



THE CONCEPT AND ESSENCE OF TIME MANAGEMENT

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Abstract: This article highlights the essence, core principles, and significance of time management technology in modern society. Methods for effective time planning, setting priorities, and increasing work productivity are also analyzed. It is substantiated that the use of time management technologies serves to achieve high results in a person's personal and professional activities.

Keywords: time management, time management, planning, efficiency, productivity, priority tasks, motivation, technology, effective activity, management.

Introduction: In today's fast-paced and competitive world, time is one of the most important resources. Every person has 24 hours in a day, but successful people stand out from others by planning their time correctly and using it effectively. For this reason, time management technology is becoming increasingly important in education, business, production, and personal development today.

Time management is the process of a person planning their activities based on a goal, distributing tasks according to the level of priority, and applying methods for the efficient use of time. The main goal is to achieve high efficiency in a short period of time. Time management technology serves to regulate the workflow using various methods, techniques, and tools.

Time management includes the following key elements:

1. clear definition of goals;
2. distribution of tasks on a priority basis;
3. work planning;
4. control and analysis;
5. prevent unnecessary loss of time.

This process is closely linked to human discipline, responsibility, and self-management skills.

For a person to achieve success in their work and life, they must first define their life goal. Because attention to the goal of time management and its use serves as the basis for all actions, it can bring effective results and success to one's life and, of course, create a healthy lifestyle. What is time management? Time management (from the English "time" - time, "management" - management) is the technology of effective time management, time organization, and effective use of time. In it, a person consciously controls the time spent on performing a specific task. The lack of free time is not just a problem for the wealthy or managers. People have different needs and responsibilities. And the ability to regulate them begins in childhood. Children who adhere to their daily routine from childhood use their free time productively even when they grow up. Time management is about the agenda and following it. The lack of free time is not just a problem for leaders, entrepreneurs, wealthy people, or managers; the concept of free time is

also an important resource for students. Time management is a set of skills and strategies that will help you use your precious time effectively. It allows you to achieve your goals, reduce stress, and enjoy life more. Using time management is a key to avoiding stressful situations, avoiding unexpected stress, finding time for relaxation, and achieving strategic goals by doing things according to a plan. Time is money. This word is not new to anyone. And everyone has known him since childhood. It is no secret that over time, the value of money and time becomes the same. Rather, time is more valuable and important than money. As time passes, the value of time increases. In the language of entrepreneurs, time is money, and for students, time is a source of knowledge. To waste time is to squander money and resources. It takes a lot of time for students to acquire knowledge. As a result of long study, it becomes possible to acquire knowledge. They will be able to achieve many educational results by spending more time studying and not being distracted by useless things. Analysis of literature on the topic. Your ability to manage your time will determine whether you will succeed or fail in your career, just as it does for executives undergoing internships. Time is an indispensable and irreplaceable source of success. This is your precious treasure. Time can neither be stopped nor recovered after it is lost. Any task that needs to be done takes time, and the better you use your time, the more you will achieve and the greater the rewards you will receive.

And nothing can be gained by wasting time, neither in a career nor at home. Not only at work, but also by spending productive time at home, housewives who do not work anywhere will be able to achieve many results. We can see the valuable thoughts of many scientists and philosophers about the concept of time management. In the Middle Ages, ideas about planning and time management already existed. It can be assumed that the first methods of time management were formulated by the Italian scientist, writer, and humanist Leon Alberti, who noted in his letters that he began each morning by compiling a list of tasks to be completed throughout the day. Each task has its own time and a specific time during the day. The Alberti method has now advanced the basic principles of modern "Time Management." One of the rules the scientist followed was to arrange the items on the list according to their importance, that is, to determine their priority. Leon Alberti claims that losing the ability to perceive time correctly worries him more than losing the sense of sleep. The need for sleep and food can be postponed for a while, but business does not tolerate delays. This idea has become a motto among many successful entrepreneurs. Alberti also noted that those who know how to use their time effectively will be masters of the situation in any field of activity. The first written mention of attempts to control time is attributed to the Roman philosopher and statesman Lucius Annaeus Seneca, who lived from the age of 3 BC. In one of his letters to the Roman patriarch and poet Lucilius, Seneca outlined methods for the effective use of temporary resources and recommended the following: - keep a written record of time; at the same time, Seneca recommended recording all completed and planned actions and the time required to perform the action, or, if we are talking about future actions, the time allocated for their implementation; - divide time into categories: well-spent time, little-spent time, and lost due to idleness. Every person can use time differently; some waste it as a result of idleness, while others use it productively and move swiftly toward their goals. Research methodology. How to Organize Time Benjamin Franklin invented the system at the age of 20 and used it throughout his life.

In the current era of globalization, time management technology continues to develop actively. The main stages of implementing time management technology are:



1. Assessment of the situation. The situation is analyzed, i.e., factors leading to the irrational use of time resources are identified, and among the identified factors, the most unfavorable ones—that is, those that have the greatest impact on the inefficient use of time—are identified. A situation assessment should be conducted to identify the range of problems that lead to an irrational allocation of time and, consequently, a lack of time.

2. Goal setting. Within the framework of goal setting, goals are defined, priorities for the set goals are established, they are ranked, and the level of goal achievement at the current moment is determined. Goal setting helps you visualize your goal and makes achieving it more effective. In order to avoid possible negative consequences in case of untimely fulfillment of the task, priority should be given to the priority of the task, the fulfillment of which is important in the first place. Currently, determining the level of goal realization helps determine the tasks aimed at achieving the goal.

3. Planning. To achieve the goal, a list of tasks must be completed within a certain timeframe; methods and techniques that allow for the most effective management of time processes are selected. Planning allows you to design and organize activities, set deadlines for individual tasks, and choose effective methods and means for achieving goals. Having an action plan and adhering to its clauses can ensure that you achieve your goals effectively without wasting time resources.

4. Fighting against distractions. This is the final stage and, at the same time, one of the integral functions of time management technology.

At this stage, methods are selected to effectively combat factors that lead to distractions and wasted time. This stage is functionally similar to situational assessment; the stages are distinguished by the fact that situational assessment is conducted prior to goal formation and activity planning—that is, prior to organizing activities—and occurs in the process of combating distractions; the process of implementing activities. Time management technology is an important resource for managers, entrepreneurs, and everyone, including students. Below, we will examine time management technology using students as an example. Time management technology also meets the laws of managing the educational process. As an organizer and at the same time managing their own educational activities using time management techniques and methods, the student regulates the nature and intensity of the educational process: they choose the educational goals and objectives relevant to them and organize educational activities. The learning process and the frequency of assessment actions carry out their work on errors. The incentive model is implemented through the student's awareness of their internal learning needs and motives in time management, thereby demonstrating the students' interest in learning and exploring new things. It turns out that by developing a technology for the effective organization of students' independent educational activities using time management, it is possible to achieve several educational achievements. Through the effective use of time, which is one of the educational resources, students are expected to achieve great results in education.

In conclusion, time management is one of the most important factors for success in life. Effective time planning and its rational use ensure a person's personal and professional development. In modern society, developing time management skills is becoming a necessary necessity for every individual

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