

# The Effectiveness of a Website to Improve the Effectiveness of Time Management for Employees in the Beauty Dental Clinic

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**Abstract:** *The objective of the study is to identify the effectiveness of a website in improving the time management of the staff at the Beauty Clinic for Dental. The researchers used the questionnaire method to collect data. The researchers used the random stratified sample method, and 30 questionnaires were distributed on the study sample. The Census method was used because of the small size of the study population. The recovery rate was 100%. The study found that the design of the website of the clinic of the Beauty of Dentistry from the point of view of workers was significant, with an average of (3.833) and a relative weight (76.667). In the first place was the axis of the interaction with the website, which came at a relative weight of (80.500), which is significant followed by the axis (security dimensions related to dealing with the website) and came with a relative weight (77.000), which is significant followed by the axis (The database of the website) came in the last place with a relative weight (72.500) which is significantly. The results of the study showed that the effectiveness of time management from the point of view of the employees of the clinic of the beauty of dentistry came large, with an average of (3.912) and a relative weight of (78.235). The axis (time guidance) came first with a relative weight of (78.000), which is very large, and the axis of (time planning) with relative weight (77.000) which is large, and the axis of (organization of time) ranked last with a relative weight (76.500) which is significantly large.*

*The study reached a number of recommendations, the most important of which is the need to work on the design of the sites in a way that takes into account the process of design oriented towards the user in terms of early care for the user. Work on the design of websites from the point of view of the user in terms of aesthetic aspects of the sites to identify the strengths and weaknesses in these designs. The need for staff to use time management tools such as the use of a daily log to monitor their behavior and analysis of these behaviors to identify strengths and weaknesses in time, fixed dates for visits, and specific meeting times.*

**Keywords:** website, Time Management, Dental Clinic, Gaza, Palestine

## 1. INTRODUCTION

Information and communication technology has become the wheel of life in today's economy and business. It has left no room for life except its income, and has become the indispensable tool of modern times in many fields. That the last decade of the twentieth century has seen a rapid development of websites that display billions of pages on different and different topics, the websites are electronic pages that we can browse through the use of a computer with Internet access, in order to access information and to know the world of electronic and services and knowledge. The types of websites differ depending on the location, and the different purpose of the site and its content and the technologies used to create the site (Salloum and Arifi, 2011).

The importance of designing a website is to provide the visitor with the information he needs and constantly update everything that is new, to develop the user skills of these sites, and to provide feedback and appropriate recommendations when designing the website (Al-Amro, 2014).

Time is a treasure, and we lose so much when we waste our resources but the loss is even worse when we waste our lives in our hands. This is what happens when we waste time. The

concept of time management varies according to individuals, their motivations, needs and the nature of their jobs. Time management is one of the criteria to be considered for success in order to optimize the time available by arranging tasks according to the appropriate priorities for future effective use. Many researchers have identified time as a resource of rare and valuable resources and one of the most important elements of competition in our time. Therefore, we must strive to use it wisely to achieve what they have sought (Alwan and Ehmead, 2009).

I rushed universities and institutions in the Arab world in light of globalization and competitiveness and tremendous developments in information and communication technology to represent itself on the Internet through the launch of Web sites to enable users to access their information easily at any time and place, and the delivery of its objectives, mission and services to the largest number of users (Hassan and Abu-Rab, 2012). Where online communication through the use of websites provides many important roles including: exchange of views and information, participation in information processing and interaction between work groups, and contact colleagues or experts of the same interests at any time, and contributed to the information and services provided through sites using the Internet without any time or space constraints. That different web technologies helps individuals to e-

participation and interaction with each other and get information and deal with others which led to the use of time better than the former (Al-Sharqawi, 2014).

Based on the objective of this study, the design of a website contributes to increasing the effectiveness of time management by applying to one of the most important dental clinics in the Gaza Strip.

## **2. THE GENERAL FRAMEWORK OF THE STUDY**

### **2.1 RESEARCH PROBLEM**

Despite the current scientific and technical developments, the use of information and communication technologies in organizations and organizations, the increase in users of Internet sites in the Arab world and the increase in the number of websites for institutions, there is no interest in the quality of these sites in terms of containing the basic elements or requirements that suit the needs of different users and (Al-Sharqiri, 2010), which focused on the proposed criteria for evaluating the quality of websites and the need to develop the skills of electronic participation and activate the role of interactive web technologies in the organizational process. Therefore, there is an urgent need for the existence of websites for the establishments because through the site, special services are provided on the Internet as well as to identify and obtain information about them at any time and with minimal effort.

Therefore, there must be appropriate and effective means through which the enterprise can deliver its message, services and achievements via the Internet using the websites. Where there is a need to design a website that meets the need and desire of the beneficiary when visiting the site and get the information needed and all the wishes of this site as quickly and less expensive and easily this in turn reduces the rate of inquiries.

### **2.2 RESEARCH QUESTIONS**

**Q1:** What is the impact of designing a website in increasing the effectiveness of time management from the perspective of the employees of the Dental Beauty clinic?

**The following sub-questions arise:**

**Q1-1** what are the dimensions of web design (interactivity, site-specific security dimensions, site database, speed of access to site information) at the Beauty Clinic site from the point of view of employees?

**Q1-2** What is the level of effectiveness of time management (time planning, time management, time management, time control) from the point of view of the staff at the Beauty Clinic?

**Q1-3** What is the relationship between designing a website and increasing the effectiveness of time management?

**Q1-4** Is there an impact on the location of the Beauty Clinic in increasing the effectiveness of time management from the point of view of clinic staff?

### **2.3 RESEARCH OBJECTIVES**

The objective of this study is to identify the impact of web design in increasing the effectiveness of time management from the point of view of the staff of the Beauty Clinic. This is achieved through the following sub-goals:

1. Identify the theoretical importance of web design, time management concept and successful practical experiences in this field.
2. Determine the availability of web design dimensions (amount of interaction, site-specific security dimensions, site database, and speed of access to site information) at the proposed Beauty Clinic site from the employees' point of view.
3. Detect the effectiveness level of time management (time planning, time regulation, time routing, time control) from the perspective of the staff at the Beauty Clinic.
4. Identify the relationship and impact of the Beauty Clinic site in increasing the effectiveness of time management from the point of view of clinic staff.
5. Detect of statistical differences between the average views of the study sample on the variables of the study.
6. Come out with outcomes and recommendations to contribute in enhancing the utilization of the website in increasing the effectiveness of time management.

### **2.4 RESEARCH IMPORTANCE**

The importance of this study stems from the importance of this study in the attempt to enrich the studies and research conducted in the field of time management, which are few, to a certain extent, especially in the Arab societies, because of their sophistication and diversity, and stems from the importance of this study. It is also possible to say that this study is one of the few if not the first studies conducted on the medical centers in the Gaza Strip, and it is possible to identify aspects of the importance of the study from contributing and adding, expected as follows:

#### **- THE THEORETICAL IMPORTANCE:**

1. To enrich the Arab academic arena with new research studies and partnerships in the fields of administrative development.
2. E-work is currently one of the objectives pursued by all institutions as it reduces the time and effort and is in line with the requirements of the times.
3. This study derives its importance from the novelty of its theme: designing a time management website and increasing effectiveness at the Beauty Clinic.
4. Identify the services provided by websites and their contribution to more effective time management.
5. This study is one of the first studies to be applied to the private health sector, especially in the Gaza Strip.

#### **- PRACTICAL IMPORTANCE:**

1. The importance of the study stems from the importance of the sector to which it will be applied.

2. The design of a clinic web site contributes to providing more accurate and effective services.
3. Provide scientific and practical recommendations and suggestions for the Beauty Clinic to help achieve effective time management.
4. The research derives its importance from the expected results, which can contribute to the development of a practical model for the clinic for effective time management.

## 2.5 RESEARCH HYPOTHESES

In order to provide an appropriate answer to the questions posed, and the study seeks to test the validity of the following assumptions:

**H1:** There is no statistically significant relationship at the level of significance ( $\alpha \leq 0.05$ ) between a website design (the amount of interaction, the security dimensions of dealing with the site, the site database, quick access to location information) and more effective time management.

**The following sub-assumptions emerge:**

**H1-1:** There is no statistically significant relationship at the level of significance ( $\alpha \leq 0.05$ ) between site design and time planning.

**H1-2:** There is no statistically significant relationship at the level of significance ( $\alpha \leq 0.05$ ) between the website and the organization of design time.

**H1-3:** There is no statistically significant relationship at the level of significance ( $\alpha \leq 0.05$ ) between website design and time routing.

**H1-4:** There is no statistically significant relationship at the level of significance ( $\alpha \leq 0.05$ ) between website design and control over time.

**H2:** No effect is statistically significant at the level of significance ( $\alpha \leq 0.05$ ) between the website and increase the effectiveness of time management design.

## 2.6 RESEARCH VARIABLES

**Independent variable:** Website design includes:

1. The amount of interaction.
2. Security related to site handling.
3. Site database.
4. Quick access to location information.

**Dependent Variable:** Time management effectiveness includes:

1. Time planning.
2. Time Management.
3. Time routing.
4. Time control.

## 2.7 RESEARCH LIMITS AND SCOPE

1. **Subject (Academic) limitations:** The study lacks the dimensions of the website design, namely: interaction, site security dimensions, site database, speed of access to site information, and its contribution to increasing the efficiency of time management through the following variables (time planning, time management, on time).

2. **Human Limitations:** The study was conducted on the doctors, administrators and workers in the clinic under study (30).
3. **Institutional Limitation:** The study was conducted on a health center in the Gaza Strip.
4. **Place Limitations:** A study was conducted in the State of Palestine and was limited to the Beauty Clinic of Dentistry.
5. **Time Limitations:** the study was conducted, preliminary data was collected, and statistical analysis was performed during the year (2017).

