

Time Management Assistance in Developing Superior Human Resources

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ABSTRACT

This study aims to improve the effectiveness of employee time management through training and mentoring at PT Kasih Jaya Sejahtera, Malang Regency. The method used was a qualitative approach with data collection techniques in the form of in-depth interviews with company owners, operational workers, and HR managers, as well as field observations from January to March 2025. The results of the activities showed an increase in employee ability to set work priorities, adherence to schedules, and efficiency in completing daily tasks. In addition, unique implementations such as the "Daily Focus Zone" system and daily digital monitoring emerged as innovations in time management practices. The discussion of the results indicates that the training and mentoring not only impacted individual behavior changes but also strengthened a disciplined and collaborative work culture within the company environment. These findings align with previous studies that emphasize the importance of time management in HR development and increasing organizational productivity. Despite limitations in the duration of the activities and the scope of participants, the results show great potential for the sustainability of similar programs in the future.

Keywords: Human Resource Development, Mentoring, Time Management, Training.

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1. INTRODUCTION

The lack of effective time management in developing superior Human Resources (HR) is now a focus of attention in various educational institutions and professional organizations (Sulistyan & Paramita, 2021). Many talented individuals stagnate due to their inability to manage their time strategically, thus under-developing their potential (d'Armagnac et al., 2022). For example, HR training in some institutions often fails to achieve its objectives because participants are not provided with guidance in setting priorities and organizing study schedules in a disciplined manner (Nur et al., 2025). This reflects that without structured time management guidance, the process of improving HR quality is less than optimal and risks producing HR whose competencies do not match the demands of the digital era and globalization (Awaludin et al., 2024).

Time management plays a crucial role in maintaining productivity and operational efficiency at PT Kasih Jaya Sejahtera, Malang Regency, which operates in the manufacturing and distribution industry. In a dynamic work environment involving various divisions, from production to logistics, proper time management is the foundation for successful team coordination, target achievement, and cost control. Inaccurate scheduling, both at the individual and organizational levels, can lead to delivery delays, wasted resources, and even lost business

opportunities (Jonsson et al., 2024). Therefore, implementing a systematic time management strategy, including the use of digital tools and employee training, is a crucial investment to increase a company's competitiveness in both local and national markets.

If time management is not addressed immediately, various negative impacts can arise which have the potential to hinder organizational productivity and progress (Setiabudi et al., 2025). In the workplace, time inefficiency can trigger delays in project completion, increase employee stress due to piling workloads, and decrease the quality of work results due to rushing. In the long term, this can damage the company's reputation, reduce customer satisfaction, and trigger internal conflicts due to lack of coordination (Jumelda, 2025). Therefore, improving time management is not only administrative, but also strategic in maintaining the sustainability and competitiveness of the organization.

Time management training and mentoring is a very effective strategic solution in forming a productive and disciplined work culture (Rahmawati, 2024). Through training, individuals are equipped with practical techniques such as setting priorities, identifying time wasters, and designing efficient work schedules (Adidharma et al., 2023). Meanwhile, management mentoring acts as a reinforcement mechanism (Fonataba et al., 2024), where mentors or supervisors help participants apply concepts consistently in their work routines. The combination of the two not only improves an individual's ability to manage time, but also creates a harmonious and measurable work system at the organizational level (Al-Marri & Hamad, 2019). In this way, companies or institutions can encourage the achievement of targets in a more optimal and sustainable manner.

Time management training and mentoring aims to create individuals who are more organized, efficient, and responsive to the dynamics of work and daily life (Ramadhani et al., 2025). Through this approach, participants are encouraged to understand the importance of setting priorities, managing workloads proportionally, and implementing strategies that can help complete tasks on time. The benefits gained are significant, such as increased productivity, reduced stress, and the development of a disciplined and results-oriented work culture (Safitri et al., 2025). Furthermore, this training lays the foundation for a collaborative and sustainable work environment, where time is used as a key asset to achieve shared goals.

2. METHODS

Time management training and mentoring methods are implemented through a combination of interactive learning and personal mentoring. Training is provided in a classical format, covering basic time management concepts, work scheduling techniques, prioritization, and identifying time wasters (Häfner & Stock, 2010). Furthermore, simulation sessions and case studies are used to enhance participants' understanding of practical applications in the field. Mentoring is conducted individually or in small groups, with facilitators providing guidance, evaluation, and regular feedback on the implementation of participants' time management strategies. This method is designed to encourage the formation of disciplined, efficient, and results-oriented work habits.

