# THE RELATIONSHIP BETWEEN TIME MANAGEMENT AND JOB PERFORMANCE AMONG OFFICE EMPLOYEES AT PEJABAT DAERAH AND TANAH, KUALA BERANG, TERENGGANU

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## ABSTRACT

The study aimed to to determine the correlation between time management and job performance among employees at Pejabat Daerah and Tanah, Kuala Berang, Terengganu. The general objectives were to identify the most significant elements in time management that affects employee's job performance and to determine the correlation between time management and job performance among employees.

**Purpose** – The purpose of this study was to to determine the correlation between time management and job performance among employees and to identify the most significant elements in time management that affects employee's job performance.

**Design/methodology/approach** – This study used a sample of 40 employees at Pejabat Daerah and Tanah, Kuala Berang, Terengganu to investigate the relationships between two variables; time management and job performance. Data were collect through a field survey using Likert scale questionnaire that contains 39 questions

**Findings** – The findings indicated that there exist positive relationship between time management and job performance among office's employees.

**Conclusion** – The results indicated that time management plays an important role in the overall of employee's performance.

**Recommendation**- Perceptions and behaviors can be changed and implementing time management training can help the employees to be efficient and improve their level of performance and satisfaction with their job.

**Key words** - Time management, Job Performance, Relationship

# ACKNOWLEDGEMENT

# TABLE OF CONTENTS

CHAPTER 5 : CONCLUSION AND RECOMMENDATION