## 2.8 PREVIOUS STUDIES

The previous studies related to the subject of the study and its variables have been used and we will review a number of these studies from one of the oldest to the oldest:

1. A Study of (Al hila et al., 2017) which aims to identify the reality of the effectiveness of time management from the perspective of the employees of the Beauty Clinic of Dentistry. The researchers used the questionnaire method to collect data. The researchers used the random stratified sample method, and 30 questionnaires were distributed to the sample of the study. The comprehensive Census Method was used because of the small size of the study population. The recovery rate was (100%). The results of the study showed that the effectiveness of time management from the point of view of the employees of the clinic of the beauty of dentistry came large, with an average of (3.912) and a relative weight of (78.235). The time-axis was ranked first with a relative weight of 80.80. It was followed by the (time control) axis with a relative weight of (78.00). The axis of (organization of time) came in the last place with a relative weight (76.50) which is large. The researchers suggest further studies on time management, and similar studies on other sectors and their comparisons in this study.
2. A Study of (Al-Harhasha, 2016), which aims to identify the prevailing administrative pattern and its relation to the effectiveness of time management among the principals of the schools in Mafraq Governorate in Jordan. The correlation between the pattern and the effectiveness of time management, and the absence of a correlation between the autocratic pattern and the effectiveness of time management was a positive correlation between the democratic pattern and the effectiveness of time management.
3. A study (AL-Banna, 2016) aimed at developing a proposed vision for the quality of academic websites in Egyptian universities. The results of the study included the criterion of inclusion ranked first among the proposed standards for the quality of the content of the websites of the sample as a whole with a relative weight of (95%).
4. The study of (Hassan, 2016), which aims to use the two methods: evaluation of experts, and user testing to

- evaluate the ease of use of the website of one of the old and old government universities in Jordan (Yarmouk University). The results showed that there is a problem in the difficulty of using on the site of Yarmouk University from the point of view of experts, and the results showed that other problems were found by students only.
5. A Study of (Al-Ghamdi, 2015), which aims at identifying the level of application of the accreditation elements of the principals of public schools in Al-Jerashi Governorate. To identify the level of application of time management skill, and to identify the relationship between the delegation and time management of the principals of public schools in the province of Al-Jerashi. The results of the study showed that there is a direct relationship between the authorization component and the skill of time management among the heads of public schools in the governorate of Al-Jerashi. And that there were no statistically significant differences for the views of the principals on the study axes due to their personal variables (scientific qualification, number of years of experience, number of training courses) at level ( $\alpha \leq 0.05$ ), but there were statistically significant differences between time management axis and variable age. (30 to 40 years), while there were no statistically significant differences between the views of the female directors between the axes of the mandate.
  6. Study of (AL-ziadat and Shibli, 2015), which aims to identify the quality of services provided by Jordanian government ministries. And the disclosure of strengths and weaknesses in the Jordanian ministerial sites. And to identify the feasibility of design sites of Jordanian ministries. The results of this study indicate that two thirds of the ministries provide general information about the website (65.8%), of which this information is provided in part by (0.6%) and (33.6%) does not provide information. This study also showed that the ministerial sites were concerned with the design of the site (68.5%), (8.7%) did not care about all aspects of the design, and (22.8%) did not take into account the consistency of design in the site. And revealed that two-thirds of the ministries have focused on the division of the site. The results showed that more than half of the websites in the Jordanian ministries (59.4%) met the criteria for the content of the site, while 31.9% did not meet these standards and 8.7% did not fully respect the content standards. And that (49.28%) of the sites provide services to beneficiaries on the Internet and (6.52%) of the sites did not provide services to the beneficiaries online. It revealed that 82.61% of the respondents met the criteria for communication and communication, and 16.67% did not provide the means
  7. A Study of (Al-Rahimi and Al-Mardini, 2014) aimed at identifying the impact of the personal characteristics of Irbid University students in terms of gender and age variables, level of study, place of residence and the nature of the college in time management and its impact on academic achievement. And to identify the students' point of view on how to manage time in terms of: planning, organization, direction, supervision, and the impact on their academic achievement. The study found that the field of guidance was more effective in the management of time followed by the field of organization and then planning, while the field of control was less effective. The study also showed a statistically significant relationship between time management and its constraints on the one hand and the academic achievement of the students on the other hand, as well as the absence of any effect on the variables of gender, age, academic level, place of residence and the nature of the college in both time management and constraints at Irbid National University.
  8. Study of (Al-Sharqawi, 2014), which aims to present a proposed concept for the e-learning site based on interactive web techniques to develop the skills of electronic participation among postgraduate students at the Faculty of Education. As well as the impact of the electronic learning site based on interactive web techniques in the development of cognitive and performance aspects of the skills of electronic participation of graduate students in the Faculty of Education. The results of the study that the use of websites in university education for the development of electronic skills in other disciplines. Students should be given the opportunity to share their skills through websites and interact with colleagues to exchange experiences.
  9. A Study of (Al-Bahout 2013) study aimed at identifying the obstacles that reduce the development of time management skills from the perspective of the employees of the Ministry of Finance for budgetary and regulatory affairs in Riyadh and indicating ways of eliminating them. The results of the study showed that the level of time management skill in the Ministry of Finance for budgetary and regulatory affairs in Riyadh is high, with an average of 3.57.
  10. A study (Hassan and Abu-Rab, 2012) aimed at preparing a model framework for evaluating the quality of websites and electronic services. The results of the study were the work of a model to evaluate the quality of electronic services available on the Internet regardless of the quality of the institution responsible for the site. This framework consists of: content, design, organization, ease of dealing. The study gave weight and weight to each component of the evaluation to help produce results that have a digital significance that makes it easier to improve or compare the quality of websites, or to provide a site and guide to web designers when designing a new site.
  11. Study of (Al-Salloum and AL-Arifi, 2011), which aims to establish specific criteria for measuring the quality of administrative information on the website from the



- user's point of view and management. The results of the study showed that the importance of content quality is relatively low compared to the quality of organization and design. And that there is some quality to two aspects of the content, namely the relevance of the site to the company as well as responsibility. The study showed that the quality of the design is very high, and there is ease in dealing with the site by users.
12. A study (Abu Zeid, 2011) aimed at identifying the quality of web design for electronic polarization by ease of use and aesthetic aspects of the site and its content. The study confirmed the satisfaction of the quality of the web design of the organization polarized by the ease of use and the content of information sites and the beauty of websites. The impact on the quality of web design has been confirmed in the quest for a job and has shown an impact for ease of use of websites.
  13. A study (Hussein, 2010) aimed at assessing the quality of some Arab and foreign websites in light of the standards adopted and comparison between these sites. The results of the study confirmed that most of the criteria adopted in the evaluation are available in foreign sites more than Arab sites.
  14. Study of (Al-Kathiri 2010), which aims to build scientific specifications that help to raise the efficiency and quality of these sites. The study concluded that it is necessary to focus on finding various tools to measure the success of the site and use it systematically.
  15. Study of (Al-Astal, 2009), which aims to identify the reality and application of e-marketing practice among the banks operating in the Gaza Strip, from the point of view of the administrative levels in light of the marketing practices aimed at knowing the reality and the benefits. And knowledge of the difficulties that guide the staff of the bank and customers, and the achievement of availability in the database and confidence and security, privacy and confidentiality, and support management. The study concluded that the reality of an electronic marketing practitioner represented in the database, trust and safety, privacy and confidentiality, management support and research and development is 80% high, and this confirms the availability of many advantages achieved to the bank, staff, customers.
  16. A Study of (Al-Khatib 2009), which aims to demonstrate the impact of time management on employee performance and the extent to which the organization's management is directed towards time-saving methods. The results of the study showed that there is a high impact of time management elements (time planning, time management, time management, time control) on raising the level of employee performance. And the allocation of a specific time for the work of time planning of the most important factors of good time management. Reducing paperwork also helps to guide time towards the right goals. Effective oversight improves staff performance, and employee performance is directly influenced by the successful management of time.
  17. A Study of (Al-Fadelah, 2008), which aims to identify the effectiveness of different aspects of organizational development and the effectiveness of time investment. The results of the study showed that there is a direct correlation between the variable OD and the total time management variable.
  18. A Study of (AL-Selmi, 2008), which aims to identify the degree to which the principals of the secondary schools in the holy capital of the holy capital to manage the time in their tasks. And to determine the degree of relationship between the practice of time management and the development of managerial creativity skills among the principals of secondary schools in the holy capital. The study found that the approval of the degree of practicing principals of secondary schools in the holy capital for time management in the tasks of their work included in the tool of this study was (often), where the general average (3.93). The relationship between the practice of time management and the development of the managerial creativity skills of the society and the sample of the study was strong positive correlation, and the degree of this relationship was (0.72).

### **3. THE THEORETICAL FRAMEWORK OF THE STUDY**

#### **3.1 Web Sites**

Web sites for e-services are widely distributed to all groups, providing them with everything they need through this website to get information and everything they want (Flemban, 2012). The Internet has become an important source of information. It is used by the recipient around the world to obtain the information they wish to obtain by visiting the websites on the web. When browsing for a particular topic or information, if the information on the websites contains a high degree Accuracy, quality and credibility, especially in the absence of an authority authorized to monitor and follow the sites that publish the various information in all fields, so to ensure access to the information required there must be a number of characteristics in these sites make them characterized by quality, which is Serve as reliable criteria for site evaluation (Hussein, 2010).

Web sites are a collection of topics and files on a web server. It is also an electronic space purchased by companies specialized in this area, which is a means owned by the party that is spending on it and thus becomes the means of service interests of this body that is supervised by (Hussein, 2009). Therefore, the website cannot be treated simply as a colorful poster or a hyperlinked image, but must be treated as an identity and mission of the organization and an effective representation of its strategy (Najem, 2010).

The various websites provide different sources of information in electronic form, useful and varied services, in addition to the work schedules, the real services provided by them and other matters that benefit the users, and the

important sites that are loaded with them in general and the website in particular (Mujahid, 2012).

The researchers believe that web design has become an urgent need to provide all the information and services needed by the user time and time available, which helps in the progress of communities and increase the proportion of users of these sites through the presentation of content and design in a way that attracts users, Websites are suitable.

#### **Concept of Website:**

The researchers addressed the definition of the website from several angles. (Al-omari and Flata, 2014) define it as: "The preparation of a website based on the principles and criteria of the study, based on the principles and criteria set forth in the study, to be a reference site on the Internet". They also defined the Web as "a collection of Web pages", a shortcut, a Web-based hypertext document system.

Web sites are also defined as those that are set up so that a set of interconnected information is prepared and designed to contain links and entries that allow users to access more information or access other sites or e-mail (Al-Kathiri, 2010).

The website is a front page for any web page that is designed to facilitate communication between the site's owner and users, taking into account the site's appearance and adding features that will attract visitor attention back to use later.

#### **Importance of the website:**

Web sites are modern tools that help connect people to each other, convey information, and web sites have a great importance, including (Najem, 2008) that the importance of websites (websites) represented in:

1. Easy access and use.
2. The existence of information, images and forms related to the purpose and subject matter of the site services.
3. Aesthetic and design Significant.
4. Reliability.
5. Internal organization of the main and subpages of the site.

(Al-Banna, 2016) adds that websites are of paramount importance:

1. Websites have become an important source of data and information about organizations.
2. The sites contribute to the connection to the world at high speed and less expensive.
3. Through the exchange of views and discussions with others.
4. It has access to the largest number of researchers and scientists from around the world.
5. To identify, browse and browse research papers, studies and scientific messages.

The importance of web design is that it has made the world a small village, facilitating communication among individuals, obtaining information and increasing web browsing with minimal effort, cost and speed. It is also important that some individuals have used web design in their business activities and scheduling.

#### **Website design quality standards:**

There are criteria for the services provided by the websites and based on the study (AL-Naimi, 2008) will be clarified by the following points:

1. Easy to use: easy to browse the site and submit applications and complete transactions and access to instructions.
2. Clarity of information and instructions: clarity of information writing and clarity of auxiliary screens.
3. Reliability: The 24-hour access is the standard that Internet customers expect.
4. Page Load Speed: The time it takes for site pages, including images, graphics, animations, and audio files to load.
5. Time to complete the process: The user is able to complete transactions on the Internet in a timely manner.
6. Privacy and Security: Keep information from theft and protect it.

(Abu Zeid, 2011) also showed that there are three criteria for website design quality:

1. Ease of dealing: Focus on ease of dealing with the site, ease of use, fast learning, easy search for information, ease of applying online, and ability to communicate with employees online (Thomas, 2006).
2. Content: Focused on the availability of information in the websites required for an individual's assessment of the organization, availability of information related to the organization and working individuals, and availability of information as requested by the individual (Williamson et al., 2003).
3. The aesthetic aspects: focused on the attractiveness of colors and the design of pages and the general appearance of the site and the attractiveness of images (Braddy, et.al, 2008).

