

Analysis Of Employee Time Management Of The Vania Interior Furnishing Company Jakarta

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Abstract

This research aims to analyze the time management of Vania Interior Furnishing Jakarta employees. Know the factors that cause poor time management at Vania Interior Furnishing Jakarta, and also know how to manage time well at Vania Interior Furnishing Jakarta. This research uses a qualitative method with a descriptive approach, namely by describing and analyzing the problems found. Data was collected by interviews, observation and documentation, with primary and secondary sources providing comprehensive insight. From the results of this research, it can be seen that the lack of poor time management is caused by employees still not understanding how to determine and sort out the priority scale of assigned tasks which results in a lack of work productivity. There are also obstacles that reinforce the influence and disruption of the environment in the workplace. causes reduced focus and results in poor time management applied by employees.

Keyword: Management; Time; Employees

1. Introduction

Time management plays an important role in supporting employee effectiveness and efficiency, Time management can be called the ability to organize or plan work activities in a way that allows individuals or a team to achieve their goals within a set time limit, employees must have very good time management and it is really needed because the tasks and responsibilities of employees are often related to deadlines, Time management is the achievement of the main goals of life as a result of setting aside meaningless activities that often take up a lot of time (Taylor, 1990). Time management is not just about time management, but how to utilize time that is able to determine the priority scale of the various tasks faced.

Discussing time management for employees actually has a crucial role in determining the productivity and quality of work results. In the world of work, employees are often faced with various tasks that have different priorities and deadlines, for example archiving documents, making reports, and scheduling meetings. Good time management allows employees to identify which tasks are the most urgent and prioritized first.

One of the important skills that every worker must have in an increasingly competitive and dynamic work world is the ability to manage time effectively. Time management is not just about completing daily tasks; it is also about achieving long-term goals, developing yourself, and finding balance between personal and professional life.

From the pre-research that I took, 10 people agreed and none rejected that, Employees who are able to prioritize their tasks well tend to be more effective in managing their time.

The inability to manage time effectively can lead to decreased performance, increased stress, and dissatisfaction at work. Conversely, the ability to manage time well will help employees become more organized, reduce stress, and become more productive. Time management is defined by Jones & Barlett (2004:67) as the ability to prioritize, organize, and complete one's tasks for the satisfaction of that person.

Various factors can cause poor time management in the workplace. One of them is not realizing how important it is to make work a first priority. Many employees have difficulty distinguishing between urgent and important work, so they often get caught up in unproductive routines. In addition, poor time management is also caused by workplace distractions such as unexpected interruptions, protracted meetings, and uncontrolled use of technology (such as using social media at work).

Unbalanced workload is an additional factor that affects employee time management. Some employees may feel too burdened with the work they have to complete, making it difficult for them to complete tasks on time, but there are also employees who feel they lack work, so they tend to procrastinate on tasks they have to complete. This unfair distribution of work can interfere with time management and reduce overall productivity.

Based on the results of direct and indirect observations that I did when meeting each person, they agreed that effective time management helps them complete all tasks well. In addition, no one rejected the argument that managing time well is a benefit for each individual.

In the results of a random pre-research by distributing questionnaires to each person, it showed that out of 10 people, there were those who agreed that tasks were often completed late or neglected due to a lack of effective time management.

This study aims to learn more about employee time management at Vania Interior Furnishing Jakarta. It is hoped that the results of this study will provide a better picture of how employees manage their time, the challenges they face, and the factors that influence the effectiveness of their time management. Therefore, the findings of this study can be beneficial for Vania Interior Furnishing Jakarta.

In addition, this study has broad relevance because many companies in various industries face time management problems. As a result, the findings of this study will not only help Vania

Interior Furnishing Jakarta, but can also be used as an example for other companies facing similar problems. By understanding and improving employee time management, businesses can improve operational efficiency, maximize human resource potential, and achieve higher goals for the company.



Figure 1. Pre-Research Result of Time Management at Vania Interior Furnishing Jakarta

2. Literature Review

2.1 Basic Concepts of Time Management

One of the most important life skills to master is time management. Mayberry (2013) said, "Time Management is actually life management." The purpose of this is so that we can learn how to calculate the use of time every day for something good. Time management problems are common to many people. Most people acknowledge and feel the importance of time management. But in reality they do not pay attention and apply it. We must be disciplined with ourselves and commit not to delay the time that already exists.

