

Taran T. O.

Tryhub I.P.

National University of Food Technologies

Kyiv, Ukraine

Time-management as a part of the organization management

The main line of the article is a time-management . Time-management includes the entire set of technology planning staff members that in its turn incorporates the using of their own employees to improve the efficiency of working time and enhancing the accountability of the increasing volume of tasks. Sometimes we refer to such technologies terms as "self-management", "personal (private) organization of labor", in contrast to the general management (Corporate Organization).

The major themes are arising from the modern literature on time management which include the following:

- Creating an environment conducive to effectiveness;
- Setting of priorities;
- The related process of reduction of time spent on non-priorities;
- Incentives to modify behavior to ensure compliance with time-related deadlines.

A number of domestic and foreign management experts to develop practical technology planning, offering their managers to practitioners in the form of books and training courses. Among domestic work in this area should be noted as the most widespread research and approaches G.H.Popova among Western - St.Kovi Technology (USA), L.Zayverta (Germany), K.Mellera (Denmark). Through the efforts of these and other researchers to the 70th of the XX century time-management took shape as an independent discipline, offering practicing managers a wide range of systems planning and self-organization.

Time management defines the following priorities and goals:

- time management strategies are often associated with the recommendation to

set personal goals. The literature stresses themes such as:

- "work in Priority Order" - set goals and prioritize;
- "set gravitational goals" - that attract actions automatically.

These goals are recorded and may be broken down into a project, an action plan, or a simple task list. For individual tasks or for goals, an importance rating may be established, deadlines may be set, and priorities assigned. This process results in a plan with a task list / a schedule / calendar of activities. Authors may recommend a daily, weekly, monthly or other planning periods associated with different scope of planning or review. This is done in various ways, as follows.

There are several methods of time management:

1. ABC analysis

A technique that has been used in business management for a long time is the categorization of large data into groups. These groups are often marked A, B, and C hence the name. Activities are ranked by these general criteria:

A – Tasks that are perceived as being urgent and important,

B – Tasks that are important but not urgent,

C – Tasks that are neither urgent nor important. (This list could also include tasks that are urgent but not important.)

Each group is then rank-ordered by priority. To further refine the prioritization, some individuals choose to then force-rank all "B" items as either "A" or "C". ABC analysis can incorporate more than three groups.

ABC analysis is frequently combined with Pareto analysis.

2. Pareto analysis

This is the idea 80% of tasks can be completed in 20% of the disposable time. The remaining 20% of tasks will take up 80% of the time. This principle is used to sort tasks into two parts. According to this form of Pareto analysis it is recommended that tasks that fall into the first category be assigned a higher priority.

The 80-20-rule can also be applied to increase productivity: it is assumed that 80% of the productivity can be achieved by doing 20% of the tasks. Similarly, 80% of results can be attributed to 20% of activity. If productivity is the aim of time

management, then these tasks should be prioritized higher.

It depends on the method adopted to complete the task. There is always a simpler and easier way to complete the task. If one uses a complex way, it will be time consuming. So, one should always try to find out the alternate ways to complete each task.

3. The Eisenhower Method:

A basic "Eisenhower box" to help evaluate urgency and importance. Items may be placed at more precise points within each quadrant.

Using the Eisenhower Decision Principle, all tasks are evaluated using the criteria important/unimportant and urgent/not urgent, and then placed in according quadrants in an Eisenhower Matrix (also known as an "Eisenhower Box" or "Eisenhower Decision Matrix"). Tasks are then handled thusly: those in...

- Important/Urgent quadrants are done immediately and personally (e.g., crises, deadlines, problems);

- Important/Not Urgent quadrants get an end date and are done personally (e.g., relationships, planning, recreation);

- Unimportant/Urgent quadrants are delegated (e.g., interruptions, meetings, activities);

- Unimportant/Not Urgent quadrants are dropped(e.g., time wasters, pleasant activities, trivia).

As a rule this topic is important for life and business, because the rhythm in which most people live is unlikely to be calm and measured. Lack of time, the work of all hands "trouble and trials are common causes of problems that deal with specific skills is not easy. In business, "time is money" means to become a successful person you need to properly and effectively use time resources. Time management helps avoid the unenviable fate of hostage own business or career.

References:

- 1.Hleb Arkhangelsk: Time of tourism: For technical somebody Much is working. - №18 - 2013(<http://www.ivanpirog.com>).

2. Mackenzie A. Time Management in two accounts. -№2, 2013.

(<http://dnevnyk-uspeha>).

3. Time Management. Start with yourself. Journal "Staffing business» № 7, 2013.

4. Hendrickson, Elisabeth. Time Management: Simple ways to manage time №11, 2013 (<http://www.fluent-time-management.com/eisenhower-method.html>).