Based on the study (Hussein, 2010), it was found that there are characteristics of the evaluation of the site and it depends on:

1. Content: The enormous amount of information on the Internet makes the quality of the content the most important elements of quality that must be taken into account when conducting evaluations of the website and the services it provides. Content scanning should be flexible and easy for the researcher to browse and view.
2. Design: Show the web site with the best image to attract customers to visit and re-visit after first use based on the principle of giving an excellent impression since the first visit to the site to repeat his visit later.
3. Organization: This component is concerned with the structure of the site and the way the services are divided to provide an easy way, to browse the site in order to help the user to access the information required quickly and so that the researcher feel comfortable during his visit to the site.
4. Ease of dealing: Any ease of use of the site by any user and the ability to adapt as desired by the user.

There were also differences in the standards of quality and services provided by the websites because of scientific trends and specialization, but can be limited to the following points (Hassan and Abu-Rab, 2012):

1. Content: includes contemporary and the amount of keeping pace with the content of the evolution of the objective and constant and constant update, and knowledge of the history of the emergence of electronic file and the dates of modernization and coverage of knowledge, and position and stay away from distortion.
2. Design: It shows the location in the most beautiful image to attract the beneficiaries, and stay more time and visit several more times.
3. Organization or arrangement: Clear, accessible and structured methodology, for the purpose of facilitating the beneficiary's task.

4. Ease of dealing: Ease of use of a site by the beneficiary regardless of the scientific background, and get the information required as quickly and effortlessly.

We conclude that there must be recommended standards to enhance trust between the site and its users so that when visiting the user feels safe and reliable site and the high protection of user information from theft or any breaches may be exposed to it, also must be available standard of ease of dealing to the user Adaptation to the site, and the availability of information and content of a reliable and be keeping pace with scientific development and updated continuously.

**Table 1:** Summary of the most important standards of quality of web services

	Content	Design	Ease of handling and use	Organization	The speed of loading pages	The aesthetic aspects	Clear information and instructions	Privacy and security	Time to complete the process	Reliability
(AL-Naimi, 2008)			√		√		√	√	√	√
(Abu Zeid, 2011)	√		√			√				
(Hussein, 2010)	√	√	√	√						
(Hassan and Abu-Rab, 2012)	√	√	√	√						
(AL-Sayed, 2009)	√		√	√						
(AL-ziadat and Shibli, 2015)		√					√			
(Al-Salloum and AL-Arifi, 2011)	√	√		√						

It is clear from the previous table that:

Most of the previous studies dealt with the following criteria: content, design, ease of use and organization, such as (AL-Naimi, 2008), (Abu zaid, 2011), (Hassan and Abu-Rab, 2012), (AL-Sayed, 2009), (Al-Sailoum and AL-Arifi, 2011), and (AL-ziadat and al-shebli, 2005). The other dimensions were the focus and attention paid by the two researchers.

**Website Design:**

To illustrate how to create (design) a website according to the study of (Mater, 2015) we will use the following points:

1. The appropriate title of the web site to be designed is chosen, and the address must be brief and valid not used by others.
2. Search for hosting companies, which are companies through which you reserve your site, such as renting or buying or booking a store in a commercial tower. These

companies offer their services through hosting for a fee or free hosting.

3. The process of registering the address of the site, and this is done through the hosting company provided by the host or by other companies that you choose.
4. The website design process, having become our address and hosting now you need a suitable decor for your site and this has to be in several steps namely:
  - Communicate with a graphic design company.
  - Communicate with someone who is professional in web design.
  - Also by personally designing your site yourself.
5. Uploading your data to the site requires the use of software (FTP), where you can download these programs from the Internet to your computer and use in the process of downloading data to the site.

(Mujahid, 2012) adds that to build or build any site, it must pass through several stages:

1. Design phase: The nature of any work done through the planning and then the implementation stage. Planning is the means to control the work in a very high way, which defines the objectives of the process of construction and implementation and guide the implementation of the basic steps so as not to deviate from the specific goal of construction. Thus, a paper or electronic plan is drawn up specifying the objective, the basic form and the elements made available through the site and its contents. The design consists of two sections: a graphics page section, and the other is the design of the software database, which provides the site with the information that is always dynamic. At this stage, the purpose of building the site and the services it provides should be defined, colors selected and future developments and needs identified.
2. Implementation stage: The appointment of persons who are on the site and follow up on it, and are constantly developing it. And to entrust this work company specialized in the design of sites, and may raise the site through the server to take care of and fully manage. At this stage, site builders use some of their software and languages to design web pages. Website building programs are divided into:
  - A. The editors of the site: programs help design, which are ready programs enable the development of codes and symbols of building languages and adapt them to what you need, as it gives a model and the development of ready and leave us free to modify the codes to suit our need, such as: Microsoft Expression.
  - B. Design help programs: Adobe has taken the initiative to develop and modify such programs to help build and design websites, including Adobe Photoshop, Adobe Photoshop, Adobe Photoshop, Photo Compression and other programs.
  - C. Web Design Languages: Many design languages are codes and symbols used by the designer to be read by the Internet browser and appear in a form used by the beneficiary such as: HTML is one of the most important and most widely used languages and understanding by web browsers.
  - D. Programs that help to build sites: There are programs that help find a ready model that any site designer can build on it, and adjust it in line with his site and his page, such as: (Web Builder), (Dream Weaver)
  - E. Site Builder Errors: A free program to help Web designers and developers discover code errors and codes for building different sites, a service that is available free of charge either by downloading the program or by typing the site link to give details of code-writing errors. There are many Validation programs that allow you to detect syntax errors such

as Math ML. This program demonstrates the validity and truthfulness of the codes and standards in which pages are built.

#### **Website Patterns:**

(Abdullah, 2011) shows that there are patterns of websites are:

##### **1. Informatics sites:**

Informatics sites are sites that provide information and knowledge, and this classification several types including:

- A. Informational sites: sites that provide a definition of a particular company, organization, or entity. The site is usually made up of a limited number of pages each page that identifies a visitor about a particular segment.
- B. Specialized knowledge sites: sites that provide information and knowledge renewable but within a specific specialization, or provide knowledge related to a specific personality.
- C. News sites: sites that provide news stories immediately after they occur, sites that have spread in the Arab web in recent times. The content is renewed quickly and depends on the latest events and facts.
- D. Blogs: sites where one (mostly) or several people write in that blog.
- E. Forums: sites that allow affiliate members to participate in writing topics or respond to topics written by others, sites scattered throughout the Arab web but few of them are distinct and specialized in useful areas.

##### **2. Service Websites:**

Service sites provide a specific service and do not provide information or knowledge, and have several types of them:

- A. Social network: sites that provide a service to communicate between its members, where a user can connect a friend through the site to bring new what he writes and adds that friend to the page of his friend.
- B. Software Service Providers: Sites that stop using some programs and allow you to perform some of the tasks normally performed on your computer using a program. You use the program on the site to perform the task without downloading or installing any software on your computer.
- C. Rapid service providers: sites that perform simple but required tasks, usually those related to other websites or social networks. It is similar to the former that the tasks are usually simple and fast and at the same time are widely required among Internet users.

The researchers find that websites generally provide the user or visitor with information or knowledge about the site you are browsing such as news, forums and blogs, and also provides sites such as advertising, shopping online and social networking sites to communicate with others. The availability of information accurately and correct this



increases the confidence of the site and increase the browsing and reliance on the recognition of everything that is new.

#### **Web Roles:**

Websites play key roles (Najem, 2008):

1. Informatics Significant, and transmit a large amount of information.
2. Communication, through which communication with others and become the world as a small village.
3. The business, through websites has been shopping, buying and selling from around the world.
4. Business models on the Internet, through service delivery, market-making and new market rules.

Websites play a key role in providing the user with tremendous information at high speed, providing many activities such as creating ads, providing services, creating business sites such as Amazon.com, online shopping, and finding out what the user wants from all over the world.

By looking at previous studies, researchers see that web design is the process of planning and implementing multimedia content over the Internet, using technology patterns as the appropriate markup languages for viewing on Internet browsers or other user-built Web interfaces.

The meaning of the web design process is to create an Internet site (a set of files placed side by side on one or more Internet servers), allowing content to be displayed (including content and interactive interfaces) to the end-user in the form of an Internet page upon request that contains several elements such as text and forms Mail and bitmaps, all arranged by a language such as HTML, XHTML, JAVASCRIPT or using one of the popular content management systems like Joomla, Wordpress, Drupal.

The researchers define the dimensions of the web design process as follows:

1. Interaction: It is easy for users to interact with the site and to perform basic operations as easily as: registration on the site, access to information, easy to deal with by different user groups, does not require specialized skills to understand the content and deal with it, so that the pages of the site designed In a manner that is appropriate and contains the basic elements that users clearly expect.
2. Security dimensions related to the site: The site's ability to maintain the security of information to users and provide the site with the user identity verification when the completion of any service to protect information from penetration and theft, and provide clear instructions on the violations that may be exposed to users, and must be a component of confidence and credibility at Users to ensure that they continue to use and handle the site.
3. Site database: The various data are linked and coordinated by placing them in a different database structure depending on the content of the data in them and their type. A detailed user database must be available for the site to be easily referenced in time. The

database is a reference Dependable if a user needs access to certain information or data.

4. Quick access to site information: The site contains all the information that users need in their different categories. The site presents the information in a clear, accurate and appropriate manner to the users' expectations. The site should contain links to other sites related to the current site to provide users with additional information. In order to keep pace with everything that is new and therefore we can attract the largest number of users of this site.

#### **3.2 Time management**

Time is of great importance. It is the capital of man and the vessel of all work. God Almighty swore by it when he said: "And the age is that man is not lost" (Surat Asr, Verse 1-2). Some interpretations suggest that the age is time, and that it cannot be compensated or restored. This is one of the greatest indications of the importance of time and of its precious value (Rahimi and Mardini, 2014).

Time is an essential element of any action. The time measured in the moon and the sun is measured in hours, minutes, seconds, then the fraction per thousandth of a second. In light of the global changes and the data of the scientific revolution, it can be said that time is the key to progress, not the machine, because it is no longer about the ability to develop new equipment and machines as much as speed and skill to do so (Badawi, 2011).

The concept of time varies according to motives and needs. The concept of time is also influenced by different cultures. It is in Western civilization. In material theory, the concept of time is the ideal of time. In Islamic civilization, time is the life of man. Islamic legislation regulating time and its importance (Faisal, 2012).

The improvement of the individual's time management skills is reflected in the family and society; because time is one of the most important elements of production in society. The trends of individuals in any society towards time, its importance and how it is exploited are one of the main elements of the cultural environment. It is also possible to measure the cultural progress of a society through the attitudes of its members and their appreciation of time. Time is life (Ahmed and Sabri. 2003).

Despite the importance of time management, which is one of the main topics in the field of management in general, it has not received the attention required in the studies of management in the past, as the view is confined to a routine Significant on matters of little importance without impact on efficiency And productivity. Now, however, the issue of time management has become an important and strategic issue that has attracted the attention of many specialists in the fields of business administration because of the importance of the element of time, which is the essential element in the work with the human element (Al-Mubarak and Al-Rashidi, 2016).

The researchers believe that time is an essential resource in human life and must be exploited better because it is not

compensated at a price, since management and time are complementary concepts because when we manage our time appropriately through the use of elements of the administrative process lies in planning, organization, guidance and control. This will help us to exploit our time appropriately and achieve the goals set and accomplished with the least time, effort and cost.

**3.2.1 The Concept of Time Management:**

Time is one of the words in a language that everyone understands but is difficult to define. Although the concept of time is universal, everyone has their own definition.

