

* **correspondent author**

Introduction:

In our current world, everything is regulated, codified and governed like clockwork. Business time is no exception.

Indeed, if we observe how individuals use their available time and the consequences that this entails, we can deduce the logic and generality common sense. This seems natural, if we consider the typical character of men, towards which they tend. Simplicity, rationality and sobriety are part of our actions.

Many great scientists have credited these observations with establishing "laws" for them.

These laws apply, of course, not only to corporate time management, but also to corporate

Other activities, such as the economy, for example. It is interesting to compare the application of these laws in these two fields often. Related, to synthesize and draw similarities or differences. So, the problem can be posed as follows:

Research problem:

Through the above, we can ask the following main question: **What are the most important laws or theories that relied on in time management?**

The objective of the research:

The research aims to define the term time and time management and to clarify its status and role in management, on the one hand, but on the other hand we will try to show the most important theories or laws related to management of time and their uses in management.

Research Methodology:

In our study, we adopted the descriptive analytical approach in presenting and analyzing aspects of the research study

The scientific methodology requires dividing the subject of the study into two parts:

1- General concepts of time

2- Time Management

1. General concepts of time:

1-1. Definition of time:

The term time is a term as old as humanity. It has been exposed to by different thinkers in different fields and at different times. Before Christmas, "Aristotle Thales" (384-322 BC) saw that time is: "the enumeration of movement" (Moreau, 1948, pp. 57-84).

- As Isaac Newton (1642-1727 AD) considered it as: (Lausberg, 2005, pp. 271-281)

“An absolute thing that always flows in the same sequence and consistency, regardless of any external factors.”

- As for Kant (1724-1804), he defined it as: (Pitou, 1998)

Time is not an objective thing that is self-contained, and that time refers in the sense to the functioning of the mind

- But the most indicative definition is what was brought by Albert Einstein (1879-1955 AD), when he said:

Every related reference body has its own time, and without knowing the reference system of the body and defining the frame of reference for this time, it is useless to mention the time of a specific event for the body referred to Time is an important resource in the lives of individuals and societies, where the desired goals can be achieved through its effective management, bearing in mind that the word (time) is the source of the verb (time), and its plural (times), and it means: an amount of time estimated for a matter, it is said: time remained with him; Any amount of time, idiomatically, it can be defined as: a concept related to time, and the actions that can be accomplished during it, i.e. the specific time range for the performance of an action or phenomenon.

1-2. The importance of time:

Time is considered one of the most important variables that surround a person, as it was a subject of sanctification in various religions and beliefs. In the Arab tradition, we find several rulings indicating the importance of time, such as “Time is like a sword, if you do not cut it, it will cut you” or “Do not postpone today’s work until tomorrow.”

To this day, the variable is still of the same importance, but this importance or this concern varies from one society to another and from one country to another, and this difference is linked to several elements:

- Different traditions, customs and beliefs: which have a direct impact on life and greatly on how each of them deals with time.
- Standard of living, individual and national income level, and economic behavior: All these factors have a direct impact on the individual's way of guessing and dealing with things, including time.
- Educational level: It greatly affects the degree of interest in time by increasing awareness.
- Technological development: This factor has a clear impact on the time component in terms of interest. Possession of technology has several repercussions that lead to the need to pay attention to time.

1- 3. Types of time: (Al-Ghamd, 2018, p. 17)

It is divided into the following:

1- 3.1. Creative time:

It is dedicated to the process of thinking, analyzing and planning ahead. Organizing work and evaluating achievement.

1- 3.2. Preparatory time:

It is the time before the start of work, in which information is collected, tools, machines, or any matter that must be prepared before starting work.

1- 3.3. Productive time:

The time spent in carrying out the work that was planned and urbanization in the previous two types. It must balance creative time, preparatory time, and productive time to ensure a good investment of time in utilizing the available resources. Productive time is divided into two parts:

- Normal or non-emergency production time
- Unusual or emergency production time.

