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## TIME MANAGEMENT OBSTACLES AMONG SWIMMING AND TABLE TENNIS COACHES IN EGYPTIAN SPORTS CLUBS

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### Abstract

*Aim.* Time management refers to the way that you organize and plan how long you spend on specific activities, this research is an attempt to identify the obstacles of time management that faces the table tennis and swimming coaches.

*Methods.* Sample contains the coaches from (swimming, table tennis) sports clubs in the governorates of Cairo, Giza and members of the Egyptian Federation to (swimming, table tennis)

The research sample was selected from coaches (swimming, table tennis) of Giza and Cairo governorate randomly and members of the Egyptian Federation of table tennis, swimming, and their number (200) coach from (15) sports Club. The researcher used a questionnaire, which has been collecting data for this study.

*Results.* The results indicated that.

- Axis organizational climate impediments to an average of (15.24) and the approval rate of (95.25%)
- Obstacles axis treatment an average of (22.84) and the approval rate of (95.17%)
- Axis of the importance of time an average of (24.75) and the approval rate of (95.17%)
- Axis constraints associated with the trainers at an average of (15.22) and the approval rate of (95.09%)
- Foreign axis obstacles at an average of (15.21) and the approval rate of (95.06%)
- Performance coaches focus of an average of (13.31) and the approval rate of (95.04%)

While came prioritization according to the opinions of a class (the experience less than 10 years) as follows:

- Foreign axis obstacles at an average of (15.24) and the approval rate of (95.25%)
- Obstacles axis treatment an average of (22.68) and the approval rate of (94.49%)
- Axis of the constraints associated with the trainers at an average of (15.10) and the approval rate of (94.37%)
- Performance coaches focus of an average of (13.17) and the approval rate of (94.10%)
- Axis organizational climate impediments to an average of (15.05) and the approval rate of (94.06%)
- Axis of the importance of time an average of (24.36) and the approval rate of (93.71%)

While came prioritization according to the opinions category (above 10 years' experience) as follows:

- Axis of the importance of time an average of (25.33) and the approval rate of (97.42%)
- Axis organizational climate impediments to an average of (15.53) and the approval rate of (97.07%)
- Performance coaches focus of an average of (13.51) and the approval rate of (96.47%)
- Axis constraints associated with the trainers at an average of (15.39) and the approval rate of (96.20%)
- Axis treatment obstacles average of (23.09) and the approval rate of (96.20%)
- Foreign axis obstacles at an average of (15.16) and the approval rate of (94.78%)

*Conclusion.*

- Should the coach not accept any actions that may be an obstacle to complete its work within the club and must focus only on his work and not to circumvent any other work and the need to apologize for the actions of the coach crash on the performance of his work within the club.
- must be on the coach has the ability to creativity and innovation in the field of work and during the training process with the need to preserve the unity of time for training and try to overcome the problems that offset and how to overcome them and solve them.
- The coach assessment of the time by the time factor to be taken into account and how to make decisions during the training module in order to achieve the desired completed in as little time as possible targets melodic lead it to reach high levels.

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## Introduction

Sports Management is the most important science that occupies a high position in the developed countries. And increasingly important increase of human actions and breadth, which requires organized and thorough understanding of this work so that it can be completed with minimal effort, the faster and greater efficiency possible time. In addition, management has become a mainstay, major process depends bodies, and administrative cadres in achieving its objectives in various activities to saturate the collective and individual needs and provide humanitarian effort to make needed to make progress and achieve well-being. Based on the legal pillars of the scientific foundations and experiences associated with administrative work and sports management science and art which is determined by the direction and coordination and control of a number of individuals to accomplish a specific operation or investigation work known (Ayman, 2008; Thabt, 2001)

In addition, management as a science and art must be conducted in accordance with the scientific foundations that invest available resources to the maximum extent possible. Moreover, any collective action does not depend on those foundations become accordance with improvised based on trial and error that the Bay of individuals in order to reach a certain goal in a specific time means selected .(Saad, Nabil, 2005)

Under the date of this century, we can say that time and not machine is the key to progress, because it is no longer the ability to production and the development of equipment. An investment of resources at all levels, as far as the speed and skill in doing so; it has become the time and invested basic elements ruled out on quality in all fields. It has also become one of the main simulations to differentiate between skilled and unskilled of humanitarian work.

