



Management of Time Resources in Madrasahs to Increase Work Productivity and Effectiveness: Literature Review

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ABSTRAK

This research is a literature review that aims to understand the practice of managing time resources in Madrasahs and the factors that influence it. By collecting data from various sources, this research resulted in a better understanding of the practice of managing time resources in Madrasahs, as well as the factors that influence these practices, such as competence, motivation, work environment, and organizational support. This research provides a better understanding for practitioners, especially teachers in Madrasahs, to understand the factors that influence their practice of managing their time resources and develop effective strategies to increase work productivity and effectiveness. Although this research does not produce novelty directly, it provides a strong basis for further research to develop models or strategies that are more effective in managing time resources in Madrasahs. This research is expected to make a positive contribution to the development of time resource management practices in Madrasahs.

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A. Introduction

Madrasah is a formal educational institution that has an important role in shaping the character of students and preparing them to enter a better life in the future. As an educational institution, madrasah must be able to produce quality graduates who are ready to compete in the world of work. One important aspect in achieving this goal is the effective and

efficient management of time resources (Sabrina, 2021). However, in reality there are still many madrasahs that experience problems in managing time so that productivity and work effectiveness are not achieved. Many teachers and madrasah staff find it difficult to complete their assignments due to limited or poorly managed time.

These problems can hinder the performance and quality of education in madrasah, and can affect the motivation and well-being of teachers and staff. Therefore, there needs to be an effort to improve the management of time resources in madrasahs so that work productivity and effectiveness can be achieved. Research conducted by (Ulfiyah, 2019) shows that poor time management can affect teacher productivity in madrasahs. In this study, it was found that most of the teachers experienced difficulties in completing their assignments due to the limited time available and the lack of ability to manage time.

The same thing was also expressed by (Khairat, 2020) showing that good time management can increase the work productivity of teachers and madrasah staff. In this study, it was found that teachers and staff who were able to manage their time well had a higher level of productivity compared to those who were unable to manage their time well. Research conducted by (Purnama, 2016) also shows that effective time management can increase the efficiency of resource use in madrasahs. In this study, it was found that madrasahs that implement effective time management are able to optimize the use of available resources and produce better outputs.

Research conducted by (Idris, 2015) shows that the use of information technology can increase the effectiveness of time management in madrasahs. In this study, it was found that the use of time management applications can help teachers and staff manage their time so that they can be more productive and efficient. Research conducted by (Lugiati, 2020) shows that project-based learning can increase the effectiveness of time management in madrasahs. In this study, it was found that project-based learning can help students and teachers manage their time well and can improve student learning outcomes.

Research conducted by (Zainuddin, 2019) shows that time management training can increase the productivity and effectiveness of teachers' work in madrasahs. In this study, it was found that time management training can help teachers understand the importance of effective time management and can help them develop good time management skills. From these studies, it can be concluded that effective management of time resources can have a positive impact on work productivity and effectiveness in madrasahs. Therefore, efforts are needed to improve the management of time resources in madrasahs so that educational goals can be achieved properly.

Time management refers to practices and techniques used to optimize the effective use of time (Atos, 2014). According to this theory, effective time management involves careful planning, clear priorities, and the right use of technology. This can help individuals manage their time better, increase productivity, and minimize stress and burnout. Furthermore, work effectiveness is related to the individual's ability to achieve certain goals in an effective way. In managing time resources, this theory can be applied by prioritizing important and urgent tasks so that individuals can focus on the things that are really important. In addition, this theory also emphasizes the importance of developing the skills needed to achieve these goals.

Related to the development of a mature plan to achieve certain goals in managing time resources, this theory can be applied by creating a structured schedule for the activities that must be carried out (Syam, 2020). The plan should be realistic and consider the time needed to complete each task. so it can be concluded that effective management of time resources involves careful planning, clear priorities, and the use of appropriate technology. In addition, individuals also need to develop the skills needed to achieve certain goals in an effective way.

Based on the background of the problem and the literature review that has been presented, it can be concluded that research on the management of time resources in Madrasahs to increase work productivity and effectiveness is feasible. Effective management of time resources can help teaching staff at Madrasahs maximize the use of their time, increase productivity, and minimize stress and fatigue. In addition, this research is also relevant to the theories of time management, work effectiveness, planning and prioritization that have been discussed in the literature review. Therefore, this research can make an important contribution to the development of time resource management practices in Madrasahs and possibly be adopted by other educational institutions.

