

## **Impact of Time Management; Analysis of Performance and Life Balance in Workers**

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### **Abstract**

*Time management is one of the important skills that can affect employee performance and work-life balance. This study aims to analyze the effect of time management on employee performance and how this skill supports the balance between personal and professional life. The research method uses a qualitative descriptive analysis approach that aims to describe or depict the existing reality or the actual reality of the object being studied. The results of the study indicate that good time management contributes significantly to improving performance and helps employees achieve a better work-life balance. This study also identifies challenges in managing time and provides practical recommendations for improving time management skills in the work environment.*

**Keywords:** *Time Management, Performance, Work-Life Balance, Employees, Productivity*

### **Abstrak**

Manajemen waktu merupakan salah satu keterampilan penting yang dapat memengaruhi kinerja dan keseimbangan hidup pekerja. Penelitian ini bertujuan untuk menganalisis pengaruh manajemen waktu terhadap kinerja pekerja serta bagaimana keterampilan ini mendukung keseimbangan antara kehidupan pribadi dan profesional. Metode penelitian menggunakan pendekatan analisis deskriptif kualitatif yang bertujuan untuk mendeskripsikan atau menggambarkan realitas yang ada atau realitas sebenarnya terhadap objek yang diteliti. Hasil penelitian menunjukkan bahwa manajemen waktu yang baik berkontribusi secara signifikan terhadap peningkatan kinerja dan membantu pekerja mencapai keseimbangan hidup yang lebih baik. Studi ini juga mengidentifikasi tantangan dalam mengelola waktu serta memberikan rekomendasi praktis untuk meningkatkan kemampuan manajemen waktu di lingkungan kerja.

**Kata Kunci:** *Manajemen Waktu, Kinerja, Keseimbangan Hidup, Pekerja, Produktivitas*

### **Introduction**

In the era of globalization, the pressure to meet work targets often sacrifices the balance between personal and professional life. Time management is key in facing this challenge. Workers who are able to manage their time well tend to have higher performance and are better able to maintain a balance in life (Syahada & Sekarsari, 2023). This study explores the extent to which time management can affect these two aspects.

Time management is one of the most important skills in everyday life, both for individuals and organizations (Aji & Aravik, 2023). The ability to manage time effectively can affect a person's quality of life, productivity, and well-being. In the context of the world of work, time management plays a significant role in supporting worker performance, as well as creating a balance between personal and professional life. Therefore, good time management not only affects how workers complete tasks or achieve targets, but is also closely related to their achievement of happiness and mental health.

According to (Halim et al., 2019), time management has a significant effect on employee performance. Time management is how someone manages time to do a job that is their responsibility. If time management is applied by employees in carrying out their duties, the results will definitely affect their performance. Meanwhile, according to (Prasetya & Alkadri Kusalendra Siharis, 2023) researched that time management is an important skill that affects productivity and work efficiency. Employees who are able to manage their time well can complete their tasks on time, reduce stress, and increase job satisfaction. Research shows that good time management skills are positively related to employee performance. Therefore, training on time management can help employees in setting task priorities and achieving work goals. Workers in various sectors often face challenges in managing their time, especially when work demands are getting higher and the pressure is getting bigger. Good performance, which is often measured based on the results achieved in the job, can be influenced by how a worker manages time to complete their tasks (Poernamasari et al., 2023). Poor time management, on the other hand, can cause stress, fatigue, and even a decrease in the quality of work done. One aspect that is often overlooked in discussions about time management is how this skill can impact life balance, namely the ability to manage time between work and personal life, which ultimately affects overall life satisfaction.

A good work-life balance is essential to ensure that workers can maintain their physical and mental well-being, which will also contribute to their performance at work. An imbalance between work and personal life can lead to prolonged stress, burnout, and decreased motivation, all of which can be detrimental to workers' performance (Vinahapsari & Rosita, 2020). In this regard, it is important to study

how the implementation of effective time management can help workers achieve a better work-life balance and its impact on their performance. Research on the effect of time management on workers' performance and work-life balance is becoming relevant and increasingly urgent, given the increasing demands in the workplace and the need for workers to maintain their mental and physical well-being.

Previous studies have examined the relationship between time management and worker performance, but there is little research that directly links time management to work-life balance. Therefore, it is important to further investigate how effective time management can affect work performance and work-life balance. This article aims to analyze the effect of time management on workers' performance and work-life balance, and how the two interact to create a productive work environment that supports personal well-being. This research is expected to provide deeper insight into the importance of time management in improving the quality of life of workers and optimizing their work results.

