



## Journal of Education & Humanities Research (JEHR)

Institute of Education & Research (IER), University of Balochistan, Quetta-Pakistan

Volume: 11, Issue I, 2021; ISSN:2415-2366 (Print); 2710-2971 (Online)

URL: <http://web.uob.edu.pk/uob/Journals/jehr/jehr.php>

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### “Elimination of Time Wasters: A Strategy for Secondary School Administrative Effectiveness in Kogi State, Nigeria”

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Received: 19<sup>th</sup> April, 2021

Accepted: 22<sup>nd</sup> May, 2021

Published: 1<sup>st</sup> July, 2021

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#### KEY WORDS

#### ABSTRACT

Time wasters,  
Strategy, School  
Administrative  
effectiveness,  
School  
Administrators.

*The paper examined the elimination of time wasters: a strategy for school administrative effectiveness, this is based on the responsibilities that are assigned to the school administrators for effective smooth running and the achievement of set educational goals in school system. The paper reveals that most secondary school administrators in Nigeria and even globally indulge in some activities which are termed as time wasters instead of focusing on the school activities that are appointed to carry out, some of these time wasters are; personal phone calls, reading of newspapers, delegation avoidance, procrastination, gap in communication, attending to drop in visitors, meeting more than necessary, indecision, unscheduled meeting among others. In conclusion, the paper discussed the factors that constitute time wastages in school administration that could lead to ineffective school administration and how its elimination can serve as a strategy for school administrative effectiveness. Finally, the paper recommended that the school administrators should always try to focus on and carry out the school activities at their stipulated time among others.*

## **Introduction**

Principals as Secondary School Managers are appointed to make sure that the set educational goals are accomplished by spending their dynamic hours judiciously in both secondary and number one schools. In many colleges today, misappropriation of allotted time for legitimate activities are used for unofficial activities is evidenced among many faculty directors. School Administrators are looked upon to work for at least six and 1/2 hours every day as a agreement time. The Principals' debit time owe because of not accomplishing the settlement hour isn't always made up in maximum instances thru spending extra hour in ordinary or every week. Time wasters in secondary faculty management consist of receiving and giving interest to unofficial visitors all through college time, seeing off visitors out, purchasing or place of job of mechanics, spending unauthorized destroy hours, getting to other get together, extra phone chats and inappropriate meetings.

Achunine (2004) revealed that even as college administrators would like to allot simplest four% of their occupied time to non-reputable obligations, in practicality they assign 7.05% to those activities. This total of hour become located to be extra than 6.Four 1% they distribute to staff manpower roles and 4.Fifty five% they apportion to finance and college administration. Time fed on trivia is time raided the school administration and time ate up far from college activities, usefulness and competence.

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## **The Concept of Time**

Time is a critical resource that is needed in school administration to be managed well in order to attain set educational aims. The school administrators that coordinate staff and students' activities must be able to organize his time effectively in order to achieve the goals and purposes of the school. Nevertheless, one the uniqueness of time used in school administration is that it could not be hoarded or stored like machines and raw materials exchanged like a man. Time is permanent. All it involves is its effective running for school system achievement. The concept of time has been discussed in several traditions by many authors throughout the ages. Plato said that time is the principle of order in nature's world, while Aristotle perceived time as the simplest measurement of motion (Drucker, 1996). Furness (2006), viewed time as the product that is balanced to all in equal amounts, it is costless in term of monetarily, and it is completely at peoples' disposal. He noted that the core change between people is the way each person uses the time that is available. Acknowledging that peoples' different uses of time is crucial, Fink and Brayman (2006), stressed that the mistake most people make is to believe that if they operate at a chaotic pace they can achieve more. But rushing, people weaken the quality of work instead of feeling achievement, they become so disorganized, dissatisfied, unfulfilled and worst of all, apathetic

### **Meaning of Strategy**

Strategy is considered as the contrary of mistake, mayhem, sickness existence, lack of regulatory and answerability, performing in step with acts and responses, the absenteeism of vision, lack of making plans and the absence of worker's feel in the administration of school to the importance of time. Lately, strategy has now advanced a severe issue for school administrators at different tiers, policy makers, supervisors and inspectors.

### **Administrative Effectiveness**

Administrative effectiveness consists of energies and realistic abilities in the direction of organizational obligations heading to desires attainment. Likewise, [Akomolafe \(2012\)](#) defined administrative effectiveness as the optimistic outcome to organizational efforts and acts with the thoughts set of attaining distinct purpose. Organizational effectiveness may be restrained through college directors' diploma of responsibility, development of school overall performance, enhancement of curriculum, effective control of assets, and monitoring, delegation of responsibilities correctly, obligations discharge on time and constant meeting of targets. The smooth running and non-stop sports of any faculty enterprise want excessive stage of administrative talents of the faculty directors. Most principals face problems in meeting limits and curriculum desires. At the secondary stage of education, the essential is the chief directors who should constantly discharge his or her duties in a

well timed style for general effective management. Administrative effectiveness desires effective time control talents.

### **School Administration and School Resources**

According to [Johnson \(2012\)](#) expressed that the school's main governing body is the school administration, and it plays a main part in taking verdicts related to students and the school's general status. There are numerous types of school administration, depending on the school's nature. These administrations supervise the school's advancement as well as the welfare of its students. More often, they are also the only object that bridges the association among the school and the community.

School Administration is an administrative process concerned with categorizing, maintaining, motivating, controlling and unifying formally organized human and material resources within the school system designed specifically to activate predetermined objectives of the school. School Administration is important parts of any educational system school managers all over the world are continually engage in numerous activities to efficiently manage school function and provide a better educational experience to learners. The Administration of education has the responsibility for bringing together its various resources and allocating them effectively to accomplish goals ([Yakubu, 2019](#)).

