Analysis of data on the impact of time management on work pressure:
Table (12) Frequency distributions and the results of descriptive analysis of the impact of time management on labor pressure

Paragraph	Paragraph	R & %	Totally non agree	Non agree	Neutral	Agree	Totally agree	Average response	Direction of answer	standard deviation
1	Panning and organizing the time required to perform work helps reduce work stress	R	0	10	5	68	52	4.2	Totally agree	0.827
		%	0	7.4	3.7	50.4	38.5			
2	Existence of goals, priorities and daily plans that reduce the work pressures	R	0	12	18	73	32	3.93	agree	0.852
		%	0	8.9	13.3	54.1	23.7			
3	Training at the complex helps reduce work stress	R	3	29	41	39	23	3.37	Neutral	1.07
		%	2.2	21.5	30.4	28.9	17.0			
4	Providing individuals with relevant	R	3	12	29	71	20	3.69	agree	0.91

	information reduces the pressures of work	**%**	2.2	8.9	21.5	52.6	14.8		
5	The computer is used to help reduce work stress	R	6	12	18	70	29	3.77	agree	1.029
		%	4.4	8.9	13.3	51.9	21.5		
6	Too many roles cause work stress	R	1	42	21	48	23	3.37	Neutral	1.118
		%	0.7	31.1	15.6	35.6	17.0		
7	Office equipment such as cameras and printers help reduce work stress	R	6	7	10	81	31	3.91	Agree	0.955
		%	4.4	5.2	7.4	60.0	23.0		
8	There is an exaggeration in the collection of information and details which causes the work pressure	R	2	52	34	41	6	2.98	Neutral	0.966
		%	1.5	38.5	25.2	30.4	4.4		
9	Delegation of authority when necessary contributes to saving time leading to reduced pressures	R	2	10	21	77	25	3.84	Agree	0.866
		%	1.5	7.4	15.6	57.0	18.5		

The results showed the participants agreed strongly that planning and organizing the time required to perform the work helps to reduce the work pressure, and existence of goals, priorities and daily plans reduces the pressure of work.
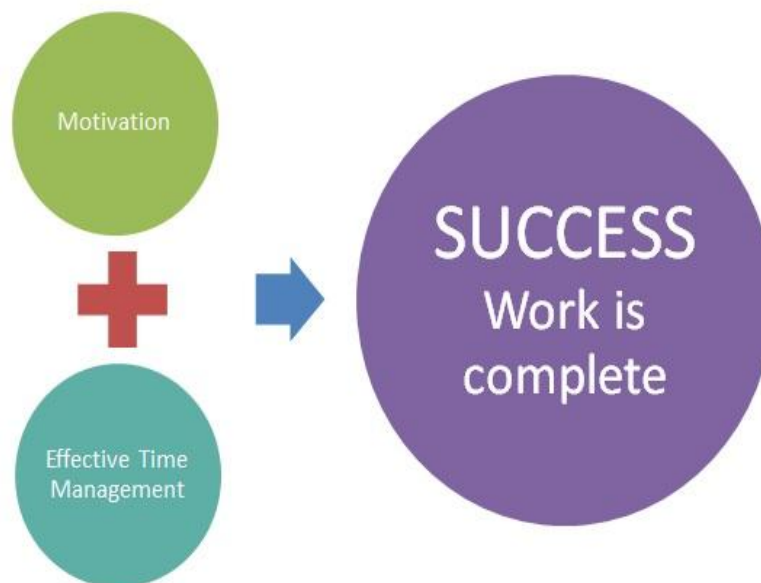
The training helps the participants to reduce the work pressures. The use of computers and office equipment, such as the photo machine and printer, helps to reduce work pressures. The large number of roles sometimes cause work pressures. They sometimes exaggerate the collection of information and details, which increases the work pressure. The delegation of authority contributes to saving time and Undertone of work pressure.

