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Time Management Skills and Importance in Shariah

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Abstract

It is an undeniable fact that without valuing time, no nation can move on the road of success and development - since a society or a nation is formed from individuals, the first sign of the decline of nations and the famine of men in nations is that this the members of the nation normally fall victim to the lack of appreciation of the grace of time - however, the more the nation appreciates the grace of time, the more the destiny is kind to it - this is the rule that has been going on since eternity and the teachings of the Prophets and Messengers, the teachings of the righteous Salaf. As an advice, the experience of centuries teaches us that the nations and civilizations who valued time and never let the tradition of timekeeping go out of hand, their names are alive today in the pages of history - the fact is that time is wasted. It causes the destruction of nations and civilizations - "Tomorrow" is a big lie for successful nations, so they consider today as the architect of the future. This article will introduce the importance of management of time and its skills in Islamic context.

Key Words: nation, victim, management, Prophets, civilization, architect.

Introduction

Management of time is the problem of all the people living in the world. Carrying out all the affairs of life in a certain order and doing the tasks that take a long time in a short time because of the good order, organization proves the time.

Management of time and Prehistory

In the Muslim society, the trend of underestimating the blessing of time is gaining strength - looking at it, it seems that the lamp of time appreciation and order is about to fade in the Muslim society - while the European and Western society appreciates time in spite of all its flaws, spiritual blindness and materialism. This is the secret of its development - although history is a witness to this fact that the appreciation of time and its observance is the identity of Muslim civilization and our predecessors. It has been the characteristic of the righteous, scholars and scholars which they were not ready to lose at any cost - the famous Egyptian scholar Dr. Yusuf al-Qaradawi, while reflecting on the Islamic society of the first centuries, wrote:

"The Muslims of the earlier centuries were so greedy in relation to their time that their greed was even greater than the greed of the people after them - because of the greed of time, for them knowledge, good deeds, jihad and the achievement of victory was possible and as a result of this a civilization came into existence whose roots were very deep and whose branches were spread in all directions - then I see living with the Muslims in today's world how they are wasting their time and lives - this is the reason why they have been pushed to the back of the caravan of humanity today¹

Abu Naeem says:

Hazrat Imam Shafi'i had established a regular day and night schedule for himself - he was strictly bound by this schedule - he divided the night into three parts - the first part was for knowledge, the second was for worship and the third was for rest.²

Imam Zahbi has written about Khatib Baghdadi that:

"He used to study even while walking so that the time of coming and going would not be wasted"³

From the above few examples, it is clear that our ancestors were not only aware of the importance and value of time, but also took special care of the Management of time in their routine life so that not even a moment could be wasted - the result is that their strict system times are proverbial.

The importance and usefulness of time management in modern times:

One of the most important problems in modern management is time management - especially those associated with business and other professional fields often feel that they have very little time due to lack of time management habits. Adopting or not properly planning time for tasks - It is important for management to time wisely in order to balance and manage time system.

Management of time is an effective way to mould yourself into an organized process and distribute it effectively. The method is - where there are many other benefits from time management, one major benefit is that not only the fear of conflict in various activities dies, but effective performance and creativity also increases. On the contrary, without time management we not only fail to fulfill our responsibilities and duties, but even when there is time, we adopt the habit of procrastination. To avoid wastage of time in activities, the strategy of keeping time under control is called time management.

The concept of time management has been practiced for many decades for the best and systematic use of time - In modern times, time management has become a regular art in business centers and time management is emphasized in education and training. The subject is taught as a regular curriculum in business administration - Similarly, many educational and organizational institutions of the world are conducting regular courses on it in which people are taught effective organizational skills, techniques, tools and methods - Apart from this, modern management experts and researchers have not only studied the effectiveness of time management and the modern methods of time management from different aspects and have presented their opinions and analyzes on it in the form of books, but also people associated with professional activities. Convinced that time management is an excellent art to be learned for an organized life - Founder of Modern Management

Peter F. Drucker has beautifully described the importance of time management:

Time management means the management of self. How can one manage the time of others of

*one cannot manage oneself?*⁴

Islamic Skills for *management* Time

By keeping in mind the skills from the following Qur'anic and Hadith arguments for time management, we can find our goals correctly:

1. Highlighting the importance of time in minds

It is in the Qur'an:

By the age, surely every human being is in loss, except those who believed and did righteous deeds and bequeathed to each other the religion of truth and exhorted each other to patience⁵.

Another place is:

It is not possible for the sun to overtake the moon, nor for the night to appear before the day, and all (stars and planets) move in their own orbits⁶.

(It will be said to them:) Eat and drink with relish for those (deeds) which you sent forth in the past (life) days⁷.

On the contrary, if time is not valued in this life and it is spent in negligence and laziness then one will have to face disappointment and regret.

(There will be guidance:) Did We not give you such an age that the one who wanted to be admonished could think, and (then) a warner also came to you, so now taste (the punishment). There will be no helper for the wrongdoers⁸.

This is the basic philosophy due to which the importance of time is emphasized in Islam. Any aspect of wasting it is discouraged. The purpose of writing the article under review is also to highlight the value and dignity of time in us and to be able to spend every hour in a better way so that we remain blessed with prosperity in this world and the hereafter.

