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EFFECTIVENESS OF TIME MANAGEMENT PLANNING FOR TEACHERS' PRODUCTIVITY IN SECONDARY SCHOOLS IN RIVERS STATE

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ABSTRACT

This study examined effectiveness of time management planning for teachers' productivity in secondary schools in Rivers State. Time has to do with a measure of seconds, minutes, hours, days, weeks, months, years, decades, centuries, and millennia. Thus one can measure the length of time. Time is a valuable resource that is necessary for every living creature to succeed in its quest for pleasure and fulfillment. Aspects of time management planning include daily planning, reminders setting, task prioritization, among others. Time management is the deliberate allocation of time to tasks in a way that maximizes profit after an activity is finished. Effective time management planning will increase staff productivity, make work scheduling easier, raise employee skill levels, accomplish more crucial tasks, and steer the company more successfully toward its goals. Thus, principals who are skilled at time planning and management distribute it properly, preventing instructors from falling short in their duty to provide students with effective education. Minimizing wasted time in the classroom requires clear, timely communication of daily lesson goals to both instructors and students. The paper came to the conclusion that time planning and management are crucial aspects of effective education in secondary schools for optimum productivity teachers productivity. The paper suggested that in order to accurately assign tasks to teachers in a timely manner and maximize teacher productivity, principals should accurately identify activities that call for their participation. Also, the school administrators should often ensure that tasks are properly prioritized for give room for effective time management.

Keywords: Time Management, Task Prioritization, Reminder Setting, Teachers' Productivity.

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INTRODUCTION

The principal directs and completes the provision of educational services using time, one of the most precious and dynamic resources at their disposal. It is essential to the successful administration of the school and the accomplishment of the institution's objectives. However, in order to fulfill their obligations connected to the pedagogical content of instruction, school administrators must successfully manage the clearly defined work hours. They should be given precedence in the distribution of the allotted time for work because they are the top priority and the only method to move the school in the right direction. Principals must successfully lead and organize their personnel to adhere to time-specific goals in order to maximize productivity and efficiency. Evidence from a wide range of nations show that investing in education boosts productivity, creativity, technical progress, and entrepreneurial spirit, but achieving social, political, and economic development reform, however, it is realistically driven by the application and improvement of knowledge and skills via education that is time-specific (Chukwuji et al., 2018). To sum up, schooling allows one the freedom to concentrate on what must be done, but this freedom must be rooted in a sense of urgency. Principals can determine whether or not their schools are successful by comparing the results of the tasks assigned to their subordinates with the goals that were originally established for the duration of the time allotted for the task's completion. At the personal, societal, and national levels, time is among the most crucial aspects of existence. Time may be thought of as the quantity of human effort and mobility, making it the true value capital of a person and the container that encompasses humanitarian activity and its output.

Despite the fact that time is essential to human existence, the vast majority of people neither appreciate nor respect it, much alone use it effectively and productively; rather, they appear to take great pride in the act of squandering time in its many forms. Despite the immense resources provided by a variety of technologies in the area of time management, the great majority of individuals still lament the issue of a lack of time (Mackenzie & Nickerson, 2019). Time is a factor that cannot be ignored if the school is to function administratively as efficiently and effectively as any other institution. For the average person, time is just the time of day that something is scheduled to occur.

Teachers learn new methods of education and classroom management via coursework, professional development opportunities, and hands-on experience with their students. They should actively collaborate on instructionally linked problems that affect the enhancement of student outcomes based on genuine principle control and management of time for each authorized task in order to maximize prospects for knowledge dissemination and innovation.

Productivity is the ratio of total inputs (including both human and non-human resources) used in the production process to the total amount of final output. As a result, educational productivity is calculated by dividing the output by the total amount of educational resources consumed. The quantity of effort a teacher puts in on a daily basis or at periods of high demand may also be used to gauge their productivity. All of man's potential and achievements may be realized in due time. Time management is the art of making the most efficient use of one's time by allocating it to one's tasks in such a manner as to get the most possible advantage from their completion. Deliberately allocating time to school activities in a manner that maximizes the efficacy and efficiency of school administration is a cornerstone of efficient time management (Victor, 2017). Not having enough people to do the job is not the biggest problem school

administrators' face; rather, it's making the most of the people they have in a timely and efficient manner so that they can meet the organization's goals and objectives.

