

TIME MANAGEMENT

Time management is a time management technique that helps a person to use their time properly to achieve greater efficiency in any business.

Time management processes are based on the following principles:

1. Effectiveness;
2. Motivation;
3. Correct goal setting.

A successful time manager can be considered one who is able to organize the sequence of events in his life in such a way as to always be able to work on the most important tasks now. By controlling this sequence, you gain complete control.

Conversely, a bad time manager is one who thinks little about the sequence of divisions and their own actions, but instead constantly responds to pressure and demands from other people and circumstances. [1]

The main rule of time management is planning. Sometimes it is very difficult for people to plan their time because they doubt that it will help make the activity more efficient. In addition, they are wrong, because planning saves a lot of time.

For example, even a pre-made shopping list can save many resources and greatly affect the outcome of such a seemingly simple and clear task as a trip to the grocery store. [2]

For the rational use of their time, it is necessary, first, to clearly understand their main goals. The following basic rules should be considered when planning:

- when drawing up a plan for the day to leave 40% of the time free, ie 60% of the time to take for scheduled work, 20 – for unforeseen, 20% – for spontaneous;
- it is necessary to constantly record the time spent. It should indicate how and for what needs it was spent. As a result, the manager, having a full idea of the cost of his time, can make a plan for the future;
- to make a good plan with a clear indication of the time used, it is necessary to divide their tasks into long-, medium- and short-term;
- the basic principles of drawing up a plan: regularity, system, consistency. [3]

Research

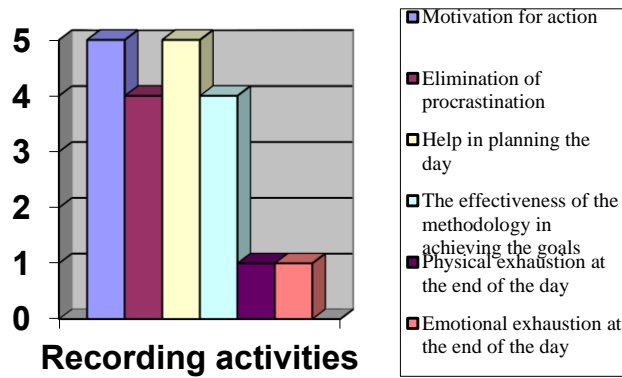
The future manager needs to learn to use his time rationally, so I conducted the following research: for three days I used three methods of proper use of time, in order to check how exactly the efficiency of my day will change.

Day 1.

Early today, a list of tasks to be completed during the day was compiled.

Results:

1. Read 2 chapters of Adam Smith's book +
2. Learn English +
3. Work on a project on microeconomics +
4. Prepare for the modular test –

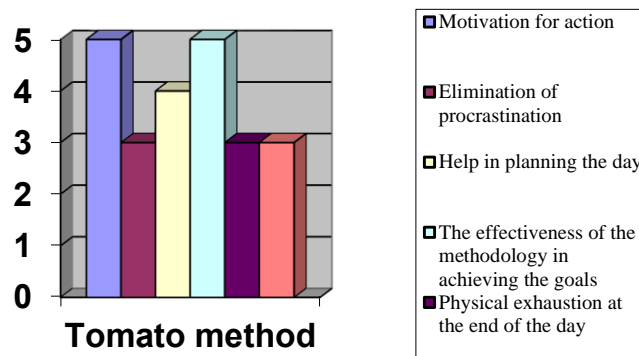


Day 2.

Today I used the "tomato" scheme. The Tomato Method is a time management technique proposed by Francesco Cirillo in the late 1980s. The technique involves increasing the efficiency of work at lower time costs due to deep concentration and short breaks. [4]

So, you need to work 25 minutes and 5 minutes to rest.

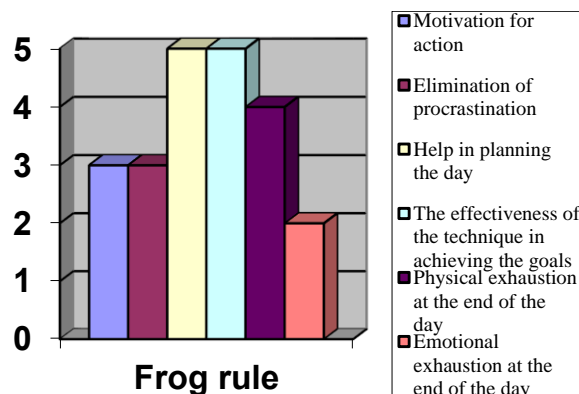
Results:



Day 3.

Today I used the "frog" rule. Not always all tasks bring me pleasure, and I always postpone them to the next day, it increases tension and provokes me to stress. So today, I did these tasks in the morning so as not to postpone them for the next few days.

Results:



Conclusions: each method has its effect; they helped me to be productive during the day, although sometimes it was a little difficult. Capturing activities motivated me to take action, helped me plan my day, and eliminated procrastination. The "tomato" scheme is effective in achieving the goals, but a little emotionally draining. The "frog" rule helps in planning the day, but is physically exhausting because you need to wake up early. As you can see, each of these techniques has its pros and cons. For me, the

most effective method was to record activities, because I realized how effectively I used the time during the day. This method helps to control your day.

The prospect of further research is an empirical analysis of other methods of "time management" (highlighting the main – always in the forefront; the elephant method; the method of Swiss cheese, etc.), in order to increase the validity of research results and improve their own skills.

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