B. Method

The method used in this research is literature review. Literature review is a research method that focuses on reviewing literature or reference sources that are relevant to the research topic being discussed (Afiyanti, 2005). In this study, the authors will collect and analyze literature sources related to the management of time resources in Madrasahs to increase work productivity and effectiveness. The literature review process will be carried out by searching for relevant literature sources through various databases such as Google Scholar, ProQuest, and

ScienceDirect. Literature sources that will be sought include scientific articles, journals, books, theses, and other reference sources related to the research topic.

After the relevant literature sources have been collected, the writer will then carry out an analysis and synthesis of these sources. Analysis and synthesis are carried out by reading and understanding the contents of each relevant literary source, then identifying important findings or concepts that emerge from these sources. The results of the analysis and synthesis will then be used to develop a theoretical framework or concepts that will be used as a basis for writing articles. In literature review research, data collection is done indirectly through literature sources related to the research topic. Therefore, no research subjects were involved and no primary data collection through interviews or observation was required.

C. Results and Discussion

From the literature review that has been carried out, several important results were obtained which could be an important contribution to the development of time resource management practices in Madrasahs.

1. First, it was found that effective management of time resources can help increase the productivity and work effectiveness of teaching staff in

Madrasahs. This can be achieved by prioritizing important and urgent tasks, and avoiding distractions or unnecessary things that can interfere with focus and concentration.

2. Second, it was found that good planning can help teachers in Madrasahs manage their time resources. Good planning includes making regular and realistic schedules, setting clear and specific goals, and making lists of tasks that must be completed within a certain time frame.
3. Third, it was found that effective management of time resources can help reduce stress and fatigue among teaching staff in Madrasahs. This can be achieved by paying attention to the balance between work tasks and rest and recreation, and by avoiding work overload that can cause stress and fatigue.
4. Fourth, it was found that effective management of time resources can help improve the quality of teaching and learning in Madrasahs. This can be achieved by prioritizing sufficient time for teaching preparation, providing sufficient time for discussion and interaction with students, and providing sufficient time for providing feedback and evaluation to students.

Overall, the results of this literature

review show that effective management of time resources can provide many benefits for teaching staff in Madrasahs, including increasing productivity, work effectiveness, quality of teaching and learning, and reducing stress and fatigue. Therefore, it is important for teachers in Madrasahs to develop effective time resource management practices to achieve these goals.

Discussion

From the results of a literature study, it was found that effective management of time resources can provide many benefits for teaching staff at Madrasahs, including increasing productivity, work effectiveness, quality of teaching and learning, and reducing stress and fatigue.

The results of this study were also supported by (Wibowo, 2015) which was conducted in the Central Java region showing that teaching staff in the area tend to experience difficulties in managing their time resources due to high workload and lack of support from the school. However, and skills in time

management, and commitment to duties and responsibilities as a teacher. Therefore, it is important for teaching staff in Madrasahs to understand the factors that influence the practice of managing time resources in their respective regions and develop effective strategies to overcome the

research conducted by (Mukhtar, 2015) in the North Sumatra region shows that teaching staff in that area tend to be more effective in managing their time resources due to stricter support and supervision from the school.

Likewise, research by (Zaini, 2010) conducted in the East Kalimantan region shows that teaching staff in the area tend to experience difficulties in managing their time resources due to a lack of adequate knowledge and skills in time management. In contrast, research by (Mukhtar, 2015) conducted in the South Sulawesi region shows that teaching staff in that area tend to be more effective in managing their time resources due to their strong commitment to their duties and responsibilities as teaching staff.

From some of these studies, it can be concluded that the practice of managing time resources in Madrasahs may vary from one region to another, depending on factors such as workload, support from the school, knowledge

challenges that exist.

From the results of the literature review conducted, this study provides a better understanding of the practice of managing time resources in Madrasahs and the factors that influence it. This can be the basis for further research aimed at

developing models or strategies that are effective in managing time resources in Madrasahs. In addition, this research also provides a better understanding for practitioners, especially teaching staff in Madrasahs, to understand the factors that influence their practice of managing their time resources and develop effective strategies to increase work productivity and effectiveness. Thus, this research can make a positive contribution to the development of time resource management practices in Madrasahs.

D. Conclusion

Based on the results of the literature review conducted, the practice of managing time resources in Madrasahs has a very important role in increasing work productivity and effectiveness. Factors such as competence, motivation, work environment, and organizational support can influence the practice of managing time resources in Madrasahs. Therefore, there needs to be more serious attention in managing time resources in Madrasahs, both by the management and by the teaching staff. In this regard, this research provides a better understanding for practitioners, especially teaching staff in Madrasahs, to understand the factors that influence their practice of managing their time resources and develop effective strategies to increase work productivity and effectiveness.

Although this research does not produce novelty directly, it provides a strong basis for further research to develop models or strategies that are more effective in managing time resources in Madrasahs.

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