This means that the time can develop and invest like any supplier of resources that need to be comprehensive and integrated investment. And then the time constant as a resource regeneration needs to be managed intelligently complete and effectively in the sense that the time needed to plan, organize, direct and control in order to achieve the maximum benefit from it.(Mohammed, 2008; Farhat, 2003)

The time with interest are the ones who are making the money in their personal lives and professional accomplishments. In addition, who

knows that time few to achieve whatever they want, and on the contrary, the one who does not care much about the achievements seen time on it of little value, and affect the cultures, traditions, and customs directly and indirectly. To determine the form of the relationship between man and time, so administration time does not start to change it, modify it, or invest it effectively, and to try to reduce the time wasted in vain without interest or production.(Victor, 1999 .Wekten, 2002 .Will, 2001)

We note that the urgency of time management leads to behaviors improper such as a wheel in the completion of activities, which leads to crises and problems, stressful, for example, the large number of important meetings, sudden and frequent appointments and compete with and often the reason for all of this to the large number of postponed things.(Bin, 2006)

Unlike time management of non-urgent matters, where the majority of destination of great importance, and always rely on long-term planning and predictability. Moreover, the expectation of potential problems and permanent work to avoid these problems and prevent their occurrence, and be the dominant feature is ready, depending on the continued development and build differentiated and distinct relations .(Ali, 1971)

What hinders the sports administration in the management of the external and internal time constraints, foreign are carried out by others. Interior and constraints is that many of the senior managers want to boycott as they work, and they create these districts and then complain about them, regardless of whether these constraints, internal or external you can overcome and manage your time the way you manage any other resources you have to define your goals.(Mohammed, 1995)

When we have a list describes how to use the time, we can through the analysis of their information and get to know who uses his time properly. In addition, wasting time does not benefit them and the reasons that led to it, and when we have a clearer reason can policies and plans that make us get rid of them, and direct our effort put in the right path.

Time management has received considerable attention from intellectuals and scientists administration in all ages and countries, and is a time of scarce resources which. If management is not well will not manage anything else to the same degree as the good management useful for time on the one hand



savings in material costs for any action. Moreover, save time and effort addresses, obstacles time management coach and his administration for his time is the lifeblood of the administrative process.(Merrill, 2000)

Any administrative process includes planning, organizing, directing, controlling, and follow-up, time management is a management process. We put the plan to spend our time, and then we organized the environment in which we operate and our time, we determine the means and methods that we use to take advantage of the time such as the mandate and methods of control in wasting time.

The time management is the science and art of rational use of time, is the science of investing time effectively, a process based on the planning. Organization and follow-up and coordination, motivation and communication which are the amount of process and quality together at the same time, management of the rare element available for the project. If we do not improve his administration, we will not improve management anything.(Kamal, Mohammed, 1996)

The time management means self-management, effective manager is one of the start given his time before embarking on his duties and his work, and that the time is one of the most important resources. If you are not his administration will not be anything else management is also considered one of the processes in which they can accomplish tasks and objectives that lets you to be effective in your work as it is an administrative behavior of the recruitment material of human life in order to achieve his objective.(Andrews , 2001).

Any organization also depends on the efficiency and effectiveness of the Supreme Administrative leaders of all elements in the management of time and time management standard acceptable to the extent of this success or failure. Therefore, the training methods and scientific theories of new and proper selection of capable administrators Haley the best way for the development of the leaders of the senior management skills to time management methods so seek different kinds of administrative organs to raise the efficiency of its members, which may increase the productivity and improve the working time management style. (Zeng, 2002)

The time management is the ways and means by which one had to make the most of his time advantage in achieving its objectives and create a balance in his life between the duties and desires and goals.

Time management refers to the way that you organize and plan how long you spend on specific activities.

It may seem counterintuitive to dedicate precious time to learning about time management, instead of using it to get on with your work, but the benefits are enormous:

- Greater productivity and efficiency.
- A better professional reputation.
- Less stress.
- Increased opportunities for advancement.
- Greater opportunities to achieve important life and career goals.
- Failing to manage your time effectively can have some very undesirable consequences:
- Missed deadlines.
- Inefficient workflow.
- Poor work quality.