1- 3.4. Indirect or general time:

It represents the time allotted for general sub-activities. Such as attending parties, seminars, meetings and invitations.

2- Time Management:

2- 1. Definition of Time Management :

“is a set of principles, practices, skills, tools and systems that help us use time to accomplish what we want. It refers to techniques and strategies that individuals use in utilizing and maximizing the work they do. Managing your time effectively contributes to developing a better personality in an organization (Macan & Hoff, 1994, pp. 381-391).

2-2. The General Laws of Time:

There are several laws used to manage time, but the most prominent and most common and used are the seven laws:

- Parkinson's Law : “A task always requires all the time one has to perform it”.
- Pareto's Law : "The essential takes 20% of the time, space..., the accessory 80%".
- Murphy's Law : "The toast always falls on the buttered side" or "the law of hassle maximum ».
- Illich's Law : “Beyond an hourly work threshold, the time spent is no longer effective. »
- The Eisenhower Matrix : Prioritize Your Time on What Matters Most.
- Carlson's Law : "Doing a continuous job takes less time than several times".
- Law of Ecclesiastes : “There is a time for everything, and a time for everything! ».
- Douglas Law : “Files and documents pile up until they fill the space available for their storage ».

2- 2.1. Parkinson's Law:

In 1955, Cyril Northcote Parkinson, a British naval historian and author, wrote an essay for The Economist. Accidentally the first sentence of the essay became a famous law named after him- the Parkinson's law. This was republished in the book Parkinson's law: The Pursuit of Progress in 1958, translated into many languages and became popular in public administration and management. That one sentence had this huge impact. So, what is Parkinson's law?

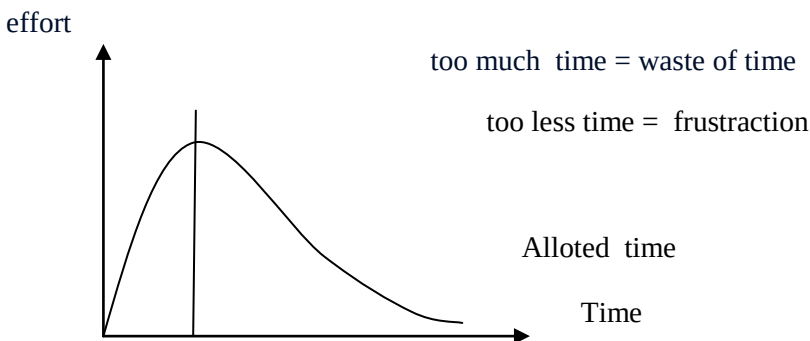
Parkinson's law states that- "work expands so as to fill the time available for its completion."

In other words, the time taken to complete the work is directly proportional to the time available to complete it. This is also experimentally proven that when a person is given more time than what is required, then he/she tends to waste it. We all have experienced this somewhere in our life, whether it is preparation for exams, completing school homework, working on a creative project, or doing office work.

When you have more time, you will procrastinate, research, scroll social media, browse the internet, and do anything which is not supposed to be done. **The more time you have, the more time the work will take.** If the work has to be done tomorrow, it will be done tomorrow; if the work has to be done in six months, it will be done in six months.

A graph can make this more clear

Fig 1 : Parkinson's law



The best time for Complation of work

Source: Prepared by the author

This graph illustrates Parkinson's law very well. In the x-axis, it's the time required for the completion of a work. And in the y-axis, it is the

efforts you put into completing it; the more the effort, the higher the performance. Now the dotted line shows the maximum effort or peak performance which is desirable.

So, you need to find this time which forces us to work in peak performance. If the time is too much compared to this time, the performance will decrease. Similarly, if the time is too less; it would also decrease the performance.