Time is really unique and most important to humans since it can never be replaced by any chance; it is the first vital resource that one has to consider and manage in carrying out any activity. Successful time management is a critical skill for individuals, businesses, and the community at large. An effective use of time is one of the most important resources an administrator requires to fulfill their responsibilities and advance the business. When managing an academic program, principals have a few options: they can either encourage staff to use their creativity and initiative in making inputs towards the accomplishment of institutional goals or they can achieve high productivity by taking timely actions as leaders to encourage and coordinate members of the team to work efficiently and effectively.

CONCEPTUAL REVIEW

Time

Time is a notion that has been interpreted differently by several academics. A length of time may be measured in seconds, minutes, hours, days, weeks, months, years, decades, centuries, and millennia. Time is a precious commodity that is essential for the success of every living thing in the pursuit of happiness and fulfillment. Time is the magnitude measured by clocks, according. Time is calculated by multiplying the elapsed time from the start of an event by its duration as shown on a clock. It may also be thought of as the process through which anything undergoes a transformation.

Time is a finite resource that never returns; thus, the key to success is wise management of this asset that everyone has access to on/an equal basis and careful planning. Msila (2011) submitted that time is a powerful resource that may be used to accomplish any goal or get the most reward from your efforts, no matter how little. In today's fast-paced world, the key to success is a well-managed use of one's limited time. When discussing time, it is crucial to practice effective time management on your own terms, choosing what to do, how much time to devote to activities, how to execute activities more effectively, and when the time is ideal for certain tasks.

Time is a finite and irreplaceable commodity that never returns (Kayode & Ayodele, 2015). The key to success is the management of this resource, which everyone has in equal measure. Time is considered the most valuable resource since it can never be duplicated, inherited, or sold; in addition, all of humanity's endeavors are time-sensitive because they need the use of time to accomplish their goals (Akomolafe et al., 2013). Because of its nature and the absolute need of making the most of one's time, the availability of time is absolutely inelastic. Similarly, Ugwulashi (2013) noted that time is a component of the measuring system used to establish a hierarchy of events, evaluate relative times and distances, and measure rates of change, such as the movements of objects. All of these different events play a crucial role in the varying phases of school life. When students don't use their allotted time wisely, it may have a negative impact on the school's productivity as a whole. It is crucial, therefore, that the school make effective use of the time allotted for various purposes in accordance with the temporal specificity of those purposes.

Effectiveness of Time Management Planning

Time must be efficiently managed to avoid wastes if it is to be used effectively. According to Cyril (2015), time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, with the goal of maximizing efficiency, productivity, and effectiveness. Its supply may be somewhat rigid, which might give the wrong impression at times. Time management, in its truest definition, refers to the effort to influence the passage of time, which is an impossible task. Self-management with the goal of doing many tasks in a certain amount of time is feasible. Therefore, the condition of personal efficacy and productivity is the efficient and effective use of time. Time management is frequently the deciding factor between success and failure. Therefore, effective time management is crucial for everyone serious about succeeding.

Educational administrators must be adept at time management. Having good time management skills means being able to make and stick to a schedule, complete activities on time, set priorities, and avoid becoming sidetracked. Effective and efficient completion of activities and projects is facilitated by careful time management. Setting objectives and basing all future work priorities on how they take the person or organization closer to reaching the goals is, as noted by Riel and Messing (2011), the key to effective time management. Priorities, paperwork, scheduling contacts, distractions, assigning responsibilities, and managing meetings are all important aspects of time management that principals must master.

Planning and scheduling organizational activities, assigning time to such activities based on their relative significance, and keeping track of progress toward goals are all aspects of time management. Time management is the planned allocation of time to tasks in such a manner that the most profit is gained upon completion of such an activity. Staff efficiency will rise, work scheduling will become simpler, employees' skill levels will rise, more critical activities will be completed, and the business will be guided more effectively toward its objectives because of better time management.

It was also determined that delegation boosted management efficiency, with success depending on the abilities of the head teacher, as well as on the availability of knowledge about new objectives and the delegation of authority to achieve those goals. A number of schools found it difficult to implement a suitable form of delegation, which included identifying tasks to be delegated. However, most school leaders consulted with teachers, encouraged open communication, and worked together to determine who would be the best fit for each assignment.

Most school events are planned far in advance and scheduled at certain times. For school operations to run properly, it is crucial that administrators and other school employees have sufficient time to complete their assigned tasks. Prioritization is essential while implementing the school's programs and strategies. Effective time management, therefore, revolves in identifying the most pressing academic concerns and allocating resources accordingly. Every stakeholder in the educational system, from students to administrators, might stand to gain from better time management.

