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120. Time Management

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Introduction: Nowadays life is dynamic and fast. It is very difficult to meet the circumstances, be at one's best. It is necessary to be able to adapt to all changes and all trends. Everyone wants to be successful and develop their career. People should be aimed at result, so it is very important to plan a day properly, to deal with time in the most effective way. The amount of work done depends on accurate time management. We should not forget that if a person knows that all his/her plans, appointments etc. are thought over and everything is in the right place, he/she will keep calm and work with enthusiasm. [3] So, let's consider some ways and means of time management.

Resources and methods: There are many different methods of time planning. The most famous are ABC analysis, Pareto analysis, the Eisenhower Method and POSEC method. Stephen Smith, of BYUI, is among recent sociologists that have shown that the way workers view time is connected to social issues such as the institution of family, gender roles, and the amount of labour by the individual. In recent years, several authors have discussed time management as applied to the issue of digital information overload, in particular, Tim Ferriss with "The 4 hour workweek", and Stefania Lucchetti with "The Principle of Relevance". [2]

Results: It is possible to distinguish six main steps in time management. [1] The first one is analysis: it means that the manager works with information he gets. The thoroughness of this step is very important, because all further work depends on it. Special coefficients are used, which give clearer and more grounded view on specific situation. The next step is developing strategies. The manager finds different ways of further progressive movement taking into account the analysis performed. The third step is targeting: the manager identifies targets and determines the key trends of development. The fourth and the most important step, in my opinion, in time management is planning and balancing the priorities. The manager should exclude those tasks that do not have individual or organizational value. Planning means preparation to reach objectives and tasks during working time. Practice shows that spending 10 minutes on planning your working day can save up to two hours during the day. To rationally use time the manager needs, foremost, to have a clear idea of the basic functions, objectives, tasks and time budget. While planning, it is necessary to take into account the following basic rules: [1]

- planning the day, the manager should leave 40 % of daily time free, so that 60 % of time is reserved for the planned work, 20% is allocated for unexpected work and 20 % is reserved for spontaneous decisions;

- it is necessary to fix the elapsed time. It is necessary to find what was this time spent on. As a result, a manager, having a complete picture of time spent, can make a good plan for the future work;

- it is necessary to distribute all tasks on long, middle and short-term basis in order to draft a good plan with the clear distribution of time spending;

- the basic principles of drafting of plan should be regularity, systematicness, sequence, etc.;

- it is necessary to plan such tasks, which a manager can really realize to make the devised plan real and feasible.

The next step is realization. It means that the manager makes concrete steps and actions according to the defined plan to reach objectives. The last step is monitoring. It means that the manager monitors the process of reaching defined objectives, fulfilling the plans, and works on achieving concrete results.

Conclusions: So, time-management can really help us in all spheres of our life, especially in business and study. Time-management helps to use more effectively not only working hours but also our free time. In particular, it is recommended not to take working tasks home or to organize the way of life so that it takes minimum of free time, to plan free time beforehand carefully and follow these plans, to practice emotional (theaters, concerts, exhibitions etc.) and physical (sport, fitness) switching of activities regularly.

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