Everyone is aware of time and feels it. It is difficult to provide a precise definition of time (Tawfiq, 2013).

The concept of time management differs from the criteria that are taken into account to determine success in life, in order to optimize the time available by arranging the tasks according to the priorities that are appropriate for their effective use in the future. The time and description of it and defined by many researchers with different definitions, we see the following table:

**Table 2:** illustrates the definitions of time management

The year	Researcher	Definition
2010	(Ghonaim, 2010)	Time management is a person's ability to use the time of the job to accomplish the tasks at the specified time.
2012	(Al-Tarawneh and Moustal, 2012)	The ability of man to manage his time and gain him in his favor not against him, and works smartly to exploit it more painstakingly, and sets his goals and priorities, focusing on what to do, to invest his time efficiently and effectively.
2013	(Al-Bahout, 2013)	Is the effective use of available resources including time, and time management is improved through: planning, compliance, analysis, organization, follow-up and control.
2014	(Al-Rahimi and Al-Mardini, 2014)	Time is the pot of every successful business and it is a real capital of man that must be exploited better and produce time management process through the use of elements of the administrative process is planning, organization, guidance, control.
2015	(Al-Ghamdi, 2015)	Time is an important resource, so it should be used optimally and planned for future use, because time management is an important key criterion, which is taken into account in determining the success and effectiveness of the manager.
2016	(Al-Mubarak and Al-Rashidi, 2016)	Time management is the best use of time, and of the available resources, in a way that leads to the achievement of goals, and it will be no commitment, analysis, planning and follow-up in order to better take advantage of time in the future.
2016	(Al-Harhasha, 2016)	The effectiveness of time management means the ability to achieve what we want to achieve with the time available

**Source:** Prepared by researchers in the light of previous studies

In the light of the above, the researchers see the effectiveness of time management: "It is better management of time and use it correctly according to the individual's requirements, qualifications and experience, and the effective use of time to achieve the objective that has been identified and therefore must be used elements of the administrative process:

1. Planning: Planning is optimal for how time is used and managed.
2. Organization: It is the organization of time according to the most important priorities and then the least important to achieve them accurately and easily.
3. Guidance: It is to direct experience and qualifications to exploit time according to what time should be run through it.
4. Control: Monitoring what has been planned and what has been done in time to address the errors, if found

quickly, so that decisions are taken in a better administrative and timely manner.

**3.2.2 The importance of time management:**

Time is of great importance in our lives so it has to be managed optimally and benefit from it as widely as possible. The following points are important (Abdul, 2014) and (Abu Sheikha, 2009):

1. The fast-paced time is at the same speed and pace and its recovery is impossible.
2. Time is a rare resource that cannot be assembled or compensated.
3. Time cannot be stored and cannot be replaced. Nor can it be borrowed or multiplied.
4. Time is a specific resource owned by all people and equally, so they have to manage it better.
5. Time must be better exploited.
6. Time is different from other major resources such as manpower, funds, equipment and equipment.

(Al-Fadelah, 2008) confirmed that there are other features of time management:

1. Time means life and money so we must improve its management.
2. The time cannot be created so we should maintain our available and specified it.
3. Time is wasteful and wasteful but also maximizable.
4. Time is inflexible and cannot be returned but it can be ruled by judgment.

(Al-Alaq, 2009) added several points to the importance of time management:

1. The value of time varies from community to community.
2. Human behavior towards time is gained from the environment surrounding it and from the values that have formed in life.
3. Must be properly exploited because this leads to the development of civilizations.
4. Time is a measure of action and activity because it is specific to it.

(Ghonaim, 2010) stressed that the importance of time management benefits the community by:

1. Developing community resources and culture.
2. Time utilization achieves the organization's long and medium term goals.
3. The exploitation of time leads to the building and development of civilizations.
4. Advance planning leads to time management.

(Al-Ghamdi, 2015) argues that the importance of time management is the close link between time management and the essential elements of the management process of planning, organizing, directing, and controlling. Time is the age of human beings in general, a crucial resource in management science, and the ability to organize time is the key to success in any business.

Time is like a sword for those who cut your pieces so you have to keep the time properly to manage our daily lives so that we do not waste it in something that is not desirable and must be planned in order to achieve sound results in time management because time is a measure of what has been achieved in our lives. And as it turned out that time is a rare and fast resource, if we waste our time in what does not work, it is difficult for us to compensate, so we must take into account the importance of time and management in the best way to achieve the best goals and results (Abu Naser & Al Shobaki, 2016), (Abu Naser, et al., 2017), (Al Shobaki & Abu Naser, 2016), (Al Shobaki et al., 2016), (Al Shobaki et al., 2017), (Al Shobaki, M. J. (2017).

### 3.2.3 Time waste:

(Farah, 2007) explained that time wasting is an impediment to doing the required work efficiently and thus not achieving the desired goals on their predetermined dates. The concept of waste of time is a dynamic concept that changes by time, space, and people. It is the use of time in an appropriate manner, an activity that takes time, or a work that does not generate a response commensurate with the time spent for it. Every lost time is an inconvenient employment and time is not lost but needs to be wasted. So time management is its key to self-management.

AL-Alaq (2009) points out that there are many factors that contribute to the loss of time and can be summarized as follows:

1. Lack or poor planning of time: lack of desire or prior knowledge of how to plan time leading to the loss of valuable time.
2. Lack of organization and coordination: the lack of proper exploitation of resources, leading to wasting time and loss.
3. Poor configuration or poor management of human resources: Time requires competent individuals to exploit it in the sense that the use of time and the opportunities it provides to individuals and organizations requires the provision of enormous cadres and must be experienced and qualified.
4. Lack of knowledge: Lack of information or clear data leads to loss of time. The decision-making process depends on the availability of information in the specific place and time. In addition, incomplete information and data lead to delays in the decision-making process, or to erroneous decision-making at high economic and social cost, all of which may be time-wasting.

It should be noted in this regard that sources of waste of time may be:

- Confiscation of personality: stemming from human behavior and behavior.
- Social sources: stemming from people's customs and traditions.
- Regulatory sources: stemming from laws and procedures.
- Technical sources: arising from cases of machinery, equipment and technology.

(Al-Fadelah, 2008) and (Al-Khatib, 2009) quoted (Al-Louzi, 1998) and (Roy, 1999) as collecting the common time waste of 40 items, As follows:

**Table 3:** shows the waste of time according to administrative Significant

Management jobs	Time wasting
<b>Planning</b>	<ol style="list-style-type: none"> <li>1. Lack of goals.</li> <li>2. No specific tasks.</li> <li>3. Disruption of priorities.</li> </ol>

<b>Organization</b>	<ol style="list-style-type: none"> <li>1. Chaos and lack of discipline.</li> <li>2. Many paperwork.</li> <li>3. Non-compliance.</li> <li>4. Lack of clear organizational structures.</li> </ol>
<b>Recruitment</b>	<ol style="list-style-type: none"> <li>1. Inefficiency of employees.</li> <li>2. Inadequate training.</li> <li>3. Lack of balance between demand and supply.</li> </ol>
<b>Orientation</b>	<ol style="list-style-type: none"> <li>1. The authoritarian leadership of the director.</li> <li>2. Manager's attention to small details and routines.</li> <li>3. Ineffective delegation.</li> <li>4. Weak team spirit.</li> <li>5. Weakness of adaptability.</li> <li>6. Lack of coordination.</li> </ol>
<b>Censorship</b>	<ol style="list-style-type: none"> <li>1. Frequent visitors and telephone calls.</li> <li>2. Lack of information.</li> <li>3. Lack of follow-up reports and control criteria.</li> <li>4. Frequent errors and low control.</li> <li>5. Inability to address poor performance.</li> <li>6. The inability to say "no."</li> </ol>
<b>Connection</b>	<ol style="list-style-type: none"> <li>1. Frequent meetings and committees.</li> <li>2. Lack of good communication system.</li> <li>3. Misunderstanding, lack of good listening.</li> </ol>
<b>Decision making</b>	<ol style="list-style-type: none"> <li>1. Make hasty decisions.</li> <li>2. Frequency in making decisions.</li> <li>3. Procrastination, procrastination and delay in decision-making.</li> <li>4. Ensure that information is fully collected when making a decision.</li> </ol>

Source: (Al-Fadelah, 2008), (Al-Khatib, 2009)

According to the study (Al-Astal, 2009), the factors that lead to loss of time and loss vary according to the environment

surrounding the individual, and the factors are divided as follows shown in Figure (1):

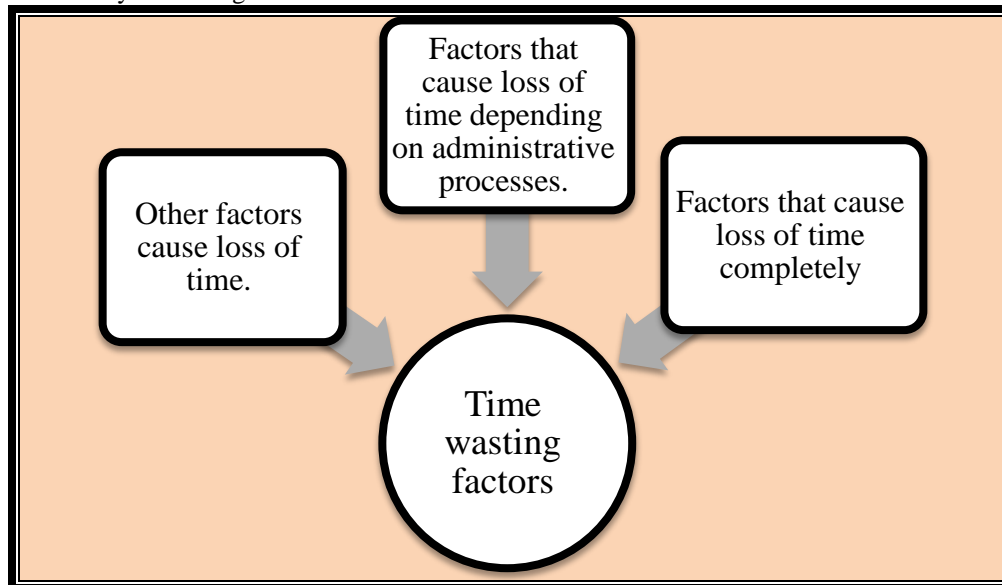


Figure 1 illustrates the time wasting factors

Source: Prepared by researchers in the light of previous studies (Al-Astal, 2009) (Al-Rahimi and Al-Mardini, 2014)

The factors mentioned in the previous figure will be explained as follows:

1. **Factors that cause total loss of time:** They are limited to the fact that they may be related to the nature of the work through weak planning and lack of clarity of objectives, poor planning and lack of prioritization, lack of managers, and the other factor related to personal



factors and through laziness and lack of motivation and encouragement and fatigue and delay work for tomorrow and feeling Also bored are environmental factors such as road congestion and climatic conditions.

2. **Factors that cause time loss depending on administrative processes:** The administrative factors affect the loss of time through poor planning, lack of a specific goal, lack of organization, the lack of qualified and efficient human cadres and poor oversight, and taking decisions hasty and unplanned This leads to wasting time and loss.
3. **Other factors cause loss of time:** poor management, inadequate organization, inflated staff, and inappropriate placement of the right man.

The researchers believe that the causes of loss of time are centered on the following points:

1. Poor planning.
2. Objectives are unclear and specific.
3. Lack of experience leads to loss of time.
4. Do not put the right man in the right place.

