



## THE CONCEPT, CONTENT, AND ESSENCE OF "TIME MANAGEMENT"

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**Abstract:** This article examines the concept of "time management," its essence and significance in human activity, as well as the theoretical and practical aspects of effective time management. It also analyzes the role, core principles, and effective methods of time management in modern society.

**Keywords:** time management, time management, efficiency, planning, motivation, priority, management, personal development.

### Introduction

In today's fast-paced and globalized world, time is one of the most valuable resources in human life. Although everyone has the same amount of time during the day, their results and success depend on how they manage it. In modern society, people are required to be highly efficient, make quick decisions, and perform multiple tasks simultaneously. In such conditions, time management is becoming an important management tool.

Time management plays an important role not only in professional activities but also in daily life, education, scientific activity, and personal development. Proper time management is one of the factors of success, especially for students, researchers, executives, and entrepreneurs.

Management (English: management - management, organization) - the process and science of achieving goals through the coordination of the activities of an organization, enterprise, or team, and the efficient use of resources. It is the art of uniting people and guiding them toward a common goal.

### Management consists of 4 main tasks:

**Planning:** Setting future goals and developing ways to achieve them.

**Organizing:** Allocating tasks, properly organizing processes, and pooling resources (staff, time, capital).

**Leading/Motivating:** Motivating employees, inspiring them toward a common goal.

**Controlling:** Monitoring the workflow, analyzing results, and making necessary changes.

In modern conditions, managing an educational institution is a complex process, the components of which are the correct selection of goals and objectives, the study and in-depth analysis of the achieved level of educational work, a system of rational planning, and the organization of student activities. An analysis of literature on organizational and managerial issues and the study of management experience shows that at present, insufficient attention is paid to the management of an educational institution, its quality and operational efficiency, and the requirements of a rapidly changing modern society. The reforms being implemented in our country's education system require changes and improvements in the management mechanisms of the education system, i.e., the formation of a management system based on democratic principles that meets socio-economic and modern requirements, abandoning

administrative-command methods of management. This is one of the main requirements of today, defining not only management problems but also the tasks of organizing and forming the management activities of entities, primarily identifying ways to improve the management activities of leaders at various levels of the management system, adapting them to new conditions, and implementing them in practice. Based on this, the reforms being implemented in the field of education system development require the use of the most effective, innovative management methods based on scientific and technological achievements in the scientific organization and management of the educational process in all educational institutions, as well as knowledge, skills, and abilities in the field of management, and new personal and professional qualities. Management practice shows that managerial activity is a unique and complex process that requires a leader to have not only a higher education but also sufficient professional training, knowledge, skills, and abilities in the field of management, as well as certain experience.

One of the main conditions for time management is discipline. Working according to a plan and sticking to deadlines will lead to success.

**The essence of time management:**

The essence of time management lies in the maximum efficient use of time resources. By managing time, a person organizes their life systematically and prevents excessive stress and disorder.

**The essence of time management is seen in the following aspects:**

- increasing personal effectiveness;
- accelerating the process of achieving goals;
- maintaining a balance between work and rest;
- reduction of psychological stress;
- development of self-management skills.

Also, time management has a positive impact on a person's professional and personal development. A person who manages time correctly will be active, responsible, and proactive in society.

Basic principles of time management;

Clear goal setting;

A clear goal determines the direction of human activity. An unclear goal leads to an inefficient use of time. Distribute tasks according to their level of importance. Separating important and urgent tasks increases work efficiency. Use time wisely. It is important to devote enough time to each task and not waste time. Modern methods of time management. In this method, the work is divided into 25-minute parts with short breaks. This method helps in concentrating attention.

**Tasks:**

- important and urgent;
- important but not urgent;
- urgent but not important;
- neither important nor urgent
- effective planning is carried out by dividing into categories such as.

SMART system of goals.

**Goals:**



- accurate;
- measurable;
- attainable;
- real;
- time-bound
- must be.
- Keeping the agenda

Daily planning and diary keeping help you not forget tasks.

The importance of time management in student activities. Time management is especially important for students. **This is because they simultaneously:**

- lessons;
- self-study;
- scientific activity;
- public works;
- private life;
- will have to deal with.

**Proper time management:**

- improves learning effectiveness;
- facilitates preparation for exams;
- reduces stress;
- will help organize meaningful leisure time.

Additionally, time management develops in students the skills of responsibility, orderliness, and independent thinking.

Time management and digital technologies. Today, modern technologies play a crucial role in organizing time management. Various mobile applications and electronic platforms help manage time effectively.

As society and technology evolved, management specialists became more aware of the factors influencing the organization's activities. "Management means organizational, planned, and systematic influence on a specific object." Management of the pedagogical activity of an educational institution refers to the planning, organization, stimulation, control, and analysis of the pedagogical process. "Management of the education system studies the foundations and modern mechanisms for effective management of the teaching staff and is of great practical importance, based on the possibilities of improving the working conditions of teachers." Increasing the efficiency of the educational institution's management process by improving pedagogical work and the professional skills of school principals and their deputies.

In developed countries, the culture of time management is highly developed, which has a positive impact on their economic and social development.

The primary subject of relations arising in the organization and implementation of the educational process is the educational institution. Legislation establishes the principle of the educational institution's independence in resolving a number of issues, such as the implementation of the educational process, the selection and placement of personnel, and scientific, financial, economic, and other activities. The main goal of managing the educational system is to coordinate, control, and ensure effective management of the relationships and activities of leaders, specialists, and executors who are participants in the educational process



of organizing the educational process in educational institutions on a scientific basis, achieving the goals set for the institution, and preparing competitive graduates.

In conclusion, time management is an important tool for the effective organization of human activity. By managing time correctly, a person achieves their goals faster, increases work productivity, and improves their quality of life.

In modern society, developing time management skills is becoming a vital need for every individual, especially for youth and students. Therefore, special attention should be paid to the development of time management culture within the education system. Time management is the art of time management that helps you increase productivity and achieve your goals. There are many methods of time management, and you can try different methods to achieve the best results and choose the one that suits you, or use several methods at once.

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