A poor professional reputation and a stalled career.

- Higher stress levels.
- Spending a little time learning about time-management techniques will have huge benefits now – and throughout your career

Poor time management becomes the most important behavioral manifestations that lead to failure to achieve the goals of the bodies. In addition, despite the fact that this reason is often associated workload, but it is back to the same coach in terms of its inability to organize his time. Moreover, the lack of adequate time to train students basic skills in the practical side of teaching swimming course and tennis games. Leading to inefficiency in the performance of students, twelve training process . (Kamal, Mohammed, 1996)

There are some coaches do not appreciate the value of time and do not see that they have specific tasks must be accomplished in a given period. In addition, a problem arises time at all levels because they face often the problem of completion of work or tasks required of them in the time available to them. Moreover, observed a lasting and continues to grow in their functions and duties In particular, when the climb through the ranks of the top positions.

This research is an attempt to identify the obstacles of time management that faces the table tennis and swimming coaches.

## Methods

Sample contains the coaches from (swimming, table tennis) sports clubs in the governorates of Cairo, Giza and members of the Egyptian Federation to (swimming, table tennis)



The research sample was selected from coaches (swimming, table tennis) of Giza and Cairo governorate randomly and members of the Egyptian Federation of table tennis, swimming, and their number (200) coach from (15) sports Club.

#### Data collection tool:

The researcher used a questionnaire, which has been collecting data for his research, and design has taken into account the following steps in the preparation and design process:

- Select the default axes own questionnaire.
- The formulation of phrases for each axis of axes own questionnaire.

#### Results.

**Table 1 explain the axis of questionnaire, ranking, percentage and significant**

Axis	Experience	Number	Mean	SD	%	Ranking	Sign
Importance of The Time	Less 10 years	121	24.36	2.31	93.71	6	Sign
	Above 10 years	79	25.33	1.02	97.42	1	
	Total	200	24.75	1.96	95.17	3	
Performance Coaches	Less 10 years	121	13.17	1.22	94.10	4	Sign
	Above 10 years	79	13.51	0.68	96.47	3	
	Total	200	13.31	1.05	95.04	6	
Constraints	Less 10 years	121	15.10	1.58	94.37	3	Not
Associated With The Trainers	Above 10 years	79	15.39	0.77	96.20	4	sign
	Total	200	15.22	1.33	95.09	4	
Organizational Climate	Less 10 years	121	15.05	1.60	94.06	5	Sign
Constraints	Above 10 years	79	15.53	0.75	97.07	2	
	Total	200	15.24	1.35	95.25	1	
External Constraints	Less 10 years	121	15.24	1.24	95.25	1	Not
	Above 10 years	79	15.16	0.87	94.78	6	sign
	Total	200	15.21	1.11	95.06	5	
Treatment	Less 10 years	121	22.68	1.60	94.49	2	Sign
Obstacles	Above 10 years	79	23.09	0.88	96.20	5	
	Total	200	22.84	1.37	95.17	2	

Table 1 show that:

- The first axis (the axis importance of the time) and was significance (0.00) which means that there are statistically significant at the level of significance (0.05). The lowest averages in the category (less than 10 years), while the highest averages in the category (over ten years), and mean that the existence of differences between the Mediterranean
- The second axis (performance coaches axis) the significance (0.03) which means that there are statistically significant at the level of significance (0.05). The lowest averages in the category (less than 10 years), while the highest averages in the category (over ten years), and

- These themes have been presented to the experts
- After the presentation of these themes has experts on the final wording of the questionnaire own axes.