IV. Conclusion
Conclusions and Recommendations:
 4.1. Summary of Result:
1. Exploitation of time in the industrial complex was good as individuals are committed to the dates of attendance and departure and perform the work entrusted to them well and their abilities to enable them to carry out the tasks delegated to them on time.

2. The low level of work pressure on workers in the industrial complex in view of the cooperation of individuals in the work and match their jobs with their qualifications and there is justice in the division of labor and do not suffer from ambiguity or conflict in work.

3. There is a statistically significant inverse relation between time management and work stress, indicating that good time management reduces the work stress of individuals.

4. Good time management reduces work stress by approximately 22%. This indicates that changes in work pressure are caused by good time management.

5. No statistically significant differences in the time management of the industrial complex attributable to age variable, educational level, specialization, sex, marital status, administrative level, as in tables (28, 30,32, 33,34,35).

6. There are statistically significant differences in the time management prevailing in the complex due to the variable years of experience, the current function as in tables (37, 40)

7. No statistically significant differences between respondents' responses to the prevailing labor pressures in the industrial complex, due to the variable of age, specialization, gender, marital status, years of experience, current job, administrative level as in tables (45,50,51,53,55,57) , 59).

8. There are statistically significant differences between respondents' answers to the prevailing labor pressures at the industrial complex, due to the variable of the educational level (Table 47).

4.2. Recommendations:

1. Establish a mechanism to ensure the reduction of external visits during the official working hours, and the establishment of regulations and procedures for the reception of guests and customers in places and times allocated.

2. Prepared the meetings, prepared the agenda and time for the meeting, confined to the necessary and useful meetings, and adhered to the recommendations and decisions taken therein and implemented.

3. Providing the Internet and benefiting from the e-mail service and developing training programs planned in time management.

4. Work to provide an appropriate work environment such as entertainment and sports programs and places dedicated to prayer and an appropriate period of rest so that individuals can rest and renew their energies, and provide transportation to save a lot of time.

5. The need to delegate authority to subordinates to devote the presidents to the most important work, and provide them with the appropriate training, and the establishment of a system of follow-up and control to ensure that the desired results.

6. Spread the culture of time management among individuals, such as organizing a work diary to record the work to be accomplished and the time taken for each work, and arrange according to their importance and know how to use time through these records.

7. Not to follow the policy of the open door except in the necessity, and the establishment of the office of the Secretariat to receive telephone calls and divert the necessary calls from them only, and to outline the matters discussed in these calls.

8 - The need to not enter the personnel working in many commitments and to determine the time required to achieve, and to give flexibility in scheduling the daily work of emergency activities.

References:

[1]   Al-Omayman M. Soliman, Organizational Behavior in Business Organizations, Dar Wael Publishing, 3rd ed., 2005.
[2]   Al-Fiki Ibrahim, Collective Work, Ajyal House for Publishing and Distribution, 2009.
[3]   Al-Qubaisi Nasser Hamad, Time Management, Labor Pressure, Dar Al-Zahra, Riyadh, First Edition, 2006.
[4]   Al-Qariouti Mohamed Kassem, Organizational Behavior, study of individual and collective human behavior in business organizations   Dar Wael, Amman, 5th ed, 2009.
[5]   Morsi Jamal Aldin Mohamed, Thabet Abdel Rahman Idris, Organizational Behavior (Theories and Models and   Practical Application of the Conduct Management in the Organization), University House, 2004
[6]   Al-Najjar Farid, Time Management in Arab Society, University House, Alexandria, 2009.
[7]   Bilal M. Ismail, Organizational Behavior between Theory and Practice, New University House, Alexandria, 2008.
[8]   Jad Al-Rab Sayed Muhammad, Organizational Behavior, Al-Ashiri Press, Cairo, Egypt, 2005.
[9]   Hareem Hassan, Organizational Behavior (Behavior of Individuals and Groups in Business Organizations), Dar Hamed Publishing and Distribution, Amman, Jordan, 2004.
[10]   Taha Tariq, Organizational Behavior in the Globalization Environment Internet, Dar Al-Fikr Al-Jami'i, Alexandria, 2008.
[11]   Idriss Abd-Alrhman, The Negotiation (Strategies , Tactics, Skills) ,Aldar- algameah , Alexandria, 2005 .
[12]   Abdel Baqi Salah El Din Mohamed, Principles of Organizational Behavior, University Press House, Alexandria, 2005
[13]   Obaidat Suhail Ahmed, Administrative Patterns according to Administrative Network Theory and its Relationship to Effective Time Management, First Edition, The Modern World of Books, Irbid, Jordan, 2007
[14]   Alwan Qasim Nayef, A. Nagwa Ahmed, Dar Al Thaqafa for Publishing and Distribution, Amman, First Printing, 2009.
[15]   Alyan R. Moustafa, The Basics of Time Management (Job and Public Life), Dar Jarir Publishing and Distribution, Amman 1st Edition,
[16]   Faleh Farouq Abdo, Mr. Mohamed Abdelmajid, Organizational Behavior in Educational Institutions Management, Dar   2011. Al