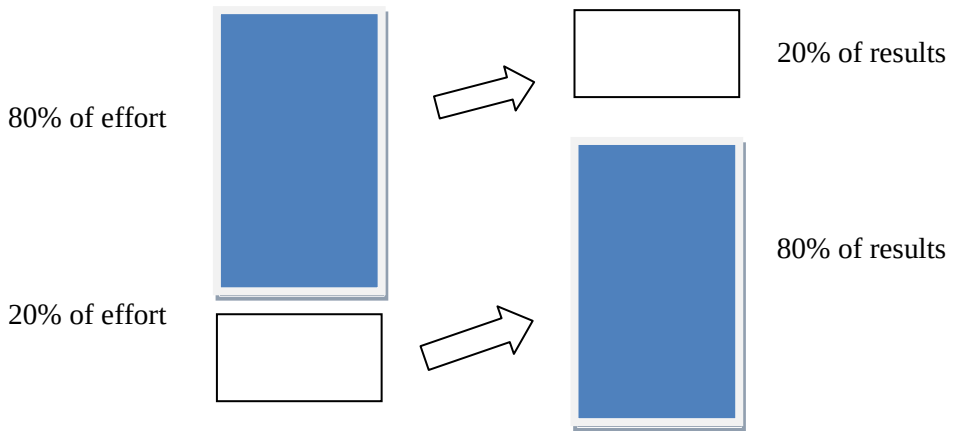
2- 2.2. The Pareto Principle:

named after economist Vilfredo Pareto, specifies that 80% of consequences come from 20% of the causes, asserting an unequal relationship between inputs and outputs. This principle serves as a general reminder that the relationship between inputs and outputs is not balanced. The Pareto Principle is also known as the Pareto Rule or the 80/20 Rule (Tracy). (Prieto, 2022)

- The Pareto Principle states that 80% of consequences come from 20% of the causes.
- The principle, which was derived from the imbalance of land ownership in Italy, is commonly used to illustrate the notion that not things are equal, and the minority owns the majority.
- Unlike other principles, the Pareto Principle is merely an observation, not law. Although broadly applied, it does not apply to every scenario.

It can also be applied on a personal level. Time management is the most common use of the Pareto Principle, as most people tend to spread out their time instead of focusing on the most important tasks. In terms of personal time management, 80% of our work-related performance could come from just 20% of our time at work.

Fig 2: the pareto law



Source: Prepared by the author

2- 2.3. Murphy's Law :

Murphy's Law, developed by American aerospace engineer Edward A. Murphy Jr., is an adage that states, "Anything that can go wrong will go bad 1." Or, in a more detailed variation: "S If there are at least two ways to do something, and at least one of those ways can lead to disaster, there's bound to be someone somewhere to go that route. »

This law can be interpreted in two ways: (Robert & Matthews, 1997, pp. 88-91):

- one, sarcastic, is to take the adage literally, and set it up as a principle of pessimism. Seen from this angle, Murphy's Law is the postulate, elevated to the rank of fundamental principle of the universe, that "the worst is always certain";
- the other approach consists in taking Murphy's law as a design rule: we do not consider it to be true, but, out of caution, we design any system as if it were true (catastrophic scenario). In particular, equipment must be proof not only against the most improbable accidents, but also against the most stupid maneuvers on the part of the user. It therefore justifies the principles of safety design advocating planning and eliminating the possibilities of misuse from the outset, for example by means of mistake-proofing devices.

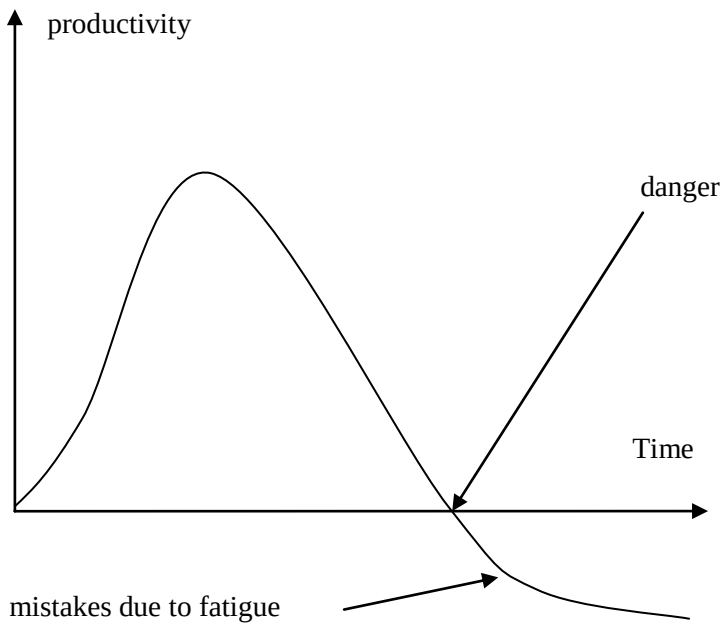
2- 2.4. Illich's Law:

Ivan Illich (1926-2002) was a polymath (a person with wide knowledge of various areas) born in Austria, of French and Serbo-Croatian descent. After graduating from studies in science, philosophy, theology, and history, he started his adulthood in the USA: first as a Catholic priest, then as a pastor for Puerto Rican immigrants. His generosity for the Puerto Rican community led him to be appointed as Vice-Rector of the Catholic University of Puerto Rico.

Illich's law is a crucial law for organizations which want to achieve maximum productivity. Employee productivity can be defined as the amount of output produced by an employee in a specific period of time. The fact is that productivity tends to decrease or even reach negative values if a worker puts in more hours than his capacity. Illich's Law which is also called "Law of Diminishing Returns" suggests that optimal productivity is reached with an appropriate balance between working time and resting time as productivity decreases after a certain period of continuous work. In short, relevant breaks are essential for staying productive.

In other words When a certain limit is exceeded, the return on invested time becomes decreasing and then negative." Evan Elish, the experienced observer, launched a theory according to which when a certain size is exceeded, our institutions become non-productive, meaning that when a certain limit is exceeded in the resources harnessed, the return and productivity become negative. Productive, so try to stop and do another job.

Fig 3: illish's law/ law of diminishing returns



Source: Prepared by the author

2- 2.5. Carlson's Law:

Carson's law, also known as the law of homogeneous sequences, states that a task completed in one period will be completed much faster than doing the same task in multiple attempts or with multiple goals. In other words, all work gets interrupted and becomes less time efficient.

The law is named after a Swedish researcher who hypothesized in the 1950s that it takes less time and energy to complete a task all at once than it does if you stop and start continuously.

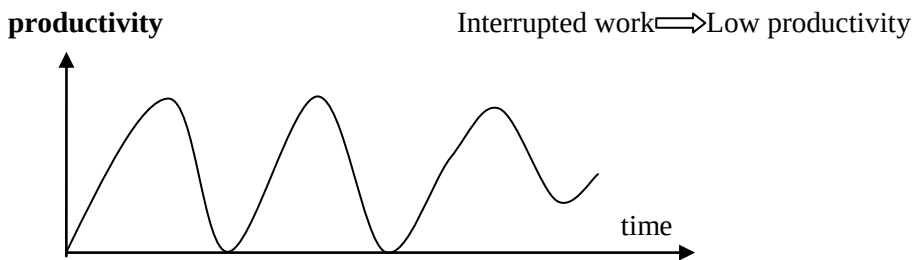
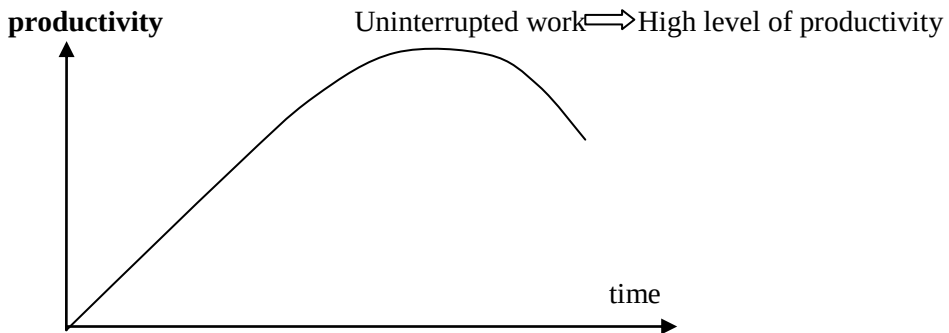
Or put another way, once you start doing something, you should finish it (or at least you shouldn't start until you have everything you need to get it done). (Dickson, 2013, p. 54)