In addition to the obvious benefits listed above, time management also helps with the following as noted by Ekundayo and Kolawole (2013); reducing conflicts in schedules, activities, and interpersonal relations; delegating tasks to employees; increasing employee productivity; and making it easier for employees to meet deadlines. In order to get as much done as possible in a given time frame, one must practice effective time management. Time management,

organizational skills, self-discipline, and other such habits are examples of such behavioral characteristics.

Effectiveness Daily Planning and Teacher Productivity

As submitted by Ayeni (2020), the school day is filled with many events, and the time allotted for work may not be sufficient to address all of the pressing issues that arise every day for the faculty, staff, and students. Daily accountability just for the purpose of productivity in school calls for a daily strategy of efficient allocation of time on each task. One of the variables in every organization's growth and development is principled and focused management. Each manager's ability to efficiently spend time is the most crucial factor in staying on top of the news and maintaining order in their daily operations.

Time management skills are critical for success in school and for enjoying your time there. It helps you relax and focus so that you can get things done without worrying. Here's how to make the most of your planner time:

- Use a weekly planner or journal (such a 'Study planner') to help organize your week;
- Schedule classes, seminars, job shifts, and other events in your planner;
- Determine how many hours you can devote to self-study, factoring in travel, meals, housework, and free time;
- Create a weekly to-do list with specific items (such as "Prepare presentation for module"), and stick to it;
- Plan out the titles for your slides in your presentation, for example, by making a daily work list that reflects your top priorities.

Principals who are skilled at time management distribute it properly, preventing instructors from falling short in their duty to provide students with effective education. Minimizing wasted time in the classroom requires clear, timely communication of daily lesson goals to both instructors and students. Effective communication between instructors, students, and school leaders is crucial for reaching educational objectives at all ages. Principals need time management and resourcefulness so that school objectives are communicated to teachers and students in a timely way and kids' academic performance improves.

Key tactics for managing teachers' time so that they may be effective in the classroom were outlined by Amuta et al. (2021) for school administrators to include into their daily plans. Methods include the ones listed below:

- Classes, seminars, and workshops may consume much of the day, but mastering one's calendar and developing a to-do list may make all the difference.
- Use a daily schedule template to arrange the day. A to-do list can only reveal a person's preferences. Having a daily schedule template to refer to can help you keep your life in order, prioritize your tasks, and fight off procrastination.
- Realize how you're currently investing your time and where you're falling short. Simply said, a plan may provide an idealized depiction of a given day, but knowing how busy administrators often are will help them develop more effective time management practices. You can't improve your time management skills and concentration if you don't know how your day is broken down (Arumugam et al., 2020).

- Establish reliable benchmarks for evaluation: Try keeping a "time log" for a few of days to get a feel for how you spend your time on a day-to-day basis. A free program like "RescueTime" may let you practice automated time-tracking, distraction blocking, and more to learn where your time really goes and then use that knowledge to your advantage. If at all possible, "RescueTime" should give a detailed summary of the day's applications, webpages, and tools, sorted by category and productivity score. Focus on what must be done each day to reach and exceed your long-term objective by setting daily objectives.
- Divide massive undertakings into manageable chunks of work: The ability to chunk down ambitious objectives into manageable chunks is a key component of effective goal formulation. This not only aids in concentration and time management, but may also aid in avoiding unnecessary delays.
- Schedule appropriate breaks: Taking additional breaks might be helpful in maintaining productivity over time. Therefore, it is more challenging to maintain attention and motivation while doing a number of chores without a break. Give yourself a break in between activities to reenergize. Nap, stroll, or meditate for a little while if you find yourself in this predicament. According to theories of mental health, every 90 minutes of concentrated labor makes us want a break. Without a timer to remind you, your body will send signals like hunger, sleepiness, fidgeting, and loss of attention to indicate that you need a break. If you find yourself feeling this way, take a break.
- Focus on one task at a time to maximize study time. When time is tight, it's tempting to try to juggle as many activities as possible, but a teenager will just end up wasting time. Instead, studies have shown that concentrating intently on a single activity at a time may increase productivity by as much as 100%. If you're having trouble concentrating, turning off all interruptions (phone included) and setting a timer for even just five minutes may help. It's helpful to have some unstructured time to work, and you should also take a break every so often.