Masirah Publishing and Distribution, Amman, Jordan, First Edition, 2005.
[17]   Kilani Hisham, Working Time Department, Arab Science and Culture Foundation, Cairo, First Edition, 2006.
[18]   Maher Ahmed, Organizational Behavior (Building Skills), University Press House, 2003.
[19]   Mustafa Ahmed Sayed, Director and Behavioral Skills, Publisher House, Egypt, 2005
[20]   Nasr Allah Hanna, Principles of Time Management, Dar al-Takam al-Islami for Publishing, (N), 2005.
[21]   Hilal Mohammed Abdul Ghani, Time Management and Investment Skills, Center for Development and Performance Development,
New   Egypt 2008.
[22]   Al-Bdwe. Mohmed Alsaed, How to organize your time and works, Alexandria Center for the books, 2006
[23]   Yousef Jomaa Sayed, Department of Work Stress (Training and Practice Model), Itrak Publishing and Distribution, Heliopolis,
Cairo, First Edition, 2004.
[24]   Alecc Mackenzie, Trap Time, The Art of Time Management, (N), Third Edition, 2000.
[25]   Khalid Al-Jarisi, Time Management from Islamic Perspective Data of Visit, 1-10-2017
[26]   Elbaradei Bassiouni Mohamed, Time Management Skills, Itrak for Printing, Publishing and Distribution, Amman Jordan, First
Edition,
[27]   Al-Humeiri Basim, Administrative Skills, Dar Al-Hamed Publishing and Distribution, Amman Jordan, First Printing, 2009 .2004.
[28]   Al-Khodairi Mohsen Ahmed, Competitive Time Management, Itrak Publishing and Distribution Cairo, Heliopolis, First Edition,
2000 .
[29]   AlSerifi Mohammed, Time Management, Horus International Foundation for Publishingm and Distribution, Alexandria, 2007.
[30]   AlSerifi Mohammed, Pressure and administrative concern, the series of administrative training publications,
Horus   International   Publishing Foundation, Alexandria, 2008.
[31]   Al-alak Bashir, Fundamentals of Time Management, Dar Al-Baroudi Scientific Publishing and Distribution Jordan, Amman,
First Edition, 2009

Bibliography

	Bachelor of Administration, University of Tripoli, 1995 with Very good average 3.2 from 4.
Dr. Hanan Muammer Aboajelh Alabani. (Co-Professor) Department of Business Management , Faculty of Economics and Political Sciences, University of Tripoli, Libya	Master Degree in Management Organization, from Libyan Academy for Graduate Studies Tripoli, 1999 in First ranking, Excellent rating rate. PhD in Human Resource Management from The University. Gloucestershire University, Cheltenham City, UK.