#### Statistical analysis

All statistical analyses were calculated by the SPSS statistical package. The results are reported as means and standard deviations (SD). Differences were reported as mean difference  $\pm 95\%$  confidence intervals (meandiff  $\pm 95\% \text{ CI}$ ). Chi-square test used to determine the differences between the phrases. The  $p < 0.05$  was considered as statistically significant.

mean that the existence of differences between the Mediterranean

- The third axis (the axis constraints associated with the trainers) the implications (0.13), which means there is no statistically significant at the level of significance (0.05). The lowest averages in the category (less than 10 years), while the highest averages in the category (more than ten years), which means that no differences between the Mediterranean
- The fourth axis (the axis organizational climate constraints) the implications (0.01) which means that there are statistically significant at the level of significance (0.05). The lowest averages in the category (less than 10 years), while the highest averages in the category (over



ten years), this means that the existence of differences between the Mediterranean

- The fifth axis (the axis external constraints) the implications (0.64), which means there is no statistically significant at the level of significance (0.05). The lowest averages in the category (over ten years), while the highest averages in the category (less than 10 years), this means that no differences between the Mediterranean
- Sixth axis (the axis treatment obstacles) the implications (0.04) which means that there are statistically significant at the level of significance (0.05). The lowest averages in the category (less than 10 years), while the highest averages in the category (over ten years), and mean that the existence of differences between the Mediterranean

It came the order of priorities according to the views of the total sample as follows:

- Axis organizational climate impediments to an average of (15.24) and the approval rate of (95.25%)
- Obstacles axis treatment an average of (22.84) and the approval rate of (95.17%)
- Axis of the importance of time an average of (24.75) and the approval rate of (95.17%)
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While came prioritization according to the opinions of a class (the experience less than 10 years) as follows:

- Foreign axis obstacles at an average of (15.24) and the approval rate of (95.25%)
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  - Foreign axis obstacles at an average of (15.16) and the approval rate of (94.78%)

## Discussion

The proper use of time usually shows the difference between achievement and failure, and between twenty-four hours, a day there is a specific number of which to do business, and so the problem is not at the same time, but what do we do in this limited amount of it? The advantage of every minute is important, for the completion of the business, economic manner at the right time, the time is always moving at a constant speed and specific, and therefore should be the individual that maintains the allotted time. The amount of time is not as important as how our time management and management can be effective access to a better use of time, and the ability to deliver much in the same amount of time.(Victor, 1999; Wekten, 2002. Will, 2001)

In addition, like the time like any supplier of resources, it requires a comprehensive and integrated investment and then the time is a permanent resource renewal needs to be managed intelligently full effectiveness of any need to plan, organize, direct and control, in order to make the most of the time interest. (Sayed, 2000)

Also, take advantage of the time available and personal talent available to us, to achieve the important objectives we seek in our lives, while maintaining a balance between the requirements of work and private life, and between the body and the soul and the mind needs. (Abdul, 1996)

- Have the coach Sport (table tennis) for the development of the currency system with self-reliance to accomplish assigned work to be done to achieve the goals efficiently and in a manner distinct and logical.



- Feeling happy when the coach in charge of the completion of its work in a timely manner and time.
- The method of evaluation of the coach in time management through the extent to achieve the objectives set out in the training plan.
- Coach Ali works division aims to long-term goals and objectives to progress on time and this is a true indication of his administration for his time with high efficiency.
- Coach His first and last decision in time management module to achieve the desired goal of the coach so that there is no interference from the Sun do not even affects the completion of the unit training.
- When there is an evaluation of officials of the coach in a good way the trainer feels confident and tranquility and achieves success.
- The coach that will identify objectives in order of priority and importance and not doing several things at one time and that is has the ability to good handling and talk with both parents and the club management.

#### Recommendation

- Should the coach not to accept any actions that may be an obstacle to complete its work within the club and must focus only on his work and not to circumvent any other work and the need to apologize for the actions of the coach crash on the performance of his work within the club.
- must be on the coach has the ability to creativity and innovation in the field of work and during the training process with the need to preserve the unity of time for training and try to overcome the problems that offset and how to overcome them and solve them.
- The coach assessment of the time by the time factor to be taken into account and how to make decisions during the training module in order to achieve the desired completed in as little time as possible targets melodic lead it to reach high levels.
- Stay away from red tape and complicated procedures and lack of accumulation of coaches even some of them do not depend on others within the club, which will improve the system of sports.
- The need to provide financial incentives, which encourage trainers to work and the provision of material resources necessary training to work good golf and tools.
- The need to provide the spirit of competition among the players in respect of accomplishment

and the ability to adjust the social interactions among them.

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