## **Theoretical Basis**

### **1. Time Management**

Time management is the process of planning and controlling how a person spends their time in various activities to increase effectiveness and efficiency. According to (Wahidaty, 2021), good time management involves understanding priorities, setting goals, and managing distractions to achieve desired results. Research (Kholisa, 2022) shows that good time management skills can increase productivity and reduce stress, because individuals can allocate time wisely for important tasks. In addition, time management theories often use two main concepts: structured time and flexible time. Structured time focuses on managing a tight schedule, while flexible time gives individuals room to adjust their activities to evolving needs.

### **2. Worker Performance**

Worker performance refers to the level of effectiveness achieved by a worker in completing the tasks and responsibilities given in the job. This performance can be measured through various indicators, such as productivity, work quality, customer satisfaction, punctuality, and the ability to adapt to changes and

challenges at work. In addition, good time management can improve worker performance, because they can complete tasks on time and avoid delays that can damage the quality of work.

### 3. Life Balance

Life balance refers to an individual's ability to divide time and energy between work and personal life in a way that is satisfying in both aspects. (Wiyono, 2022) explains that a good life balance allows individuals to feel satisfied in both work and personal life, which in turn can improve overall well-being. Life balance also includes stress management and mental health. According to the stress management theory by (Mere, 2024), individuals who have a good life balance tend to be better able to deal with stress in a positive way, because they can balance work demands with activities that are enjoyable and support their personal life.

### 4. Thinking Framework

In this study, a thinking framework was built to understand the relationship between time management, worker performance, and life balance. This thinking framework aims to explain how good time management can contribute to higher worker performance, as well as how worker performance is related to achieving a good life balance. This thinking framework illustrates how these factors interact and influence each other in shaping the overall well-being of workers.

## **Research Methods**

The research method we use is a qualitative method. Qualitative research is research that produces findings that cannot be achieved using statistical procedures or other quantification methods (Murdiyanto, 2020). The approach used in this study is a normative approach. A normative approach is an approach that focuses on values, norms, or standards that are considered right, good, or should be done in a particular context (Jonandi Effendi, 2018). This research is based on library research, where we do this method by reviewing various books and journals. The way we analyze is by reading books or magazines, journals, research results, and other data sources to collect data from various literature, both libraries and other places, both online and offline about the theme being discussed. After the data is collected and recorded, it is then analyzed using descriptive analysis. Descriptive

analysis is the process of analyzing data from research and comparing it with existing theories to reach conclusions and obtain problem solving. The analysis of this study was also analyzed inductively, namely data analysis by collecting data first and must be understood as basic capital for understanding (Adhi Kusumastuti, 2019) then analyzed and described in a writing. With the aim only to describe the data that has been collected as it is without intending to make our own conclusions regarding the contents contained in the media we are studying.

## **Results and Discussion**

### **1. The Influence of Time Management on Worker Performance**

Time management is an important skill possessed by every individual in the work environment. This skill affects the way workers complete tasks and manage their time to achieve goals efficiently. On the other hand, worker performance is a measure of the results achieved in the process of carrying out the tasks and responsibilities given. In the context of an increasingly dynamic and challenging work world, effective time management is an important factor in improving worker performance.

In the context of the work environment, everyone is always required to be professional. This is very much needed because efforts in service in various fields of life have become something that needs to exist. In other words, every human activity is related to service, especially public service. Therefore, in order for service to provide satisfaction, a worker must be able to train self-management. One form of self-management in an effort to work professionally is time management.

Time management is very important in everyday life. Applying time management in everyday life will help people to do all their work regularly. Each individual will arrange their time in line with the needs in carrying out their activities. Employees who are able to manage their time properly can be said to be able to manage themselves well. Time management greatly affects the success and failure of employees in carrying out their duties. Employees who cannot manage their time well, there is a tendency that the individual is unable to direct and regulate the drives that exist within themselves. Research (Apri Anggara Putra & Teguh Arieboowo, 2023) explains that employees who delay doing their tasks generally have poor time

management. Employees tend to be interested in doing things that are more enjoyable and satisfying for themselves. Time management refers to the skills used by individuals to plan, organize, and allocate time in completing various existing tasks. This ability is closely related to how a worker manages task priorities, makes schedules, and reduces wasted time to achieve goals efficiently. Time management techniques include the use of tools such as to-do lists, reminder applications, and time allocation based on the level of urgency and importance of a task (Apri Anggara Putra & Teguh Ariebowo, 2023). According to time management theory, someone who is able to manage time well can optimize energy and focus, which will ultimately improve the quality of their work. With good planning, workers can minimize disruptions and reduce stress from piling up work.