Leman (2007:24) defines time management as using and utilizing time as well as possible, as optimally as possible through planning Dynamic Management Journal Vol. 5 No. 1 43 organized and mature activities. Meanwhile, according to Agustamania (2017) who stated that time management is a person's skill in using time so that the activities carried out can be more effective and efficient.

Time management is the ability to allocate time and resources to achieve goals (Dejanasz, 2002: 66). "Time is money" the meaning of this proverb shows how valuable time is, because it can never be repeated, and by managing time well it will help someone to work more effectively and have more time to do more important things (MTD Training,

2010). Literature study from Gea (2014) states that effective time management can help do important things in every working hour.

2.2 Factors Affecting Time Management

According to Covey (2006) the influencing factor of a person's time management is the selection of priorities. Urgent matters are matters that require immediate attention. These urgent matters are what tempt individuals to not be able to let go of them, so they tend to use a lot of time to fulfill them. Usually these urgent matters are interesting, easy, to do and the results will be seen immediately. However, these urgent matters may not actually be important.

Herzberg (1968) through the Two-Factor Theory said that intrinsic motivation such as job satisfaction and recognition, plays a big role in driving productivity, including managing time efficiently. Conditions like this and mental fatigue can affect employees' ability to manage time. And excessive stress often disrupts focus and causes work to be delayed. According to Greenberg (2002), uncontrolled stress in the workplace can result in decreased cognitive abilities, reducing a person's ability to make efficient decisions, including in terms of time management.

3. Material and Method

This research was conducted for 6 (six) weeks starting from September 2024 to October 2024. The author conducted observations along with the time given for research on the Research Methodology course.

The author conducted an observation at the Vania Interior Furnishing Jakarta company. The following is the information and data of the company.

- Company Name: Vania Interior Furnishing Jakarta
- Address: Jl. Panglima Polim Raya No.108B Kebayoran Baru South Jakarta 12130
- Phone: + 62 21 7253093.

Vania Company is engaged in interior design and home decoration products, especially in the manufacture of upholsteries, draperies, contract fabrics, and provides interior design consulting services. They also produce and supply furniture with a focus on modern, elegant, and high-quality styles. Vania serves a variety of clients including fine dining restaurants, hotels, and high-end service industries.

3.1 Design Study

This research uses qualitative research methods. As quoted by Anslem Strauss, qualitative research is a type of research whose results are not obtained through counting techniques or statistical methods. However, according to Djam'an, qualitative research is research that emphasizes the quality or the most important properties of something. In addition, according to Imam Gunawan, qualitative research is research that does not start from a previously prepared theory, but starts from the field based on the natural environment. Saryono said that qualitative research is research that seeks, finds, describes, and explains the quality or excellence of social influence that cannot be measured, described, or explained with a quantitative approach. Differentiation from quantitative research is research that begins with data, uses existing theory as an explanation, and ends with theory.

3.2 Data Sources and Study Samples

Qualitative research differs from quantitative research in terms of the number of informants or samples used. In qualitative research, the number of informants or samples used depends on the complexity and diversity of the phenomena being studied. In qualitative research, subjects (informants) are expected to provide information as broadly, deeply, and in detail as possible about the various information we want to explore. In quantitative research, respondents only respond to the instruments we compile, therefore they are called "Informants".

For this study, the Informants or sources used were employees of Vania Interior Furnishing Jakarta . The author used the purposive sampling technique for sampling in this study. In order to meet the criteria in the study for sampling. therefore the sample was taken from the population of employees working at Vania Interior Furnishing Jakarta. Experts describe purposive sampling as a method of collecting illustrations that relies on a view that focuses on a particular purpose rather than random, regional, or strata (Sugiono, 2010). Otoatmodjo (2010) said that taking illustrations is based on certain considerations about the characteristics of the population and previously known identities. Sugiyono (2010) describes it as a method to ensure research illustrations with certain considerations with the aim that the information obtained later can be more representative.