The most effective method of managing one's time is to create routines and habits that encourage the kinds of tasks required in a certain line of work. Set everything in its place every day, label everything, maintain everything clean, do all of the above on a consistent basis, and eventually make this your usual operating procedure. Maintaining order and cleanliness reduces the amount of time spent looking for necessary materials.

Allocating time wisely allows you to focus on the things that will get you where you need to go. Daily monitoring, setting goals, prioritizing, planning, delegating, and analyzing time spent are all methods of time management recommended for use in the classroom, where plans are made on how time could be used to realize the achievement of stated goals. Here are some concrete instances of such strategies:

- Keeping tabs on how you use your time within the period you've set aside to complete a certain project. You may accomplish this by keeping a running tally of the times you procrastinate, respond to interruptions, or otherwise fail to exercise self-discipline.
- Establishing Objectives: Make a list of everything you want to accomplish. Each of these targets should be tied to a specific date by which it is expected to have been accomplished. After writing down your objectives, evaluate which ones are within your control and can be accomplished by the deadline you set.

- Arrange daily objectives in order of importance after you've compiled a list of everything that has to be accomplished that day. Focus on finishing the most important task first and working steadily on it until you've either finished it or run out of time or resources. Don't try to do too much at once by “multitasking”.
- Planning: Create daily “to do” lists, and when you finish tasks, check them off. Make the most of your time by dividing large chores into smaller ones that you can do in a day.
- Reduce the likelihood of interruptions as much as possible. Many people mistakenly associate "work" with a physical location. It's possible that you won't do all of your greatest work there. Think about where you feel the most productive and creative. Depending on the circumstances, you may find that working away from the distractions of your workplace (such as by going to the library or using an empty office) is more productive than staying in your cubicle. Create a system of incentives for completing tasks on your "to do" list, even if they aren't productive (like checking Facebook, answering emails that aren't urgent, or taking a 10-minute break to stroll around the building).
- Handle paper and electronic correspondence once. Delegate tasks that consume too much of your time to competent subordinates. Practicing saying "no" to possibilities that won't help you reach your top priorities is an important skill to develop. Create a daily schedule that details the chores that only you can do, as well as those that other employees could do. Master the skill of handing off projects that don't demand your undivided attention to someone else.

Effectiveness of Reminders Setting and Teacher Productivity

The modern way of life has made it more difficult for individuals to remember all the dates by which they are expected to complete various tasks. Reminders let us and others know that something hasn't been finished yet or is ready for additional processing. Trigger conditions for reminders may be met with the help of reminders, which can be utilized to refresh relevant information in working memory.

Keep in mind that modern individuals, and particularly college students, have very busy lifestyles. Students have other obligations outside of class that must be met, such as extracurricular, athletics, and community service. These predicaments might cause students to lose track of the approaching examinations, homework, and assignments that are due within a strict time frame. This will reflect poorly on their official exam performance and grade for the semester. Kayode and Ayodele (2015) observed that there are instances when we need someone or something to remind us of something, even if it's only a little activity we already know how to complete. Like a gentle tap on the temple, it serves as a gentle reminder that we need to shake free some of the stored knowledge in our brains. Students, like everyone else, require little daily nudges to become themselves more organized and better prepared. These may have a causal relationship with the students' scholastic success.

Administrators who make good use of time management strategies may boost productivity, save expenses, correct problems, provide value, and bring harmony to their organizations. Time is needed to implement all the necessary changes for a great higher education administration. Making one's electronic calendar visible to others allows them to observe one's availability (outside of periods restricted for academic production; (Sultana et al.,

2013). This may help ensure that administrators dedicate time to activities without forgetting to recognize such activities.

Any large, well-established group is likely to have access to facilities and gear that make time management easier. These spaces are crucial for organizing and publicizing a variety of educational programs and reminding participants of their upcoming obligations at certain times. Educational planning relies heavily on the use of timekeeping devices such as calendars, alarm clocks, wall clocks, and other writing instruments. It would be impossible to overstate the significance of computers, fax machines, and the internet in today's world. The lack of these resources has also impacted principals' ability to manage their time effectively.

Set a time restriction for your meetings with others. If a goal isn't being met in a timely manner, consider what might be getting in the way and figure out how to make that less of an issue in the future. You should also regularly assess your procrastination, interruption tolerance, and lack of self-discipline to ensure that whenever an activity or appointment is scheduled, you'll have the self-awareness to stick to it. In addition, designate an area where you can keep your writing tools handy, and at the conclusion of each work session, prepare a list of things you need to do in the following session while the ideas are still fresh in your memory. In order to get started on time and avoid wasting time rearranging, you'll create a schedule outlining each phase of your plan of action. Copy and paste any relevant documents immediately into your electronic calendar.