**3.2.4 Successful management steps for time:**

One have to strive for time management successfully as stated by (Al-Saikhan, 2009) and (Al-Khatib, 2009):

1. Review goals, plans and priorities: Some managers, employees and people are wasting their time not knowing what is required and achievement if possible there are clear objectives are working on the schedule so must be defined goal.
2. Keep a time plan or program of work: make a timeline, a calendar (to achieve your goals on a short level).
3. The personal diary is organized in a good way to achieve the goal and meet your needs.
4. Plug the escape ports, (laziness, frequency, and delay).
5. Exploitation of marginal times, such as: waiting for meals, expecting visitors.
6. Not to surrender to unnecessary and urgent matters.

(Al-Ghafri, 2011) believes that time management is one of the successful steps to achieve the desired goals. Success and

creativity can only be achieved within the time limit to achieve the objectives through effective time management. Its importance to other goals, we have to use time best exploitation and this can only be achieved if managed and planned properly.

In order to increase the effectiveness and efficiency of the time management, it is necessary to identify the activities according to their priority and in an organized manner, then to work on them according to their priorities and start implementing the work that needs continuous follow-up during the daily work. Appropriate individuals. It is also necessary to identify the most productive times, organize the work and distribute it to the appropriate times. It is necessary to be careful and not to rush to work and make decisions, and to benefit from contemporary technology (Al-Fadelah, 2008).

From the point of view of the researchers, the successful management of time lies in using the time available in the best way, good effective management of time, good planning of each process in the parts of administrative processes and exploitation of time as required for the completion of operations, setting specific goals, clear and precise, The work and tasks to be carried out and completed The plan is arranged according to the most important priorities, and the work that has been done must be monitored and monitored in order to ensure that we are able to accomplish what is required on time.

**3.2.5 Types of time:**

The goal of time management is to maximize the benefit of its use, which is under the control of the manager, and to create a time when the individual is divided into creativity and achievement, it is said that the most active and active director is the most productive, and this is not necessarily. The manager, who works smartly and plans in advance, sets goals and is able to accomplish his tasks with minimal effort. The manager's time is broadly divided into four main types shown in Table 3 (Al-Astal, 2009).

**Table 4:** Shows the time types

Types of time	
1. <b>Creative time</b>	This type of time is allocated for future planning, thinking and creativity, as well as organizing work and evaluating the level of achievement.
2. <b>Preparatory time</b>	This type of time represents the preparatory time period that precedes work. This type takes all the information or facts and supplies equipment, halls or important office supplies before starting work
3. <b>Production time</b>	Represents the period in which the work is planned in the creative and preparatory time, to increase the efficiency of time investment, the manager must balance the time it takes in production and the time it takes to create and prepare.
4. <b>General time</b>	This time is devoted to general sub-activities that have a clear impact on the future of the institution and on its relationship with others.

Source: Prepared by researchers

**3.2.6 Administrative Process and Time:**

The administrative process consists of four main significant: planning, organization, direction, and oversight. It enables

the manager to achieve the desired goals that can only be achieved through the element of time which is one of the main achievement elements and one of the resources that

directly affect the productivity of the organizations (Alwan and Ehmead, 2009):

Jobs can be summarized in the following points:

1. **Time Planning:** Develop a future plan to determine the goals that will be accomplished in the least time and cost.
2. **Time Organization:** The organization is a link between the Significant of planning and the Significant of implementation, and consequently any defect in the Significant of organization will result in waste and waste of time and delay implementation. Good organization reduces the time required for production (Alwan and Ehmead, 2009).
3. **Time direction:** The importance of time in directing tasks to ensure that goals are achieved in a planned and time-bound manner, since the role of guidance extends beyond the use of time to investment time horizons.
4. **Time Control:** Oversight is the process by which the organization's activities are conducted as planned by comparing the actual performance of the criteria in the plan (Abbas, 2012). Time control means committing to the plan that has been put in place before. It also means adherence to the general principles of dealing with time. It also means continuous review. The control process involves comparing current behavior with planned behavior, detecting deviation, and evaluating corrective actions (Hamouda, 2009). The importance of time control when detecting errors or preventing them in a timely manner, as this takes into account the need to prepare for the error or prevent it.

Time management must therefore be an integrated, continuous and continuous process with all its components (planning, organization, direction and oversight). Through these processes, time is analyzed and efforts are evaluated in the light of the comparison of the planned and time-bound plan with the work done to address deviations so as to detect errors and correct incorrect working habits that are draining much time.

#### **The role of websites in time management and good use**

Many years ago we did not know anything about the Internet, but the importance of the internet in business and marketing was soon discovered which then developed into the use of the Internet as a sophisticated advertising medium in business.

Creating a website for a project, be it small or large, is a necessity, not a luxury. The website is the modern interface that reflects the value of the project, but the site is not just a business interface. For this site.

Having a website is like putting up a spokesperson for your project. A spokesperson speaks all the time about the site's content and services, responds to everything the user needs and thus manages time better and more valuable.

The importance of organizing time is not limited to work. To accomplish as many tasks or activities as possible, we need to manage this tool as best we can. Our lives need to be organized to reach an equilibrium between work and life

demands and responsibilities, but whatever the equation is, we still need to develop it to ease the increasing workload.

Organizing working time is one of the most difficult problems we face. It is never easy to manage everything. For this reason, I found many mechanisms of time management, which are followed by many international companies during the working hours, and these mechanisms:

#### **A. Tomato Style:**

The name of the method may seem very funny to some, but this style of humor in terms of name has already proved its importance and usefulness in the work, especially in projects such as programming, design or writing often. The Pomodoro Technique was used for the first time in the 1990s and is based on the principle of working for a specific period and then taking rest and then restarting. The working and rest periods are not random. When using this technique, 25 minutes per hour are used. Focus only on the action, after the expiration of this period is taken rest for 5 minutes then the ball is returned again, 25 new minutes and 5 to rest. With repetition of these periods for 4 or 5 times after which can take a greater rest between 15 to 30 minutes.

This method gained its fame thanks to its simplicity, and it was noted that using it can reach a higher level of productivity than traditional methods. You only need to set the alarm for your phone or computer or even use the Google search engine to set a countdown timer for 25 minutes. You can also search within the hardware application stores for the word Pomodoro to show hundreds of applications that make the process easier.

#### **B. Method of completing things:**

To this day, there are lectures and work sessions on Getting Things Done (GTD), a technique that is more in the way of completing tasks than just organizing time. This method focuses on the importance of writing all the tasks and ideas that come to mind, directly, without hesitation or arrangement, after which these tasks are arranged according to the importance and time required to accomplish them, and then the tasks that can be accomplished quickly at the beginning of the list. To work more. In the case of large tasks this method proposes to divide them into parts for easy handling. This method may not be easy to adopt, but once you master it, you begin to feel important and easy to deal with. Inside the Amazon store you can find David Allen's book, Getting Things Done, the author of this technique, where the book provides a lot of explanations and ideas to apply it easily.

#### **C. Method does not break the chain:**

This method may seem familiar to many, even without knowing its real name. Many of us follow this method without feeling. Do not Break the Chain Do not break the Do not Break the Chain from simple methods that do not require a lot of effort. In short, write down the tasks you need to do, then start working. If you are a site designer, the main daily task for you is to work on some points within the design, followed by reading a book, exercise or other activities. This method depends on the principle of working first. After

finishing it or reaching the fatigue phase stop and record the time you spent and repeat the same time in the coming days. The time required to practice sports will inevitably vary from the time to read a book, so be sure to record time and adopt it as a record period that you repeat on a daily basis. You do not need to have a book, gadget or application on your smartphone. All you need is a calendar to record times and a pen to teach how many days have passed since you started practicing this technique.

**D. Method of action:**

This is one of the latest methods, because it was the Adobe's Behance network that launched it for the first time and provided applications for smartphones to help build it as best as possible.

The Action Method is based on the principle of dividing basic tasks into a task list. If the main daily tasks were to work on a programming project, exercise, or read a book, these key tasks should be divided into sub-tasks as well. So you finally get a list of special tasks for programming, a list of tasks to exercise and so on all tasks. By dividing large tasks into sub-tasks, the volume of achievement becomes bigger, faster and clearer for you as a freelancer and prompts you to continue with the same routine for a longer period of time to help you overcome all the difficulties you may face daily.

**Researchers believe that websites have a role in increasing the effectiveness of time management by:**

- Provide many services through the site, where users can access the site and everything that wants less time and thus increase user interaction with the site and time management.
- The user can manage all the works such as: sending e-mails and messages, viewing the services provided, and getting to know new news provided by the organization through this site, by the end of the easy and easy.

- Web sites provide the opportunity to complete business over a specified period of time.
- Web sites have brought the distance between the organization responsible for the site and its customers all the time, where the work finds all the queries and information about the organization.
- Many of the services, such as the reservation feature on the site where this feature is addressed in this search that can be booked from anywhere and at any time without effort by the user and the site was able to save time and the user to other works.
- The problems of lack of time, and the lack of money for people, have been solved by speeding up routine work. Most of today's work can be carried out in a very easy, quick and timely way through specialized websites. What's New?

**4. FIELD STUDY**

**4.1 Methodology of the study**

Based on the nature of the study and the objectives it seeks to achieve, the analytical descriptive approach was used, which is based on the study of the phenomenon as it is in fact and it is concerned as a precise description and expressed in qualitative and quantitative terms. This method is not enough to collect information about the phenomenon in order to investigate its manifestations and its different relations, But rather to analysis, linkage and interpretation.

**4.2 Society and sample of the study**

The study community consists of all employees at the Beauty Clinic for Dental. The total inventory method was used because the size of the study population was low. The questionnaires were distributed to all members of the study community. The sample was retrieved (30)

**Table 5: Distribution of Study Sample Members**

Personal data	Category	The number	percentage %
Gender	Male	12	40.0
	Female	18	60.0
	<b>Total</b>	<b>30</b>	<b>%100</b>
Age	less than 30 years	16	53.3
	30 years and less than 40 years	7	23.3
	40 years or over	7	23.3
	<b>Total</b>	<b>30</b>	<b>%100</b>
Number of years of service	less than 5 years	19	63.3
	5 years and less than 10 years	5	16.7
	10 years or over	5	20.0
	<b>Total</b>	<b>30</b>	<b>%100</b>
Qualification	Diploma	4	13.3
	Bachelor	23	76.7

	Higher qualifications	3	10.0
	<b>Total</b>	<b>30</b>	<b>%100</b>

Table (5) shows that 60% of females and 40% of males are male. This indicates that the dental clinic is more dependent on females than males, due to the ability of females to receive patients properly. And its ability to deal easily with patients and establish good relations. (53.3%), the average age was less than 30 years, and 23.3% were aged 30-40 years and 23.3% were aged 40 years or over, 53.3%) and under the age of 30 years. This indicates that the Beauty Clinic attracts young people to work and that it supports the youth. This is due to the recent establishment of the Beauty Clinic. As for the variable number of years of service, the category of less than 5 years was 63.3%. This indicates the novelty of the Beauty Clinic. For the academic qualification, 76.7% of the holders of a bachelor's degree were of a managerial nature and did not require higher qualifications.

**4.3 Study Tool:**

The questionnaire was composed of a set of axes and paragraphs, showing the degree of approval (very large, large, medium, low, very few). The values (5, 4, 3, 2, 1) A paragraph of the resolution.