Here are some results related to this theory:

- The started task must always be finished before moving on to the next one.]
- Alternating between tasks gives the illusion of productivity.]
- When you respond to many demands, you think you are making progress, but in actual fact, you are moving tasks at a rapid pace.]

- Any interruption (work related or not) presents a change in work pattern. (Distraction is the enemy of productivity)
- Interrupting a task once you reach your maximum productivity stage means you have to go back to the beginning, thus wasting time, energy and efficiency. Productivity.

Fig 4 : Carlson's Law



Source: Prepared by the author

2-2.6.The Eisenhower Matrix:

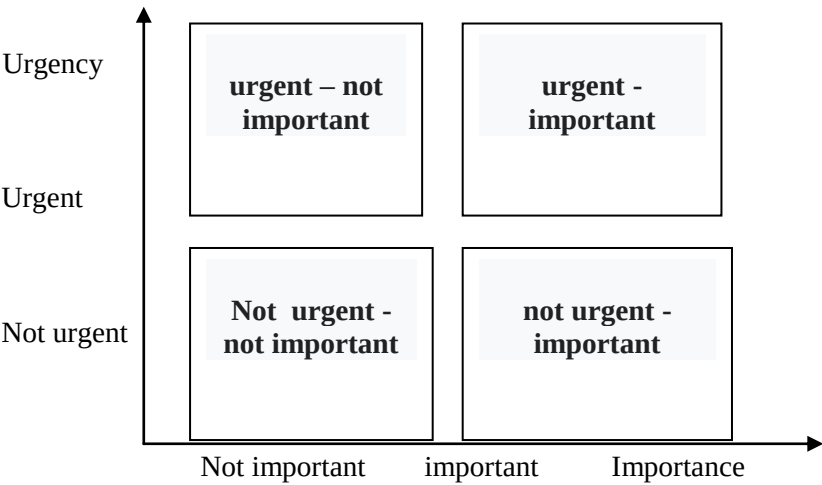
My topic of the day is the Eisenhower Matrix. A very useful tool in management and time management. Both a concept and a tool, it recurs in practically all the books that deal with the notion of time.

The Eisenhower matrix is a tool for managing and organizing your time which involves prioritizing the tasks you have to perform. It was designed by Dwight D. Eisenhower, 34th President of the United States of America, who once said, "What is important is rarely urgent and what is urgent is rarely important." This matrix is a double-entry table. Its purpose is therefore to save us time by having better management. This

matrix is based on two dimensions: the importance and the Eisenhower Matrix is a simple decision-making tool that helps you make the distinction between tasks that are important, not important, urgent, and not urgent. It splits tasks into four boxes that prioritize which tasks you should focus on first and which you should delegate or delete.

On the abscissa the important and ordered the urgency of the task(Diffley, 2017)

Fig 5 : The Eisenhower Matrix



Source: Prepared by the author

Quadrant 1 represents urgent, important tasks. **(DO)**:These are the tasks that you will have to do first and foremost yourself. Example: crises, deadlines, urgent problems.

Quadrant 2 represents non-urgent, important tasks. **(SCHEDULE)**° It represents those to be treated yourself, but in a second step compared to quadrant 1. Example: training, network, planning, emails.

Quadrant 3 represents urgent, non-important tasks. **(DELEGATE)**: These are the tasks that can wait or be delegated. Example: co-worker problems, small but scheduled meetings.

Quadrant 4 represents non-urgent, non-important tasks. **(DELETE)** It represents unnecessary tasks that can be removed from your calendar.