Making a list of all personal obligations and a list of all professional commitments and comparing them in terms of time length, significance, urgency, or priority is one method used to strike a work-life balance. It might be helpful to consider whether or not any of the tasks on one's to-do list could be delegated to other people. Each of these methods will help an individual prioritize a manageable set of goals without losing sight of the forest for the tree.

Kayode and Ayodele (2015) are of the view that reminders are more likely to be successful if they heighten awareness of upcoming deadlines like exams, quizzes, and homework. The research did find, however, that reminders may be a nuisance for certain individuals. They believe that reminders are not helpful to them and instead serve to distract them from their work. Further, it is evident that such a reminder system might be useless due to a variety of flaws. Continuous reminders were shown to increase students' awareness, concentration, and organization, all of which contributed to a higher cumulative grade point average.

The tenets of management are as follows: (1) establish goals for the use of resources; (2) develop strategies for achieving those goals; (3) classify activities into categories or departments; (4) define tasks to be done; (5) classify tasks into jobs; (6) assign workers to those jobs; (7) launch work activities; (8) provide incentives to boost productivity; (9) establish controls for measuring achievement of goals and monitoring performance; (10) take corrective actions for unmet goals.

Task Prioritization and Teacher Productivity

Overwhelming workloads may be mitigated and users' dependability, productivity, and efficiency boosted with the use of task lists. Creating a to-do list involves two primary actions: Step 1: Make a list of everything you need to accomplish. Large jobs should be divided into more manageable chunks. Each stage or job should ideally take no more than two hours.

Good tactics and planning are essential for efficient time management and the successful completion of tasks. Managers should make it a point to embrace time management tactics, such as defining attainable objectives, prioritizing work, delegating jobs to subordinates, avoiding unwanted distractions and time-wasting activities, keeping concentration on tasks, and setting the example for others. This is because, as Aloher (2008) noted, school administrators sometimes find it challenging to finish assignments at the proper time due to the time they spend in meetings and other school activities.

Principals who want to make the most of their time in office and get things done effectively can begin by making a list of specific, attainable objectives. The long-term goals would be divided into intermediate ones, and the short-term ones would be focused on via the completion of essential steps. Goals set by school administrators should be SMART (specific, measurable, attainable, relevant, and timely). They have to make trade-offs between competing objectives, increasing the chance of completing certain activities at the price of others. James (2013) emphasized, however, that the ABC Analysis is only one of various priority selection strategies that may be used for effective time management.

Priorities are determined using the ABC Analysis, which divides work into three groups: A, Urgent and Important, B, Important but Not Urgent, and C, Not Urgent or Not Important. In this instance, objectives A and B take precedence. In this regard, suitable quadrant that may be utilized to manage time successfully is listed on Fluent-time Management.com (2013). Here is how you can put the quadrant to use:

Things that belong in Quadrant 1 (Important but not urgent) include things like establishing meaningful connections with others and working toward a goal. These things should occupy the vast majority of a person's attention. In the second quadrant, labeled "Important and Urgent," we find situations like crises and troubleshooting. These matters are critical to the success of the person and must be dealt with immediately. In the third quadrant, activities such as answering the phone, checking email, and being interrupted by coworkers belong. Because they aren't crucial to success, the things on this list need less of the person's time and attention.

Time-wasting activities like Facebooking and Blackberry pinging should be filed under Quadrant (Not Important and Not Urgent). Activities in this section of the wheel won't help the person reach their objectives, thus they shouldn't be prioritized. Keeping task lists, often known as to-do lists, is an efficient method of time management, as stated by the website Fluent-time Management.com (2013). Here is a prioritized list of things you want to get done. In this way, the person is certain to remember all that has to be completed. Putting things in order of priority so that you may focus on the most pressing matters first and put off the less pressing ones until later. Overwhelming workloads may be mitigated and users' dependability, productivity, and efficiency boosted with the use of task lists. This may be accomplished if principals take the time to list down each step necessary to accomplish a goal, and if they break down enormous goals into more manageable chunks. The time it takes to perform any given job or series of actions shouldn't be excessive.

Less time will be wasted if instructors and students are kept up to date on progress toward learning goals. Adebayo (2015) stated that effective communication between instructors, students, and school leaders is crucial for reaching educational objectives at all ages. Principals need time management and resourcefulness so that school objectives are communicated to teachers and students in a timely way and kids' academic performance improves.