The approval scores are calculated by the five-step scale, as shown in the following table:

**Table 6:** A five-step scale

Degree of approval	SMA		Relative Weight	
	From	To	From	To
Very few	1.00	1.79	20.00	35.99
Few	1.80	2.59	36.00	51.99
Medium	2.60	3.39	52.00	67.99
big	3.40	4.19	68.00	83.99
Very large	4.20	5.00	84.00	100.00

**4.4 Study Procedures:**

1. Refer to the previous literature related to the subject of the study to identify the basic and sub-variables that will be addressed.

2. Conduct on-site visits to the clinic to gather information about workers and patients.
3. Designing a website based on the data collected.
4. Application of the site and its use by staff at the Beauty Clinic.
5. Develop a questionnaire to determine the suitability and design of the site and its contribution to improved time management.
6. Arbitrate the questionnaire and verify its virtual honesty.
7. The application of the questionnaire to the employees after their actual use of the site to obtain data on the contribution of the site in increasing the effectiveness of time management.
8. Analysis of the results of the questionnaire on the statistical analysis program SPSS.
9. Outcome and recommendations to enhance site utilization in time management.

**4.5 Validity of the Study Tool:**

Validity of the Study tool mean that the tool measures what has been set for to measure. The questionnaire has been verified through the following methods:

**1. Validity From the point of view of the arbitrators:**

The questionnaire was presented to (5) specialized arbitrators in order to ensure the accuracy of the language of the questionnaire, the clarity of the instructions of the questionnaire, the affiliation of the paragraphs to the dimensions of the questionnaire and the validity of this tool to measure the objectives associated with this study from the point of view of the arbitrators.

**2. Authenticity of internal consistency:**

The reliability of internal consistency was calculated by finding correlation coefficients for the identification axes, as shown in the following table:

**Table 7:** Validate the internal consistency of the questionnaires

No.	Axes	Coefficient of correlation	"Sig." Value	Significance
<b>Dimensions of the design of the website</b>				
1	The amount of interaction with the website	0.620	0.000	Significant at 0.05
2	Security dimensions related to dealing with the website	0.691	0.000	Significant at 0.05
3	Website database	0.720	0.000	Significant at 0.05
4	Fast access to website information	0.904	0.000	Significant at 0.05
<b>Time management effectiveness axes</b>				
1	Time planning	0.692	0.000	Significant at 0.05
2	Time Management	0.932	0.000	Significant at 0.05
3	Time routing	0.879	0.000	Significant at 0.05
4	Time control	0.959	0.000	Significant at 0.05



The above table shows that the axes of the questionnaire have statistically significant correlation coefficients and meet the study objectives.

**4.6 Stability of the research tool:**

The tool of the study means that the tool yields the same results if applied again to the same group of individuals, the results do not change. The questionnaire is confirmed by the following methods:

**1. Stability using the formula Alpha Cronbach:**

The stability of the study instrument was determined by calculating the correlation coefficients of the axes of the questionnaire using the Alpha Cronbach equation, As shown in the following table:

**Table 8:** Correlation coefficients for the axons using the  $\alpha$ -cronbach equation

No.	Axes	Alpha Cronbach
<b>Dimensions of the design of the website</b>		
1	The amount of interaction with the website	0.978
2	Security dimensions related to dealing with the website	0.659
3	Website database	0.709
4	Fast access to website information	0.751
<b>Time management effectiveness axes</b>		
1	Time planning	0.822
2	Time Management	0.903
3	Time routing	0.925
4	Time control	0.837

The above table shows that the correlation coefficients of the covariance equation using the  $\alpha$ -cronbach equation are statistically significant stability coefficients and meet the purposes of the study.

**2. Split-Half stability method:**

The stability of the study instrument was determined by calculating the correlation coefficients of the semicircles of the questionnaire, as shown in the following table:

**Table 9:** correlation coefficients using split-half method

No.	Axes	Coefficient of correlation	
		Before the amendment	After modification
<b>Dimensions of the design of the website</b>			
1	The amount of interaction with the website	0.817	0.899
2	Security dimensions related to dealing with the website	0.871	0.931
3	Website database	0.789	0.882
4	Fast access to website information	0.887	0.940
<b>Time management effectiveness axes</b>			
1	Time planning	0.901	0.948

2	Time Management	0.916	0.956
3	Time routing	0.687	0.814
4	Time control	0.796	0.886

The above table shows that the correlation coefficients of the half-tone identification interfaces are statistical Significant stability coefficients and meet the purposes of the study.

**4.7 Statistical Methods Used:**

To answer the survey questions, the Statistical Package for Social Sciences (SPSS) was used:

1. Pearson correlation coefficient.
2. Alpha Cronbach equation.
3. Half way split.
4. Test "T" for one sample.
5. T-Test.
6. One-Way ANOVA test for statistical analysis.

**4.8 Data Distribution Test:**

The Kolmogorov-Smirnov Test (S) test was used to test whether the data followed normal distribution or not, and the results were as shown in the following table:

**Table 10:** Test the normal distribution of the identification axes

No.	Axes	"Sig." Value
<b>Dimensions of the design of the website</b>		
1.	The amount of interaction with the website	0.097
2.	Security dimensions related to dealing with the website	0.315
3.	Website database	0.128
4.	Fast access to website information	0.200
<b>Time management effectiveness axes</b>		
1.	Time planning	0.091
2.	Time Management	0.086
3.	Time routing	0.168
4.	Time control	0.279

The table above shows that the value of "Sig." (0.05). This indicates that all the axes of the questionnaire follow the normal distribution, that is, the scientific tests can be used.

**5. ANALYSIS OF THE STUDY AXES**

**5.1 Results of the first question:**

The question is: The availability of website design dimensions (interaction with website, site security dimensions, website database, speed of access to website information) at the Beauty Dental Clinic website from the point of view of employees?

This question was answered using the "T" test for one sample, as shown in the following tables:

**Table 11:** Analysis of axes dimensions of the design of the website

No.	Axes	SMA	standard deviation	T value	"Sig." Value	Relative weight	Rank	Degree of approval
1.	The amount of interaction with the website	4.025	0.368	15.272	0.000	80.500	1	big
2.	Security dimensions related to dealing with the website	3.850	0.593	7.850	0.000	77.000	2	big
3.	Website database	3.625	0.583	5.876	0.000	72.500	4	big
4.	Fast access to website information	3.833	0.682	6.690	0.000	76.667	3	big
<b>Dimensions of the design of the website</b>		<b>3.833</b>	<b>0.446</b>	<b>10.236</b>	<b>0.000</b>	<b>76.667</b>		<b>big</b>

**The above table shows that:**

1. The availability of the dimensions of the design of the website at the site of the Beauty Clinic for Dentistry from the point of view of the workers came at a relative weight (76,667), with a (large) approval.
2. The level of interaction with the website at the Beauty Dental Clinic site from the employees' point of view was relatively high (80.500), with a (large) approval.
3. The availability of the security dimensions related to dealing with the website at the site of the clinic of Beauty Dental from the point of view of workers came at a relative weight (77.000), with a degree of approval (large).
4. The availability of the website database at the site of the Beauty Clinic for Dentistry from the employees' point of view came at a relative weight of (72.500), with a (large) approval.
5. The availability of quick access to the website information at the site of the Beauty Clinic for Dentistry

6. The data of the previous table indicate that the overall average of the dimensions of the design dimensions of the website at the Beauty Clinic from the point of view of the employees was significant, with an average of 3.833, a standard deviation of 0.446 and a relative weight of 76.667. (80.500), which is largely followed by that axis (security dimensions related to dealing with the website), and came at a relative weight (77.000), which is a large, and came (database site) in The last place, with a relative weight of (72.500) which is a large, was the focus of (speed of access to site information Electronically) ranked third with relative weight (76.667), which is significantly higher.

**A. Interaction with website:**

**Table 12:** Analysis of the data of the axis of the interaction with the website

No.	Paragraph	SMA	standard deviation	T value	"Sig." Value	Relative weight	Rank	Degree of approval
1.	The proposed site achieves interaction between the clinic and visitors.	4.200	0.407	16.155	0.000	84.000	2	Very large
2.	The Beauty Dental Clinic website provides unique services that visitors can interact with.	3.900	0.712	6.924	0.000	78.000	3	big
3.	The Beauty Dental Clinic website offers a variety of services / offers that increase visitor interaction.	3.700	0.915	4.188	0.000	74.000	4	big
4.	The services on the Beauty Dental Clinic website are tailored to the needs of the visitors.	4.300	0.466	15.277	0.000	86.000	1	Very large
<b>Axis as a whole</b>		<b>4.025</b>	<b>0.368</b>	<b>15.272</b>	<b>0.000</b>	<b>80.500</b>		<b>big</b>

**The above table shows that:**

1. The highest order of paragraph (4), namely (the content of the services on the site of the Beauty Clinic for dentistry corresponds to the needs of visitors), and came at a relative weight (86.000), with a degree of approval (very large).
2. The lowest order of paragraph (3), which (the site of the clinic of the beauty of dental services / offers

3. that increase the interaction of visitors), and came at a relative weight (74.000), a degree of approval (large).
3. The level of interaction with the website at the site of the Dental Clinic from the point of view of the employees came at a relative weight of (80.500), with a degree of approval (large). The paragraph content of the services on the site of the clinic of the

beauty of dentistry commensurate with the needs of visitors in the first place with a relative weight (86,000), which is very large. In general, the sample of the study agreed on the ease of interacting with the website where it obtained a relative weight (86.000) and a very large degree. The researchers attribute the availability of the means that present the needs of the customers and identify the services they provide in order to meet their wishes and keep them updated on what is new. This is consistent with the study of (Hussein, 2010), the most

important results of the ease of interaction with sites on the Internet. As well as with the study of (Hassan and Abu-Rab, 2012), and differed with the study (AL-Sayed, 2009), which included the lack of a time clock to show how the visitor interaction with the site.

**B. Security dimensions related to dealing with the website:**

**Table 13:** Analysis of the data of the axis of security dimensions related to dealing with the website

No.	Paragraph	SMA	standard deviation	T value	"Sig." Value	Relative weight	Rank	Degree of approval
1.	The site of the Beauty Clinic for Dental provides credibility and credibility to visitors.	4.000	0.910	6.021	0.000	80.000	2	big
2.	The Beauty Dental Clinic website will check the identity of the visitor upon completion of any service.	3.900	1.062	4.642	0.000	78.000	3	big
3.	The Beauty Dental Clinic website provides clear instructions regarding security breaches and breaches.	3.200	0.887	1.235	0.227	64.000	4	Medium
4.	The Beauty Dental Clinic website provides sufficient mechanisms to protect visitor data and ensure its confidentiality.	4.300	0.651	10.933	0.000	86.000	1	Very large
<b>Axis as a whole</b>		<b>3.850</b>	<b>0.593</b>	<b>7.850</b>	<b>0.000</b>	<b>77.000</b>		<b>big</b>

**The above table shows that:**

1. The highest order of paragraph (4), which provides the site of the Beauty Dental Clinic, has sufficient mechanisms to protect and ensure the confidentiality of visitor data. It has a relative weight of (86.000), with a (very large) approval.
2. The lowest order of paragraph (3), which provides the site of the clinic of the beauty of dental instructions clear violations and breaches of security electronically), and came at a relative weight (64.000), the degree of approval (medium).
3. The availability of the security dimensions related to dealing with the website at the site of the clinic of Beauty Dental from the point of view of workers came at a relative weight (77.000), with a degree of approval (large).