3.3 Data collection technique

1. Primary Data

a. Observation

Observation is a method of data collection in which researchers directly observe objects, actions, events, or phenomena being studied. During this process, researchers observe objects carefully and systematically and obtain relevant information without disturbing or changing the observation environment. Observation is often used in qualitative, educational, social, and psychological fields. However, observation can also be used to some extent in quantitative research.

b. Interviews

Researchers use interviews to add information from observation results and complete research data. The purpose of this interview is to find out more about selected informants using question and answer techniques. By conducting interviews, researchers can better understand how informants describe phenomena and events and obtain more detailed information. c. Documentation

In addition to interviews and observations, information can also be obtained from information stored in letters, diaries, meeting results, souvenirs, activity journals, and photo archives. Data in this type of document can be used to explore information from past events. To avoid losing the meaning of these documents, researchers must have theoretical sensitivity (Faisal, 1990: 77).

2. Secondary Data

Another way Researchers collect data in this study is by using secondary data; this is data that has been collected and available by other parties before this study began. It is expected that the use of this secondary data will support the results of the primary data analysis that will be collected, as well as provide a better picture of employee time

management. This data comes from various relevant sources, such as company reports, scientific journals, books, and statistics related to the research topic.

Data obtained from existing sources, such as archives, documentation, or published information, is referred to as secondary data, according to Sugiyono (2016). Researchers can use secondary data to get a broader picture of their research subjects. In addition, this data is very useful because it can help them save time and money. Secondary data such as company annual reports or employee productivity data can help in this study because they can provide important information about time management practices at Vania Interior Furnishing in Jakarta.

3.4 Data Validity Techniques

Licoln and Guna (1985) provide standards for the validity of data from qualitative research. They say that there are several standards or criteria used to ensure that qualitative research data is valid. Some of the criteria they mention include.

1. Credibility standards: Research results must be credible and relevant to the facts in the field. This means that researchers must continue to make serious and continuous observations, study current phenomena, triangulate (methods, content, and processes), involve or talk to colleagues, study or analyze negative cases, and monitor suitability and weaknesses.
2. Transferability standards, are standards assessed by the report reader. If the report reader understands the focus and content of the research clearly, the research results are considered to be well transferred.
3. Dependability standards, the existence of checks, or evaluations of the researcher's accuracy in conceptualizing data. Because of the involvement of researchers in the entire research process, this teacher is considered to have high trust.
4. Confirmability standards, concentrate on checking and checking the quality of research results, which determine whether the research results really come from the field. Mobility confirmation audits are usually carried out in conjunction with dependability audits.

3.5 Data Analysis Techniques

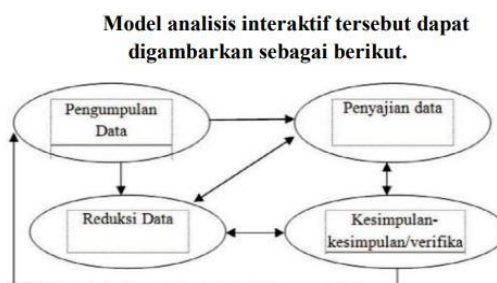


Figure 3. Interactive Analysis Source: Huberman and Miles (1994)

Data analysis is done after the field data is obtained. In qualitative research, there are several steps taken to analyze the data. The data analysis model developed by Miles and Huberman is one of the steps taken to analyze qualitative data, namely

First, reduce the amount of data. After primary and secondary data are collected, the following processes are carried out: sorting, theming, categorizing, focusing data according to topic, discarding, arranging, and summarizing in units of analysis.

Furthermore, the data is reexamined and grouped according to the problems discussed. After being reduced, data relevant to the research objectives is described in sentence form. This provides a complete picture of the research problem.

Second, data display. In this analysis method, data is presented in the form of a story. In addition, the results of the analysis are displayed in the form of a sentence description of a chart that shows the relationship between categories that are sequential and systematic.

Third, making conclusions. Although the data reduction conclusion is not permanent, there is still the possibility of addition and reduction. At this point, conclusions have been made that are in accordance with accurate and factual field data. Starting with data collection, selection, triangulation, categorization, description, and drawing conclusions. To avoid bias, data collected from observations and interview results are categorized thematically, arranged into parts of the data description needed to support the research statement. By using inductive techniques, conclusions are drawn without linking one finding to another.