The success of every administration is dependent on its leaders' ability to effectively manage their time and resources. Time management relies on administrators assigning tasks to

instructors based on their areas of competence, areas of strength, personality traits, and available time. This is because a teacher who lacks effective teaching techniques would inevitably squander class time and, more importantly, may lead to underachieving pupils. In order to maximize efficiency, principals should place teachers in the areas where they have the most expertise, since this will have the most impact on student learning.

Planning and scheduling, managing meetings, delegating tasks to subordinates, managing paperwork, prioritizing tasks, and handling interruptions are all aspects of time management that were highlighted by Adebayo (2015) as crucial to achieving academic excellence and that may prove to be effective and efficient strategies for middle level managers to manage and utilize time more productively. There are nine core areas of time management competencies through which employees can improve their performance and productivity in the workplace, including being on time, avoiding procrastination, using time wisely, scheduling events and tasks, setting priorities, allocating adequate time to each activity, and sticking to a strict schedule.

Principals need to create objectives, priorities, mechanics, a desire for structure, and a perception of control over time in order to successfully schedule contacts, deal with interruptions, manage paperwork, run meetings, define priorities, and delegate tasks. Principals may pinpoint problem areas in their schools' time management by conducting regular assessments. Creating a schedule that allocates time each day to planning out the chores for the day, week, and month and prioritizing them by making lists on urgency basis and establishing deadlines is one way to establish priorities. When making plans to speak with someone, it's important to specify not just when the meeting will begin but also when it will end. Managing meetings involves knowing how to conduct effective meetings, having a clear agenda, the time a meeting takes, and the dynamics within the meeting and scholars recommend that principals always plan and schedule their activities according to the diary, planner chart, or calendar in order to achieve educational goals and objectives.

Principals must use the time management approach of time scheduling in order to handle academic programs in a manner consistent with time management. Setting priorities and sticking to a timetable is essential for efficient time management. Time management tools like timetables, personal analysis charts, and so on are commonplace in educational institutions. When prioritizing, a school's principal must weigh the relative importance of various initiatives in light of the institution's unique educational context (Ololube, 2015).

The educational system includes both academic and extracurricular programs that are essential for success. Some of these things have a direct bearing on education's individual and social aims. However, the priority of each activity dictates the extent to which it is pursued. It's possible for personal educational goals to conflict with national goals. Parents and students may need an educational system that focuses more on self-actualization and ambition, even if the government expects education to contribute to national growth. Because of his or her position in the educational hierarchy, the principal must decide how best to organize these objectives in order to satisfy the needs of all parties involved in the school's instructional process. The onus of prioritizing these requirements within the limited time is consequently placed on the principal and other educational administrators (Ekanem, 2015).

The typical trinity of occurrences, might distract one from time management and teaching effectiveness. The term "trinity" is used since each of these occurrences has its own definition yet often appears together. Procrastination, paying attention to distractions, and a lack of discipline are all examples of these occurrences. A lack of self-discipline to return one's

concentration to the original task after being distracted by an interruption is a common precursor to procrastination in this setting.

CONCLUSION

Time planning and management are crucial aspects of effective education in secondary schools. When implemented effectively, they can have a significant impact on both students and educators. Effective time planning and management in secondary schools are essential for delivering quality education, reducing stress, and creating a positive learning environment. It requires a collaborative effort among administrators, teachers, and students to ensure that time is used wisely and productively. When done well, it can enhance the overall educational experience and outcomes for all stakeholders in the secondary school community. Based on the discussions, it is clear that the principal places a premium on making efficient use of time in order to guide instructional services and administrative endeavors toward the school's stated goals. The study's findings suggest that principals need a high level of cooperation to ensure that their administrative tasks are completed on time, and that their employees follow the guidelines they set forth for them.

Suggestions

Based on the discussions, the following recommendations are made:

- In order to accurately assign tasks to teachers in a timely manner and maximize teacher productivity, principals should accurately identify activities that call for their participation.
- The school administrators should often ensure that tasks are properly prioritized for give room for effective time management.
- The school administrators should always ensure that daily activities are planned and school time allocated properly.
- Principals should create daily plans that assist students manage their time effectively by include reminders of upcoming tasks they may have forgotten about.
- Reminder setting should be well utilized to avoid ignoring and abandoning any activity assigned to be carried out.

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