

14. Agbonifoh, B. A. and **Okafor, C. A.** (2006). “Time Management Abilities and Practices among Managers in a Nigerian Tertiary Institutions”, *Abuja Management Review*, Volume 4, Issue No. 1 June, pp. 107 – 125

TIME MANAGEMENT ABILITIES AN PRACTICE AMONG MANAGERS IN A NIGERIAN TERTIARY INSTITUTIONS

ABSTRACT

This is perhaps the most valuable resource required for any productive activity. Yet little is known about how well Nigerian executives use their time. How they manage their time has implications for their personal effectiveness and therefore for the national economy. Using a sample of 375 respondents, this case study of a Nigerian university sought to determine how academic and senior non-academic staff manage their time, how they rate their time management abilities, and the extent to which they apply popular strategies and tactics by time management consultants and experts.

The results show that an overwhelming majority of our respondents rated themselves as good time managers. Yet, the study revealed that most of them do not have enough time for themselves, their family activities, study, community affairs and recreation; that they are not able to find large blocks of time when they need them; that they are usually not able to complete all the items on their daily activity lists by the end of the day; that they have not been able to stop taking work home in the evenings or on weekends and that they still stay late at the office to get it done. In other words, their claim to good time management is false. The obvious implication is that there is need for training in time management for all executives covered in this study irrespective of sex, age, experience and profession.