2- 2.7.Law of Ecclesiastes:

Who among us has never heard the famous phrase "there is a time for everything, and a time for everything". This quote comes from the biblical writings of Ecclesiastes effect the vanity of human beings. If we analyze this sentence, we first notice that it there are two parts. First let's take the part that translates to "a while ago executed but at its most propitious, best suited moment.

Second, each thing is delimited by the time it will take to realize.

These two almost identical concepts find their meaning in the world economy today. (MACDONALD, 1992, p. 195)

For example if we take a fad. A product comes out at the right time on the cheap, this reflects the first part (a moment for everything). This same thing also has a lifespan in the broad sense of the word.

In our daily life this double division also applies. A moment will always seem to us better than another to do such and such a thing and this, regardless of its completion time.

This law is undoubtedly the most abstract but finds its meaning in the rationality of human being.

2- 2.8. Douglas Law:

On our desk, in our library, our books and our documents pile up until fill the space available for their storage. We put everything we can until see our shelves crack.

In our time management this is true in the same way, we plan meetings, we organize appointments, until there is no more space in our agenda.

Time is flexible but not inexhaustible, modern man constantly more and more more in a hurry, arranges his time more as he can than as he wishes. Many times we could compare our time management to a pile of paper, documents, in an anarchic way where it is hard to find a little more that and the great difficulty of the man of today is to know how to manage his time of efficient and orderly manner.

Conclusion:

We conclude from the foregoing that time management is considered one of the basic pillars on which the fate of any organization depends, especially since time represents a resource that cannot be stored and renewed, and that wasting it or not having good control over its management will expose it to serious dangers that may lead to its demise, so it is up to those in charge of the process Administrative giving an important aspect to the time factor, and seeking to exploit it in a way that benefits the organization, especially since there are many factors that would hinder the administrative process and cause a great waste of time, and to overcome these time-wasting obstacles, a work strategy should be adopted that aims to rationalize its management, such as organizing work and Completing the work on time and not resorting to postponing it, and this explains the importance of time management laws and working to apply them within organizations to achieve the set goals.

List of references:

- 1- Al-Ghamd, M. b. (2018). *Time Management* (éd. 01). Dammam: King Fahd National Library.
- 2- Dickson, P. (2013). *The Official Rules*. Dover publications . NY-USA.
- 3- Diffley, A. (2017). *Time Management & The Eisenhower Box*. <https://atinadiffley.com/wp-content/uploads/Eisenhower-Box-Download.pdf>.
- 4- <https://fgc-consulting.fr/wp-content/uploads/2016/10/Time-management.pdf>. (s.d.).
- 5- <https://www.paretoanalysis.tools/ilichs-law-or-law-of-diminishing-returns>. (s.d.).
- 6- Lausberg, A. (2005). *le temps selon newton et Einstein*. bulletin de la société royale des sciences de liège , 74 .
- 7- Macan, & Hoff, T. (1994, Jun). *Time management: Test of a process model*. Journal of Applied Psychology , 79 (03).
- 8- MACDONALD, J. M. (1992). *The Book of Ecclesiastes Explained*. NEW JERSEY –USA.
- 9- Moreau, J. (1948). *Le Temps selon Aristote (à suivre)*. Revue Philosophique de Louvai, Troisième série, tome 46 (09).
- 10- Pitou, B. (1998). *Le rôle du temps dans la connaissance chez Kant. Philosoph'île*, site de philosophie de l'Académie de la Réunion, mis en ligne en juillet 2007 .

- 11- Prieto, R. (2022, March). *loi de parkinson*. national Academy of construction Exécutive Insights .
- 12- Robert, A., & Matthews, J. (1997, April). *The Science of Murphy's Law*. Scientific American Inc .
- 13- Tracy, B. (s.d.). *The 80 20 Rule - The Pareto Principle*. Consulté le 03 25, 2023, sur <https://www.briantracy.com/blog/personal-success/how-to-use-the-80-20-rule-pareto-principle/>