4. Result

4.1 Effectiveness of Employee Time Management

Time Management is a very good skill in the workplace, we are challenged to complete tasks with tight deadlines usually, and often become a pressure for employees, According to Stephen Covey (2004), the effectiveness of time management is related to the individual's ability to prioritize important tasks, not urgent ones, for example, in the theory of time management matrix by Covey, employees must learn to identify and focus on tasks that have a big impact on long-term goals, rather than just completing urgent tasks.

The ability of employees to manage and utilize time well to complete their tasks with deadlines is very necessary. This effectiveness plays a role in determining productivity and work-life balance.

Participants explained how effective the time management of employees is applied at Vania Interior Furnishing Jakarta to complete their tasks related to deadlines. This is in accordance with the results of interviews with several participants at Vania Interior Furnishing Jakarta regarding the effectiveness of time management.

Participant A: "Usually, if on the HR side we already have a target or SLA, we usually use the Tracker system but manually on Google Sheets, so the process and the do-date can be monitored from the entry of employee requests until we deliver the employees to join and we can get them. Tasks that use deadlines we do using Tracker. But whether Tracker is effective depends on the user again."

Participant B: "My position is Supervisor General Affair and I supervise drivers and couriers, so they adjust to today's orders, if there are a lot of orders today, they have to complete all of them and they can't be pending, and if there are pending orders, they have to confirm with the person concerned first, and usually for drivers we make a travel schedule for them, and for cleanliness, there is usually a daily checklist for cleanliness."

Participant C: "As Head of IT at Vania Interior Furnishing Jakarta, we really need this time management effectiveness, especially since the IT task is related to technology that supports the company's operations. Usually we use a monitoring system to ensure that all

devices and networks are running well, so that employees in other departments are not disturbed. And we manage tasks with priority based on urgency.”

4.2 Factors Causing Lack of Time Management

Many employees face challenges in managing their time, some factors such as being too relaxed or confused about how to strategize their time with a priority scale, Piers Steel (2007) in *The Procrastination Equation* explains that procrastination often occurs due to feelings of stress or lack of motivation, which results in employees delaying their work. In addition, Stephen Covey (2004) emphasizes that without clear priority setting, a person can get caught up in non-urgent but time-consuming tasks.

The key to the success of Vania Interior Furnishing Jakarta is one of their effective time management, for an employee managing time well is very important so that tasks and responsibilities can be completed optimally. However, in fact, there are still many employees who have difficulty in managing their working hours.

From the results of interviews with participants, there are several factors that cause a lack of employee time management at the Vania Interior Furnishing Jakarta company. The results of the interview regarding the factors causing the lack of employee time management, namely:

Participant A: "Actually, time management goes back to each individual and is also factored in the company culture, especially and for our company itself, it is not a strict culture, we are more dynamic so everyone must be more aware and take the initiative, but there are drawbacks, it goes back to if the person is not aware and does not take the initiative, in the end it will be delayed and cause messy time management."

Participant B: "For us, most of the factors are external, the first factor for the field team is usually health so orders can be pending, and the second is the weather and for internal it is mainly in cleanliness, the factor is because this team is often borrowed when there is an event that causes team imbalances."

Participant C: "Back to the company culture, our company is basically retail to customers, some of those in the back office are wrong we give flexing time and that's where the causal factors occur because with this there are those who misuse it. One of the factors is the rules and regulations that are gray which become an excuse, and for IT there must be a factor that is scheduled and unscheduled because there are incidents that we cannot control."

4.3 The Impact of Poor Time Management

Vania Interior Furnishing Jakarta Company is a company engaged in the interior sector and provides the best service to customers, each employee has their own role in maintaining the quality of the company's services. However, poor time management can be a major threat, not only to employees but to the company.

From the results of interviews with participants, there are many impacts when time management is managed poorly. The results of the author's interview with participants discussed the impact of poor time management, namely:

Participant A: "It has a big impact, yes, if time management is messy, work efficiency is automatically inefficient, many decisions are taken in a hurry, which is detrimental to the company, employees and certainly to our customers because the results will not be as good as when we produce them, in the end it is not effective, the results are not good and we

are complained by customers, customers are not satisfied and finally the customers do not want to buy from the company anymore and the company is the one who loses"

Participant B: "The impact is very bad and very much, yes, first of all there will definitely be complaints, secondly there will definitely be many of our targets that are missed, the impact is very big, especially complaints are definitely not for yourself but can have an impact on others because if they are continuous, one company can be affected, especially if it brings the company's image, it is even more dangerous."