4. The researchers attributed the availability of means to maintain the information of the visitor and not to inform others, and the existence of a mechanism to restore data in case of damage and the preservation of the site to the personal information of visitors.
5. This study was agreed with Al-Astal (2009), where researchers have identified the safety, privacy and confidentiality of information as an important part of e-business.

**C. Website Database:**

**Table 14:** Analysis of the database data of the database axis

No.	Paragraph	SMA	standard deviation	T value	"Sig." Value	Relative weight	Rank	Degree of approval
1.	The Beauty Dental Clinic website provides accurate information about the patient's condition through the services provided on the site.	3.900	0.548	9.000	0.000	78.000	1	big
2.	The visitor can flexibly handle the services of the Beauty Dental Clinic website.	3.500	0.938	2.921	0.007	70.000	3	big
3.	The Beauty Dental Clinic website provides detailed visitor information after booking.	3.400	0.814	2.693	0.012	68.000	4	big

4.	The site database provides a reliable reference.	3.700	1.022	3.751	0.001	74.000	2	big
<b>Axis as a whole</b>		<b>3.625</b>	<b>0.583</b>	<b>5.876</b>	<b>0.000</b>	<b>72.500</b>		<b>big</b>

The above table shows that:

1. The highest order of paragraph (1), which provides the site of the clinic of the beauty of dental information accurate on the patient's condition through the services provided on the site), and came at a relative weight (78.000), a degree of approval (large).
2. The lowest order of paragraph (3), which provides the site of the clinic of the beauty of dental details of visitors after the reservation), and came at a relative weight (68.000), a degree of approval (large).
3. The availability of the website database at the site of the Beauty Clinic for Dentistry from the

employees' point of view came at a relative weight of (72.500), with a (large) approval.

4. The researchers attribute this to the clarity of the site and provide detailed information to the patient through the services provided by the clinic.
5. This is in line with the study of Al-Sharqawi (2014), the most important of which is the activation of skills sharing in order to gain experience and access data quickly, also in line with study (Hassan and Abu-Rab's, 2012). With a database so that it can access the site using more than one browser and more than a screen mode.

**D. Quick access to website information:**

**Table 15:** Analysis of the data of the axis of the speed of access to the website information

No.	Paragraph	SMA	Standard deviation	T value	"Sig." Value	Relative Weight	Rank	Degree of approval
1.	The speed of delivery of the services needed by the visitor.	4.100	0.548	11.000	0.000	82.000	1	big
2.	The Beauty Dental Clinic website provides time and effort for the visitor.	3.800	0.887	4.942	0.000	76.000	2	big
3.	The Beauty Dental Clinic website provides access to services at any time.	3.600	0.932	3.525	0.001	72.000	3	big
<b>Axis as a whole</b>		<b>3.833</b>	<b>0.682</b>	<b>6.690</b>	<b>0.000</b>	<b>76.667</b>		<b>big</b>

The above table shows that:

1. The highest order of paragraph (1), which is the speed of delivery of the services needed by the visitor, came with a relative weight of (82.000), which is at the approval level (large).
2. The lowest order of paragraph (3), which provides the site of the clinic of the beauty of dental services to access at any time), and came at a relative weight (72.000), a degree of approval (large).
3. The availability of quick access to the website information at the site of the Beauty Clinic for Dentistry from the employees' point of view came at a relative weight of (76,667), with a (large) approval.
4. The researchers attribute this to the availability of services that the visitor needs clearly and that he

can see the time he needs and to know everything that the service in detail quickly and effort less.

5. This is in line with (Al-Kathiri, 2010), the most important of which was the quality of the site in providing services, measuring the visitor's satisfaction with the site, and also the agreement with (Al-Amro, 2014) Make learning meaningful, and add students to the activity and motivation to achieve.

**5.2 Results of the second question:**

**The question states:** What is the level of effectiveness of time management (time planning, time management, time guidance, time control) from the perspective of the staff at the Beauty Clinic?

This question was answered using the "T" test for one sample, as shown in the following tables:

**Table 16:** Analysis of time management time management data

No.	Axes	SMA	Standard deviation	T value	"Sig." Value	Relative Weight	Rank	Degree of approval
1.	Time planning	3.850	0.739	6.302	0.000	77.000	3	big
2.	Time Management	3.825	0.796	5.674	0.000	76.500	4	big
3.	Time routing	4.040	0.642	8.873	0.000	80.800	1	big
4.	Time control	3.900	0.593	8.312	0.000	78.000	2	big
<b>Time management</b>		<b>3.912</b>	<b>0.645</b>	<b>7.742</b>	<b>0.000</b>	<b>78.235</b>		<b>big</b>



<b>effectiveness</b>							
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The above table shows that:

1. The effectiveness of time management from the point of view of the staff at the Beauty Dental Clinic came at a relative weight of (78.235), with a (large) approval level.
2. The level of effectiveness of time planning from the point of view of the staff at the Beauty Clinic for Dentistry came at a relative weight (77,000), with a (large) approval level.
3. The level of effectiveness of time management from the point of view of the staff at the Beauty Dental Clinic came at a relative weight of (76,500), with a degree of approval (large).
4. The level of time-effectiveness from the point of view of the staff at the Beauty Dental Clinic came at a relative weight of (80,800), with a (large) approval level.

5. The level of effectiveness of time control from the point of view of the staff at the Beauty Dental Clinic came at a relative weight (78,000), with a (large) approval level.
6. The data of the previous table indicate that the total mean of the time management effectiveness was significant with an average of 3.912, a standard deviation of 0.645 and a relative weight of 78.235. 80.800), which is largely followed by the axis (time control) and came with a relative weight (78.000), which is significantly, and came (time management) in the last place, with a relative weight (76.500) came in third place with a relative weight (77.000), which is very much.

**A. Time Planning Effectiveness:**

**Table 17:** Analysis of the data of the axis of the time planning efficiency

No.	Axes	SMA	Standard deviation	T value	"Sig." Value	Relative Weight	Rank	Degree of approval
1.	Increase staff concentration.	4.000	0.910	6.021	0.000	80.000	1	big
2.	Prioritize tasks to be performed.	3.900	0.845	5.835	0.000	78.000	2	big
3.	Reduce the task schedule setting time.	3.700	1.119	3.427	0.002	74.000	4	big
4.	Take advantage of employee capabilities and increase achievement.	3.800	0.997	4.397	0.000	76.000	3	big
<b>Axis as a whole</b>		<b>3.850</b>	<b>0.739</b>	<b>6.302</b>	<b>0.000</b>	<b>77.000</b>		<b>big</b>

The above table shows that:

1. The highest ranking of paragraph (1), which is (increase the concentration of the employee), and came at a relative weight (80.000), a degree of approval (large).
2. The lowest order of paragraph (3), which is (reducing the time of preparation of the task table), and came at a relative weight (74.000), which is a degree of approval (large).
3. The level of effectiveness of time planning from the point of view of the staff at the Beauty Clinic for Dentistry came at a relative weight (77,000), with a (large) approval level.
4. The researchers attributed this to the fact that good and systematic planning will increase the

employee's effectiveness and focus on work and carry out his duties to the fullest.

5. This is in line with (Al-Bahout, 2013), the most important of which is the planning of the work required to introduce employees to the importance of time, the causes of loss, and the methods used to control it. It differs with the study of (Al-Astal, 2009), the most important of which was the lack of effective planning.

**B. Time Management Effectiveness:**

**Table 18:** Analysis of the data of the elements of the time-management effectiveness axis

No.	Axes	SMA	Standard deviation	T value	"Sig." Value	Relative Weight	Rank	Degree of approval
1.	Reconciliation between the objectives of the institution and its employees.	4.100	0.960	6.279	0.000	82.000	1	big
2.	Organize the daily business schedule.	3.800	0.761	5.757	0.000	76.000	2	big

3.	Distribute tasks in such a way as to maximize the efficiency of the time component.	3.800	0.997	4.397	0.000	76.000	2	big
4.	Balance between urgent and deferred tasks.	3.600	1.303	2.523	0.017	72.000	4	big
<b>Axis as a whole</b>		<b>3.825</b>	<b>0.796</b>	<b>5.674</b>	<b>0.000</b>	<b>76.500</b>		<b>big</b>

The above table shows that:

- The highest ranking of paragraph (1), which is the reconciliation between the objectives of the institution and its employees, came at a relative weight (82,000), which is at the level of approval (large).
- The lowest order of paragraph (4), which is the balancing of urgent and deferred tasks, came at a relative weight of (72,000), which is at the level of approval (large).
- The level of effectiveness of time management from the point of view of the staff at the Beauty Dental Clinic came at a relative weight of (76,500), with a degree of approval (large).
- The importance of time management increases the productivity of the individual, and the performance of important things that benefit the individual and others, and the distribution of different tasks at different times of the day within a timetable.
- This is in line with (Al-Ghafri's, 2011) study, the most important of which is the need to show the importance of time management for students through mentoring programs because organizing work helps to reduce time.

**C. Effective time routing:**

**Table 19:** Analysis of the data of the axis of the efficiency of time routing

No.	Axes	SMA	Standard deviation	T value	"Sig." Value	Relative Weight	Rank	Degree of approval
1.	Increase the institution's ability to distinguish between urgent and deferred decisions.	4.200	0.887	7.413	0.000	84.000	1	Very large
2.	Economics at the time of business completion.	4.100	0.712	8.462	0.000	82.000	2	big
3.	Greater harmonization of tasks and the time needed to implement them.	4.000	0.643	8.515	0.000	80.000	4	big
4.	Shortcut routines to achieve goals.	4.100	0.960	6.279	0.000	82.000	2	big
5.	Self-direction of staff to better manage time.	3.800	0.761	5.757	0.000	76.000	5	big
<b>Axis as a whole</b>		<b>4.040</b>	<b>0.642</b>	<b>8.873</b>	<b>0.000</b>	<b>80.800</b>		<b>big</b>

The above table shows that:

- The highest order of paragraph (1), which is to increase the institution's ability to distinguish between urgent and postponable decisions, has a relative weight of (84,000), which is of a very large approval.
- The lowest order of paragraph (3), which is to increase the compatibility between the tasks and the time required to implement them, came at a relative weight (80.000), which is at the level of approval (large).
- The level of time-effectiveness from the point of view of the staff at the Beauty Dental Clinic came at a relative weight of (80,800), with a (large) approval level.
- The researchers attribute the importance of time management to how goals can be achieved and the importance of time in guiding during the implementation phases to ensure that targets are achieved in the planned and available time.
- This is in line with (Al-Rahimi and Al-Mardini, 2014), where guidance was more effective in time management and (Al-Fadelah, 2008), the most important of which was the follow-up of the work, the orientation of the staff and the rapid access to the information they needed in their work. On the good management of time on a collective level.