Hazrat Abu Zarr says that the Messenger of Allah said: Do you know where the sun goes when it sets? I said: Only Allah and His Messenger know best. The Prophet said: He goes down to the Throne and prostrates to Allah, then asks for permission, then he is allowed, and he is near. For the sun to prostrate and not be accepted, to ask for permission and not be given permission, and to ask the sun to go back from where it came from, then the sun will rise from the west - this is what Allah Almighty means. Said:

And Sun keeps walking towards his abode.⁹

He (peace be upon him) said: His resting place is under the throne.¹⁰

Hazrat Amr bin Maimon narrates that the Messenger of Allah (peace be upon him) advised a man and said:

Treasure five things before five things (1) Your youth before your old age, (2) Your health before your sickness, (3) Your wealth before your want, (4) Your leisure before his engagement and (5) his life before his death¹¹.

It is narrated on the authority of Hazrat Abdullah bin Abbas that the Holy Prophet (peace be upon him) said:

"Two blessings most people are at a loss: health and leisure."¹²

Allah grants man with the blessings of physical health and leisure time, so many people think that these blessings are eternal and never fade, although this is only a satanic whisper. The Lord of the Universe who is bestowing these great blessings can take them away at any time, so a person should value these great blessings and put them to better use.

Abu al-Muzhar Yahya bin Muhammad bin Habira used to say:

"Time is the most precious commodity that you have been made responsible for protecting, but I see that this is the thing that you are wasting very easily."¹³

2. Considering the hereafter in priorities

In the eyes of man, if he is concerned about the hereafter more than this world, then he can know the importance of time in a good way. In Islamic teachings, if he will end the glory and greed of the world, then he will definitely try to do everything on time.

It is in the Quran

Say to them that the benefit of this world is small, and the Hereafter is better for the pious, and you will not be wronged even by a thread¹⁴.

3. Considering the accountability of the hereafter

If there is a fear of responsibility and accountability in the eyes of a person in this world and the hereafter, then he can improve the affairs of his life which can give him ease in the life of this world and he can avoid the punishment of Allah in the hereafter. If he makes a good arrangement and organization of his time while dealing with people in the world, then he can fulfill the rights of the people in a good way. Which includes transactional matters and the rights and duties of loved ones, which can be fulfilled on time while realizing the time constraint.

So whoever does an iota of good will see it, and whoever does an iota of evil will see it¹⁵

Abu Burza Aslami says that the Messenger of Allah, (peace be upon him) said: "On the Day of Resurrection, two feet of a servant will not be move until he will be asked: About his age, in what deeds he ended it." , and about his knowledge of what he did and about his wealth from where he earned it and where he spent it, and about his body as well"¹⁶.

4. To have a spirit of self-sacrifice

The Prophet (peace be upon him) said:

"If the Day of Judgment is established and one of you has a small palm tree in his hand, then if he can afford to plant it before he stands for reckoning, then he should plant it."¹⁷

It can be estimated that the Prophet (peace be upon him) is giving his followers a sense of the importance of time and the importance of righteous deeds. So do not be negligent in this too, but do good immediately

5. Avoid violent behavior

While Islam forbids exaggeration, it encourages moderation in every matter. The glory and greatness of Islam is that it has freed its followers from all kinds of troubles and problems, and presented this belief to the people of the world. It has made clear that it is the only religion which is the center of exaltation in all religions, where it has focused our attention towards worship and sports, and has blessed us with some rules for the reformation of our society, so that by adopting these rules, we can worship Allah. One of the great virtues of Islam is that it has exhorted moderation and made us a moderate ummah and strongly emphasized it. You don't have to face

shame and regret, on the contrary, those people who abandon the path of moderation and moderation and consider the other path as an integral part of their lives, such people either become extravagant or fall into the pit of excess. When moderation is lost within him, violence arises and he thinks of quick work in a short time and then neglects the precautions of this responsibility. Works get damaged. If a person has a moderate temperament, he will definitely fulfill his responsibility at the right time and at the full time, so that the work will be done properly. Therefore, it is important for a person not to be a victim of excessiveness and violence and haste. Avoid

It is in the Qur'an:

In the same way, We have made you a middle nation so that you may be a witness over the common people.¹⁸

Moderation in spending wealth is a good practice according to Islam, while extravagance and miserliness are bad qualities that do not deserve the glory of a Muslim.

And when they spend, do not exceed the limit and do not spend, and stay between them.¹⁹

Therefore, while spending wealth, one should not spend in such a wasteful way that later there is nothing left for one's needs and one has to spread one's hands in front of others, and one should not be so miserly that one may not spend even where it is necessary from an Islamic and social point of view. Do not spend, but spend with moderation where it is necessary to spend.

Allah has created various blessings for us to eat and drink, which have many benefits for us. Eating, drinking and sleeping are the needs of our body. If we stop eating, drinking and sleeping for a few days, due to weakness. It may be difficult to perform obligatory prayers and other matters, even life may be lost. Therefore, eating, drinking and sleeping as much as necessary to maintain energy and health is not bad, but it is the right of the body and all this takes time. It is possible only with management. Not possible with inflation. For this reason, the Prophet (peace be upon him) said to a companion who fasted frequently after fasting and was always awake in worship: "You have a right over your body as well"²⁰

Conclusion

It is very important for a person to spend his life in this world avoiding moderation and extravagance. The time given to him in this world by Allah is very short. And at the same time, he has to please Allah and complete all the affairs of life. Islam has told man every way by which he can make his life easier. Completes tasks in less time. And it can include the benefits of this world and the hereafter.

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