Worker performance refers to the results obtained by individuals in carrying out tasks and responsibilities given by the organization or company. This performance can be measured using various indicators, such as the number of tasks completed on time, the quality of work results, and the achievement of predetermined targets. In many cases, worker performance can be influenced by various external and internal factors, such as the level of motivation, the quality of available resources, and managerial skills, including the ability to manage time. Good performance is not only seen from the quantity of work, but also from the quality produced. A worker who is able to complete tasks on time and with adequate quality shows optimal performance.

Although the descriptive method cannot show a direct cause-and-effect relationship, the results of this descriptive analysis show a positive correlation between good time management and better performance. Workers who have a clear time management system and can prioritize tasks well tend to be more efficient and productive. This is reflected in better work results, both in terms of quality and quantity.

Based on the description above, it can be concluded that workers who do not manage their time well are more likely to feel stressed, experience delays in completing tasks, and ultimately produce inadequate work. This shows that poor time management can contribute to decreased worker performance.

## **2. The Influence of Time Management on Life Balance**

The Industrial Revolution 4.0 presents many new challenges in the business sector. Business competition is increasingly competitive and is one of the major risks that must be faced by business actors. Therefore, companies must establish the right business strategy to increase their competitiveness. In order to realize their business strategy, companies must be supported by superior employees, namely professional, competitive, and competent. Currently, the role of employees in a company is no longer just as human resources, but as capital (human capital).

Time management is the ability to plan and control how a person divides their time between different activities, both at work, home, and personal life. In the modern era, where life often feels full of demands and pressures, the ability to manage time effectively is an important skill. Good time management not only helps individuals become more productive, but also plays an important role in achieving a healthy life balance.

Research (Akbar & Margaretha, 2024) confirms that life balance refers to a state in which a person can manage various aspects of their life including work, family, social relationships, health, and personal time in a balanced manner without sacrificing one aspect for another. A good life balance is often associated with better mental health, higher productivity, and a better overall quality of life.

Life balance is essential to prevent stress and burnout, as well as maintain long-term happiness. This balance is not only related to time, but also to the quality of attention given to each aspect of life. Here are some of the Effects of Time Management on Life Balance (Zaky, 2022):

### **1. Reduces Stress**

One of the most obvious impacts of poor time management is increased stress. When a person cannot manage their time effectively, piling up tasks can cause feelings of overwhelm and anxiety. Conversely, good time management allows a person to complete work more efficiently, thereby reducing stress. By planning time carefully, a person can avoid procrastination and prevent tight deadlines, which are often a source of stress.

### **2. Increase Productivity**

High productivity does not only depend on hard work, but also on effective time

management. By managing time properly, individuals can focus more on important tasks and avoid wasting time on unproductive activities. This contributes to achieving goals in a shorter time, giving more space for other activities that support life balance.

### 3. Improved Quality of Social Relationships

Good time management can also contribute to healthy social relationship management. By allocating time for family and friends, individuals can strengthen their social bonds. Adequate time to interact with important people in life can reduce feelings of isolation that often arise when work dominates a person's time.

### 4. Improved Mental and Physical Health

One aspect that is often overlooked in everyday life is health. Individuals who have poor time management tend to neglect time to exercise, get enough sleep, or engage in relaxing activities. Good time management allows a person to include activities that support health, such as regular exercise, meditation, or getting enough sleep, which in turn can improve life balance.

### 5. More Time for Personal Activities and Hobbies

When time is managed well, a person not only focuses on work, but also has time to do things that he or she enjoys. Spending time on hobbies and enjoyable personal activities can enrich your life and increase your overall satisfaction. This is important for maintaining long-term happiness and quality of life.

### 6. More Efficient Goal Achievement

Time management allows a person to focus more on achieving short-term and long-term goals. By making a clear plan, individuals can set realistic goals and achieve them in an organized manner. This not only helps in achieving personal or professional goals, but also provides a sense of accomplishment.