Participant C: "Very bad, especially if we talk about customers, we will lose customers which means losing income/turnover, that is the direct impact, customers are the mouthpiece if our company is good they will recommend it to other people, but if it is bad, yes it will be bad."

5. Discussion

5.1 Effectiveness of Employee Time Management

Time Management is a very good skill in the workplace, we are challenged to complete tasks with tight deadlines usually, and often become a pressure for employees, According to Stephen Covey (2004), the effectiveness of time management is related to an individual's ability to prioritize important tasks, not urgent ones, for example, in Covey's time management matrix theory, employees must learn to identify and focus on tasks that have a major impact on longterm goals, rather than just completing urgent tasks.

From the results of participant interviews we can see that the effectiveness of the Company in determining the management time of employees has a great impact on the results that will be given in the future, Peter Drucker (1967) stated that effective employees can manage their time by eliminating waste of time and focusing on the most tasks. As much as this can train time management for employees because it has been given to them so that employees can easily carry out their tasks well, but it goes back to themselves how they respond to and carry out what the Company has given them.

5.2 Factors Causing Lack of Time Management

Many employees face challenges in managing their time, several factors such as being too relaxed or confused about how they organize their time strategy with a priority scale, Piers Steel (2007) in The Procrastination Equation explains that delays often occur due to feelings of pressure or lack of motivation, which results in employees delaying their work. In addition, Stephen Covey (2004) emphasized that without clear priority setting, a person can get caught up in tasks that are not urgent but take a lot of time.

From the results of participant interviews we can see that the factors causing the lack of good time management are in themselves how they can better appreciate the responsibilities given by the Company because from the answers of several participants they admitted that the hardest thing came from each of them to be able to emerge their sense of care in managing time well, and apart from several other external factors.

5.3 Impact of Poor Time Management

Poor Time Management can have serious impacts on individuals and companies, the impact is not only from productivity but stress and decreased quality of work. Peter Drucker (1967) stated that the inability to manage time well directly affects work efficiency, making it difficult for someone to achieve long-term goals. In addition, Tony

Schwartz (2010) added that irregular workloads and tasks cause stress that leads to physical and mental fatigue.

From the results of participant interviews, the author is very aware of the impact of poor time management, which is very dangerous and very risky, participants also said that not only for themselves but can involve other people and even the company can be very detrimental to everyone involved,

Therefore, it is better for every company to pay close attention to this problem and if possible, hold training that can make employees better develop their skills and realize the importance of this time management.

6. Conclusion, Implication, and Recommendation

6.1 Conclusion

Based on the results of the research and discussion, conclusions can be drawn based on the analysis that has been done. The following are the conclusions of the research that has been done:

1. Employee time management at Vania Interior Furnishing still needs improvement in terms of their system applied to employees. Although some parts have used methods such as Tracker and daily scheduling, the effectiveness of time management is highly dependent on the awareness and initiative of the employees themselves.
2. Internal factors such as lack of employee discipline, company culture that provides flexing time, and external factors such as weather conditions, health of the field team, and flexibility of time policies affect the effectiveness of their time management.
3. Poor time management can be a serious problem for the company, due to decreased productivity, increased complaints from customers, and losses for the company due to loss of customer trust.

6.2 Implications

1. Theoretical Implications

This study contributes to the development of time management theory in the workplace, especially in the context of interior service companies. The results of this study support Stephen Covey's Time Management Matrix theory that the effectiveness of time management is influenced by the ability to divide priority scales.

2. Practical Implications

This study provides several practical implications for Vania Interior Furnishing, the company needs to create a time management training program for employees to improve their understanding of work priorities and task management. And also a firmer policy is needed regarding the provisions of time flexibility so that it is not misused. As well as routinely conducting monitoring and Periodic Evaluation so that employees are more effective in ensuring that tasks are completed on time and according to target.

6.3 Recommendations for Further Researchers

To provide better results for research on this topic, the researcher proposes several recommendations, including:

1. Involve more participants to obtain more representative results regarding problems in time management.

2. It is better to compare Time Management in each department in the company to gain broader insights.
3. Further researchers can add the required documentation so that the results obtained can be better.

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