**D. Effectiveness of time control:**

**Table 20:** Analysis of the data of the elements of the effectiveness of the time control

No.	Axes	SMA	Standard	T	"Sig."	Relative	Rank	Degree of
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			deviation	value	Value	Weight		approval
1.	Reconcile the estimated time of achievement with the time actually taken.	3.800	0.887	4.942	0.000	76.000	3	big
2.	Ease of time control.	3.800	0.761	5.757	0.000	76.000	3	big
3.	Improve employee performance.	4.000	1.017	5.385	0.000	80.000	1	big
4.	Activate self-control of staff in time management.	4.000	0.643	8.515	0.000	80.000	1	big
<b>Axis as a whole</b>		<b>3.900</b>	<b>0.593</b>	<b>8.312</b>	<b>0.000</b>	<b>78.000</b>		<b>big</b>

The above table shows that:

1. The highest ranking of paragraph (3), namely (improving the performance of employees), and paragraph (4), namely (activating the self-control of staff in time management), and came at a relative weight (80.000), with a degree of approval (large).
2. The lowest order of paragraph (1), which is (the reconciliation between the estimated time of achievement and the time actually taken), and paragraph (2), which is (the ease of time control).
3. The level of effectiveness of time control from the point of view of the staff at the Beauty Dental Clinic came at a relative weight (78,000), with a (large) approval level.
4. The researchers attribute this to the importance of supervising employees in doing the right work
5. This is consistent with (Al-Fadelah, 2008), the most important of which was the follow-up of the work, the orientation of the workers and the quick access to the

information they needed in their work. This indicates their good time management at the collective level, and differed with (Al-Rahimi and Al-Mardini, 2014) which was less effective than guidance and organization.

**5.3 Results of third question:**

The question is: Is there a relationship between the dimensions of website design and the effectiveness of time management from the point of view of the staff at the Beauty Dental Clinic?

To answer this question, the following main hypothesis was formulated:

There was no statistically significant relationship at the level of significance ( $\alpha \leq 0.05$ ) between the dimensions of website design and the effectiveness of time management from the perspective of the staff at the Beauty Clinic for Dental.

This hypothesis was validated by finding Pearson correlation coefficients, as shown in the following table:

**Table 21:** Pearson correlation coefficient between the dimensions of website design and the effectiveness of time management

No.	Axes	Coefficient of correlation	"Sig." Value	Level of significance
1.	Time planning	0.780	0.000	<b>Sig. at 0.05</b>
2.	Time Management	0.697	0.000	<b>Sig. at 0.05</b>
3.	Time routing	0.752	0.000	<b>Sig. at 0.05</b>
4.	Time control	0.600	0.000	<b>Sig. at 0.05</b>
<b>Effective time management</b>		<b>0.762</b>	<b>0.000</b>	<b>Sig. at 0.05</b>

The above table shows that:

- Pearson correlation coefficients between the dimensions of website design and the effectiveness of time management are statistically significant. This indicates a statistically significant relationship between the dimensions of website design and the effectiveness of time management from the point of view of the staff of the Beauty Clinic.
- The researchers believe that the more efficient the design of websites, the more effective the time management through the effective use of the site and access to information and services faster and less effort, the use of modern technology, and the ease of navigation on the site, and find information and this result is consistent with the study (Hassan and Abu-Rab

, 2012), proposing a theoretical framework for evaluating the quality of academic sites and upgrading their level and performance to meet the needs of users and improve the service provided.

The following main hypotheses are derived from the previous hypothesis:

1. There was no statistically significant relationship at the level of ( $\alpha \leq 0.05$ ) between the amount of interaction with the website and the effectiveness of time management from the point of view of the staff at the Beauty Clinic for Dentistry.

This hypothesis was validated by finding Pearson correlation coefficients, as shown in the following table:

**Table 22:** Pearson correlation coefficient between the interaction with the website and the effectiveness of time management

No.	Axes	Coefficient of correlation	"Sig." Value	Level of significance
1.	Time planning	0.690	0.006	Sig. at 0.05
2.	Time Management	0.723	0.003	Sig. at 0.05

3.	Time routing	0.678	0.001	Sig. at 0.05
4.	Time control	0.8 27	0.019	Sig. at 0.05
<b>Effective time management</b>		0.749	0.002	Sig. at 0.05

The above table shows that:

- Pearson correlation coefficients between the amount of interaction with the site and the effectiveness of time management are statistically significant. This indicates a statistically significant relationship between the level of interaction with the website and the effectiveness of time management from the point of view of the employees of the dental clinic.
- The researchers see that whenever there is interest in the amount of interaction of the website contributed to increase the effectiveness of time management. The more strengths and weaknesses that contribute to increasing the use of the website through the good management of time and the use of modern technology. This finding is consistent with the study of Hussein

**Table 23:** Pearson correlation coefficient between the security dimensions related to dealing with the website and the effectiveness of time management

No.	Axes	Coefficient of correlation	"Sig." Value	Level of significance
1.	Time planning	0.567	0.001	Sig. at 0.05
2.	Time Management	0.695	0.000	Sig. at 0.05
3.	Time routing	0.533	0.002	Sig. at 0.05
4.	Time control	0.599	0.000	Sig. at 0.05
<b>Effective time management</b>		0.640	0.000	Sig. at 0.05

The above table shows that:

- Pearson correlation coefficients between the security dimensions associated with dealing with the website and the effectiveness of time management is statistically significant. This indicates a statistically significant relationship at the level of  $\alpha 0.05$  between the security dimensions related to dealing with the website and the effectiveness of time management from the point of view of workers Beauty Dental Clinic.
- The researchers believe that the more user information is maintained, the more secure and secure information is maintained, the more positive the site becomes, and the

**Table 24:** Pearson correlation coefficient between the website database and the effectiveness of time management

No.	Axes	Coefficient of correlation	"Sig." Value	Level of significance
1.	Time planning	0.691	0.000	Sig. at 0.05
2.	Time Management	0.795	0.005	Sig. at 0.05
3.	Time routing	0.678	0.000	Sig. at 0.05
4.	Time control	0.630	0.018	Sig. at 0.05
<b>Effective time management</b>		0.621	0.000	Sig. at 0.05

The above table shows that:

- Pearson correlation coefficients between the website database and the time management effectiveness are statistically significant. This indicates a statistically significant correlation between the database of the site and the effectiveness of time management from the point of view of the staff at the Dental Clinic.

(2010). One of the methods that make sites more quality is the possibility of interaction and easy handling by the beneficiaries through easy to use and the least time and effort, and provides clear instructions and assistance programs.

2. **There was no statistically significant relationship at the level of ( $\alpha \leq 0.05$ ) between the security dimensions related to dealing with the website and the effectiveness of time management from the point of view of the employees of the clinic of Beauty Dental.**

This hypothesis was validated by finding Pearson correlation coefficients, as shown in the following table:

more time it contributes to the effectiveness of time management, the better the results will be (Al-Astal, 2009).

3. **There was no statistically significant relationship at the level of significance ( $\alpha \leq 0.05$ ) between the database of the website and the effectiveness of time management from the point of view of the staff at the Dental Clinic.**

This hypothesis was validated by finding Pearson correlation coefficients, as shown in the following table:

- The researchers believe that whenever a database is available for the website, it is easy to refer to it and benefit from the information presented on the site. The more time it takes to manage the time and get what we want the less time. The result is consistent with (AL-ziadat and Shibli, 2015) Cross the site as directly as possible for easy access at the least time.



4. There was no statistically significant relationship at the level of ( $\alpha \leq 0.05$ ) between the speed of access to website information and the effectiveness of time management from the point

of view of the staff at the Beauty Clinic for Dental.

This hypothesis was validated by finding Pearson correlation coefficients, as shown in the following table:

**Table 25:** Pearson correlation coefficient between the speed of access to website information and the effectiveness of time management

No.	Axes	Coefficient of correlation	"Sig." Value	Level of significance
1.	Time planning	0.753	0.000	Sig. at 0.05
2.	Time Management	0.531	0.003	Sig. at 0.05
3.	Time routing	0.646	0.000	Sig. at 0.05
4.	Time control	0.469	0.009	Sig. at 0.05
<b>Effective time management</b>		0.648	0.000	Sig. at 0.05

The above table shows that:

- Pearson correlation coefficients between the speed of access of the website information and the effectiveness of time management are statistically significant. This indicates a statistically significant relationship between the speed of access to the website information and the effectiveness of time management from the point of view of the employees of the dental clinic.
- The researchers found that the speed of loading the site on the browser and obtaining the information contained in this site leads to the effectiveness of time management and investment and to obtain a number of information in a timely manner. This finding is consistent with the study of Hassan and Abu-Rab, 2012, that the site presents the information so that it is

understood and clear Tailored to the needs of users and accessible quickly and in less time.

**5.4 Results of the fourth question:**

The question is: Is there an impact of website design on the effectiveness of time management from the point of view of the staff at the Beauty Dental Clinic?

To answer this question, the following hypothesis was formulated:

There was no statistically significant effect at the level of significance ( $\alpha \leq 0.05$ ) for the design of the website on the effectiveness of time management from the point of view of the employees of the clinic of Beauty Dental.

This hypothesis was validated using the Linear Regression Analysis as shown in the following table:

**Table 26:** Linear regression analysis between independent variables and dependent variables

No.	Independent variables	Regression coefficient	"T"	"Sig." Value	Significance
1.	Fixed variable	0.675	0.706	0.487	Not Significant
2.	The amount of interaction with the website	0.415	4.208	0.000	Significant
3.	Security dimensions related to dealing with the website	0.369	1.842	0.077	Not Significant
4.	Website database	0.191	5.680	0.000	Significant
5.	Fast access to website information	0.571	2.692	0.012	Significant
<b>The coefficient of selection = (0.631) - the adjusted limiting factor = (0.572)</b>					

The above table shows that:

- The coefficient of determination = (0.631), and the modified limiting factor = (0.572), meaning that 57.20% of the change in the effectiveness of time management is due to the change in the independent variables mentioned in the table. The remaining (42.80%) is due to change in other factors.
- The variables of statistical significance are: (the amount of interaction with the website, the database of the website, the speed of access to the website information), that is, it affects the effectiveness of time management.
- Variables are not statistically significant: (fixed variable, security dimensions related to dealing with the website), they do not affect the effectiveness of time management.

- The researchers found that there is a statistically significant impact of the design of the website in its dimensions (the amount of interaction with the website, the database of the website, the speed of access to the website information) in the effectiveness of time management. A variable (security dimensions for dealing with a website) has little effect.

**6. RESULTS AND RECOMMENDATIONS OF THE STUDY**

**6.1 RESEARCH RESULTS**

- The results of the study showed that the design of the site of the clinic of the beauty of dental from the point of view of workers came large, with an average of (3.833), and a relative weight (76.667).

- In the first place, the axis of the interaction with the website came at a relative weight of (80.500), which is significantly followed by the axis (security dimensions related to dealing with the website) and came with a relative weight (77.000) which is significantly, (76.667), which is significantly higher, and the site's database came in last place with a relative weight of (72.500), which is significantly higher.
- Agreement from the point of view of the employees of the clinic of the Beauty of Dentistry was significant, with an average of 3.912 and a relative weight of 78.235.
- (80.800), followed by the (Time Control) axis, which came at a relative weight of (78.000), which is significantly, and the axis of (planning time) with a relative weight (77.000) And the axis of (organization of time) came in last place with a relative weight (76.500) which is significantly.

## 6.2 RESEARCH RECOMMENDATIONS

- Is required to work on web design in a way that takes into account the user-oriented design process in terms of spacing, and design integrity.
- I'm a professor of the otters.
- The application of the proposed website, and taking advantage of the specifications proposed in the design of the website by the official authorities, or the relevant authorities enough of the development movement of those sites and increase their efficiency and effectiveness.
- Identify the causes that lead to waste of time and reduce time waste.
- To invest time optimally as a non-renewable resource.
- Increase awareness among management and employees of the importance of time management.
- The need for staff to use time management tools such as the use of a daily log to monitor their behavior and analyze these behaviors, to identify strengths and weaknesses in time, to set fixed dates for visits, and specific meeting times.
- Further studies on time management and website design, similar studies on other sectors, and comparisons to this study are proposed.

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