## 3. Time Management Challenges

In today's fast-paced and stressful world, time management is one of the most needed skills to achieve success in both professional and personal life. However, despite its importance, many individuals face major challenges in managing their time well. These challenges can hinder productivity, cause stress, and reduce life balance. Poor time management can result in increased stress, decreased quality of work, and difficulty in achieving personal goals

Time management involves optimizing the time allocated through planning, coordinating, monitoring, and organizing activities. The ability to manage time and resources efficiently is known as time management. People who are good at time management understand how to prioritize their tasks, focusing on tasks that have a significant impact on their success (M.Krisna Bagus Virgiana et al., 2024).

Research (Vinahapsari & Rosita, 2020) explains that there are several challenges in Time Management:

#### 1. External Distractions

One of the biggest challenges in time management is external distractions. These distractions can be interruptions from colleagues, unexpected phone calls, email messages, and even notifications from social media applications. According to research by (Amrulloh et al., 2024), external distractions can significantly affect a person's concentration and productivity. When someone is constantly disturbed, they will take longer to refocus and complete tasks efficiently.

Constant distractions can cause procrastination, extend the time it takes to complete tasks, and reduce the quality of work output. On the other hand, these distractions also lead to increased stress levels, as individuals feel pressured by the need to complete many tasks at once.

#### 2. Multitasking

Multitasking, which is considered a way to get a lot done in a short time, can actually be one of the biggest challenges in time management. Although it seems efficient, studies show that multitasking can actually reduce productivity and the quality of work. The human brain is not designed to work on two tasks that require full attention at the same time. As a result, multitasking can cause errors, reduce concentration, and increase the time it takes to complete tasks.

This is particularly relevant in the context of the modern workplace, where many individuals feel the need to multitask to cope with multiple demands. Multitasking can lead to feelings of exhaustion and decreased quality of work output, as well as reducing one's ability to manage time effectively.

### 3. Difficulty Prioritizing

One of the key aspects of good time management is the ability to properly prioritize. However, many individuals have difficulty determining which tasks are most important and urgent. Difficulty prioritizing can lead to individuals spending too much time on tasks that do not produce significant results. This can lead to feelings of unproductivity and hinder the achievement of primary goals.

### 4. Lack of Motivation and Self-Discipline

Motivation and self-discipline are two important factors that influence one's ability to manage time well. Without both, individuals tend to procrastinate and are unable to allocate time effectively. Procrastination can worsen time management because tasks that should have been completed immediately pile up, which ultimately leads to stress and decreased quality of work. In addition, lack of motivation can lead to a lack of energy and desire to manage time efficiently.

### 5. The Influence of Technology on Time Management

Technology, although it provides many benefits in increasing efficiency, also poses a major challenge in time management. Social media applications, emails, and other applications can create distractions that disrupt a person's focus. Research by (Amrulloh et al., 2024) shows that many individuals spend more time checking emails or social media than completing important tasks. On the other hand, the use of technology in the form of time management tools, such as calendar applications or reminders, can also be helpful if used wisely. However, challenges arise when individuals become too dependent on technology, thus losing control over their time.

To overcome these challenges, individuals can apply the following strategies (Alfitami & Rustiana, 2017):

1. **Setting Priorities.** Using techniques to set priorities can help individuals to focus more on important tasks.
2. **Reducing External Distractions.** Managing time by avoiding external distractions, such as turning off notifications or setting a specific time to check email.
3. **Avoiding Multitasking.** Focusing on one task at a time to improve work efficiency and quality.
4. **Improving Self-Discipline.** Implementing a consistent routine to improve

productivity and reduce procrastination.

5. Using Technology Wisely: Utilizing time management applications to help organize schedules and remind important tasks.

Based on the description above, it can be concluded that effective time management is the key to achieving high productivity and a healthy life balance. However, various challenges such as external distractions, multitasking, difficulty setting priorities, lack of motivation, and the impact of technology can hinder good time management. Therefore, it is important for individuals to recognize these challenges and develop strategies to address them, in order to improve efficiency, reduce stress, and achieve overall well-being.

## **Conclusion**

The conclusion of this study reveals that effective time management plays a significant role in improving employee performance and supporting the achievement of a balance between personal and professional life. The results of the study indicate that by managing time well, employees can increase their productivity and work efficiency, which in turn has a positive impact on overall performance. In addition, time management skills also help employees to set priorities, reduce stress, and provide space for a balanced personal life, thereby improving overall well-being. However, this study also identified several challenges faced by employees in implementing time management, such as external distractions and difficulty in managing time for various conflicting tasks. Therefore, this study provides practical recommendations for improving time management skills in the workplace from determining priorities to using technology wisely. Thus, implementing more effective time management can have a positive impact not only on individual performance but also on the overall well-being of employees.

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