The research was conducted using in-depth interviews with three key groups: company owners, operational workers, and Human Resources (HR) managers. The main objective of these interviews was to explore their perspectives and experiences regarding time management practices in the workplace and their impact on organizational productivity and efficiency (Hardani, 2024). The data obtained will be analyzed using a qualitative approach, focusing on interpreting narratives, habit patterns, and social contexts emerging from the interviews (Assor & Rusdianti, 2023). This activity is planned to last for three months, from January to March 2025, to obtain relevant information on the dynamics of time management within the organization.

3. RESULTS AND DISCUSSION

3.1. Results

The results of the implementation of time management training and mentoring activities are in the form of increased understanding and skills of participants in managing time effectively, which is reflected in changes in work behavior and productivity of individuals and teams. Based on interview data with owners, workers, and HR managers, there was an increase in setting work priorities, reducing delays in completing tasks, and increasing adherence to the work schedule that has been prepared. In addition, a more disciplined and collaborative work culture emerged between divisions. These findings support the effectiveness of the training and mentoring approach as a sustainable strategy in improving the quality of human resources in the corporate environment.



Figure 1. Time Management Discussion with PT. Kasih Jaya Sejahtera
Source: Activity Implementation Results (2025)

The results of the activity stages starting from planning, implementation and evaluation. The planning stage resulted in the development of a systematic work program, including mapping participant needs, scheduling training, and determining relevant materials and methods. This activity successfully established success indicators and clearly divided the tasks of the implementation team.

The implementation phase resulted in improved participant understanding of time management concepts through interactive training sessions and individual mentoring. Changes in participant work behavior were noted, such as improved punctuality, ability to prioritize, and independent use of time management tools. Active interaction between facilitators and participants also fostered a conducive learning environment.

Meanwhile, at the evaluation stage, data from interviews and observations was obtained which showed the effectiveness of the program on participant performance. The evaluation showed a decrease in the level of work delays, an increase in task efficiency, and the formation of a more disciplined and structured work culture. Recommendations from participants also provide important input for future program improvements.



Figure 2. Field Survey at PT. Kasih Jaya Sejahtera
Source: Activity Implementation Results (2025)

3.2. Discussion

During the implementation of the time management training and mentoring program at PT Kasih Jaya Sejahtera, significant improvements in the implementation of more structured and efficient work habits were observed. Employees began to demonstrate the ability to set priorities more accurately, utilize time management tools, and demonstrate a higher level of adherence to established work schedules. These behavioral changes not only impacted the smooth running of daily operations but also contributed to increased team productivity and cross-divisional efficiency, creating a more disciplined and collaborative work environment.

The results of this activity are in line with the findings of previous research which stated that time management is a key factor in improving the quality of human resources and organizational performance. Previous studies have shown that training and mentoring that focuses on developing time skills can boost efficiency, reduce work stress levels, and increase employee job satisfaction. Thus, the implementation of the program at PT Kasih Jaya Sejahtera strengthens the validity of the approach and proves the effectiveness of the strategy in the local industrial context.

As part of the time management training and mentoring program at PT Kasih Jaya Sejahtera, a unique implementation of the “Daily Focus Zone” system was developed in collaboration with participants and the HR team. This system requires each division to designate a dedicated 1–2 hour period per day for uninterrupted work, during which activities such as internal meetings, inter-divisional communication, and social media usage are temporarily suspended. The goal is to provide employees with the space to complete priority tasks optimally and with minimal interruptions. This innovation has been proven to increase work output in the short term and has become a new practice that is starting to be adopted across departments. Furthermore, a self-monitoring system based on a daily digital form was introduced to measurably record time achievements, allowing each individual to periodically evaluate the effectiveness of their time management.

4. CONCLUSION

The conclusion of the time management training and mentoring activities at PT Kasih Jaya Sejahtera shows that the interventions carried out are able to increase work effectiveness, form a culture of discipline, and encourage employee productivity through structured and innovative strategies, such as the implementation of the “Daily Focus Zone.” However, the limitations of this activity lie in the relatively short duration of implementation and the uneven coverage of

participants across all divisions, so that the results do not fully reflect the overall condition of the company. Therefore, it is recommended that this program be continued with further training, expansion of the participant coverage, and periodic evaluation to ensure the sustainability of time management practices that have been implemented consistently and adaptively.

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