### **The Concept of Time Wasters in Secondary School Administration**

Time wasters in faculty management are those activities that make the faculty directors to use plenty time doing things which can be pointless or that are not professional duties which has no linking to the attainment of set educational dreams of school. Time wasters are whatever that stops a person from attaining his objectives effectively (Khalil as mentioned in Ahmed 2015). Drucker explained elements that result in losing time in average; it's far known as administrative obstacles (Sheikha as noted in Ahmed 2015). Ajayi (2007) described a time waster as whatever happens at any time that isn't important to the time or an hobby that takes greater than needed time. Akomolafe (2005) itemized the subsequent as time wasters in faculty administration:

- (a) Telephone calls
- (b) unofficial visitors
- (c) dialogue with co-employees
- (d) needless meetings and so forth.

### **Elimination of Time Wasters in Secondary School Administration**

Elimination of time wasters within the management of school is to help the school directors not regularly waste their precious time with unimportant things as a substitute specializing in other vital matters, considering they use the evidence to be had to them rather of getting the records they want. Some Time Wasters within the Administration of secondary school contain

(i) Maladministration and insufficient organizing: - Bad administration ends in lose the time of numerous personnel, in particular as the administrator's time including dealing with screw ups each year again and again.

(ii) High variety of employees: - High quantity of people extra than the what is wanted leads time wasting, because humans love to come collectively and talk. Drucker says "The administrator that makes use of greater than 10% of his time in judging human family members disputes amongst employees, it approach he has plenty time". The surplus wide variety of personnel does not most effective have an effect on activities, however even has consequences the overall performance of others by way of a good deal verbal exchange and social meetings among them.

(iii) Increasing the range of meetings greater than wanted: Meetings are high-priced as it takes time, attempt and money. Therefore, directors must be careful to reduce the variety of conferences to minimum and handiest call concerned humans to attend it. In addition, directors ought to examine the art of management meetings.

(iv) Insufficient data: conversation is a important count number inside the paintings of the administrator. Thus, delaying communication of receiving wrong information may want to lead to waste of time in college management.

(v) Unofficial visits, unproductive conferences, hesitancy in making choices, the anxiety of creating errors, the delegating wrongly, awful listing, interruption whilst

operating and social interaction inside the agency.

(vi) The unofficial phone calls: phone calls breaks are considered one of time waters inside the administration of faculties which most directors never extreme about to an volume of losing their treasured time at some stage in smartphone calls. This technique will prevent faculty directors to have continuous and dynamic time to communicate with the sports of secondary schools to the path of attainment of faculty set academic ambitions.

(vii) Executing responsibilities before putting them down, shifting to fresh responsibility before concluding the one at palms.

### **Time Wasters and Ineffective Secondary School Administration**

Sivasailan Thiagarajan (1997) as mentioned in Ahmad (2015) proposes that humans through existence in a boring fashion wasting treasured time. It's desirable to understand the factors that make a contribution to wasted time inside the workplace (faculty administration). Yager (1997) identifies five Major forestall time wasters inside the administrative center and their techniques in order in their effect. The key to having more time for yourself and the whole lot and all of us you care approximately is powerful time management. The 4 biggest time gobblers and the fine ways to manipulate them (techniques) are:

(i) **Insignificant responsibilities:** any insignificant task that does not need critical attention of school administrator is most cases given attention where by it takes away the precious time that should be given to important responsibilities, doing this will lead to administrative effectiveness.

(ii) **Designation avoidance:** responsibilities designation is on the strategies that lead to administrative effectiveness and attainment of productive outcome which help the school administrators not to waste their time.

(iii) **Indecision:** not deciding on time before embarking on any school activity takes away school administrators time and as such waste their time.

(iv) **Procrastination:**

Procrastinate is visible as a symbol of integrity by using a few school directors, also trust that now not suspending task or wearing them out at their very own convenient time will yield better outcomes at the run which in maximum cases result in unproductive college management.

Barbara (2003) stresses that being organized will facilitates in being a hit. Secrets behind a hit humans array from regulatory time, delegating, placing priorities and goals, overpowering paper overload to stay inside a finances.

### **Conclusion**

The paper discussed the factors that constitute time wastages in school

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administration that could lead to ineffective school administration and how its elimination can serve as a strategy for school administrative effectiveness. The different types of activities that the writer perceives as time wasters that school administrators indulge instead of focusing on official school activities they are appointed to do, and the effect of time wasters as a result of ineffective administration on school organization. Also, the meaning of time, strategy, time wasters and school administration were discussed excessively.

### **Recommendations**

The paper recommends the following for powerful faculty management:

- (i) School directors ought to always make certain that most effective critical duties are performed at some stage in faculty hour in different to avoid time wastage and attempt to create clear, unique desires for every day, if essential do not visit the second goal till you've got completed the primary.
- (ii) Delegation of responsibilities should be considered for effectiveness of school administration and making sure that the responsibilities are carried out the standard.
- (iii) There should be flow in communication so as to avoid gap(s) in communication that could lead to time waster since administrative effectiveness could not be achieved without strong communication
- (iv) School administrators' personal affairs, like phone calls, reading of newspapers and

magazines should be suspended till after school activities to avoid interference with official responsibilities

(v) Meeting should be called for only when there is critical issue to be discussed, therefore unessential issue should be addressed through memo

(vi) School Administrators should not see procrastination as a badge of honor and stop believing that putting things off leads to better results because in the long run, in most cases lead to ineffective school administration.

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