

How to organize your time

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Анотація

В статті розглянуто поняття «тайм-менеджменту» та запропоновані шляхи для покращення організації власного часу.

Ключові слова: управління часом, навчання, ефективність.

Abstract

The article considers the definition of "time management" and suggests ways to improve the time organization.

Keywords: time management, training, efficiency.

Time Management is a branch of management, the main purpose of which is to identify and implement methods and principles of effective time control that are dynamically developing [1].

One of the main ideas is that time management – is not only the management of your time but also your life. It is not simple a better way to organize your time to do more and more money, it is currently managing your own lives. The second idea is that the quality of time management determines the quality of your life [2].

There is a difference between being effective at managing your time and simply being busy. Many are used to busy work and may not even question anymore whether or not it is a valid use of our time. Concentrate on results, not on staying busy. If you adopt this goal, you will find that it helps to identify which of your activities are actually contributing to your effectiveness and which activities are wasting time, distracting you from goals, and increasing your stress level by making you feel overworked [3].

The psychology of time management is based on a simple principle called the Law of Control. This law says that you feel good about yourself to the degree to which you feel you are in control of your own life. This law also says that you feel negative about yourself to the degree to which you feel that you are not in control of your own life or work [4].

People who practice good time management techniques often find that they are more productive, have more energy for things they need to accomplish, feel less stressed, are able to do the things they want, get more things done, relate more positively to others, and feel better about themselves [5].

There are 8 basic ways to control your time:

1. Make a to-do list every day. Put the most important tasks at the top, even if they're things you're dreading, and tackle them first. Include things you want to do on your list too, so you have items you're looking forward to. Try motivating yourself with a reward if you get to everything on your list.

2. Keep your work with you. Every day you have a few minutes of free time, for instance, when you are on the bus or waiting for an appointment – you can get something done, at least, repeat some material from your classes or find some extra information.

3. Don't be afraid to say no. Someone is always asking for a piece of your time. Sometimes people are afraid to hurt another person by refusing to help with something or go somewhere, and then complain about the additional businesses which they did not expect and did not want to waste their time. Saying “no” requires some courage and tact, but you will be proud of yourself when you learn to say “no.” Of all the time-saving techniques ever developed, the most effective is the frequent use of the word NO. Remember that many people who worry too much about offending others wind up working according to others’ priorities. It's OK to say no if your friend asks you to go to a movie one night but you have a test the next morning. Instead, find a time that works for both of you and go see the movie then.

4. Find your productive time. There are two different types of persons depending on their productivity time, so called 'morning' and 'night' person. Find that part of day when your brain works best and you feel most motivated. You'll be more efficient if you work when you're at your best time.

5. Create a dedicated study time. Set up a time devoted only to studying or homework. Shut off your phone and respond to calls or texts when your work is finished. Don't check email or surf the Web (except when you need to for the work you're doing) during this time either.

6. Budget your time. Figure out how much time you usually spend on your activities and then create a weekly schedule to follow. Determine how much free time you have before you add any commitments. And don't forget to schedule time to relax.

7. Don't get sidetracked. If you find yourself wasting time on unimportant things, stop, check your to-do list and get back to what's at the top. Maybe you're procrastinating because you're not sure how to move forward on a school project. If that's the problem, check with your teacher to clear things up so you can get moving.

8. Take care of your health. No amount of success will compensate for ill health. Take time to eat the right foods, exercise regularly, and get proper rest and recreation. Sometimes, the best use of your time is to go to bed early and get a good night's sleep. We work most efficiently when we have enough rest and not too tired. Remember, that your brain needs rest to perform at its peak. For normal work, a person needs to sleep 7-8 hours a day. So, if it's time to sleep, list the things you still need to get done on the next day's to-do list and go to bed.

Also there is one more important thing about your organization – cleanliness of your workplace. Many people believe that they work more effectively in a messy work environment with a cluttered desk. Yet every study that has been done with people shows that when they are forced to clean up their work environment so that they have only one task in front of them, their productivity doubles and triples, usually overnight. People who work with cluttered desks are found to spend an enormous amount of each working day looking for the materials they need among the clutter around them. Psychologically, the sight of a cluttered desk or office provides subconscious feedback that reinforces your perception that you are disorganized. It leads to continuous distraction as your eyes and your attention dart from item to item, and back again. Remember, that one of the great time management tools is to work from a clean desk and in an organized work space. Just as an excellent chef cleans up the kitchen before and after cooking, you should organize your work space completely before you begin your work. One of the most successful entrepreneurs in recent history said that the key to his success was to "always work from a clean desk." The top professionals in every field keep a tidy and highly ordered work space at all times. Think of a carpenter, dentist, or doctor. They clean up and reorganize as they go through their day [4].

The final point about time management is the concept of balance. The most important thing that you can instill in your life is balance and moderation. By practicing the methods, ideas, and techniques in this book, you will become a master time manager, and have more time for your family and your personal life.

Often, people take time management programs so that they can increase the number of things that they can do on a day-to-day basis. However, as the wise man said, "There is more to life than simply increasing its speed." The main purpose of learning and practicing time management skills is to enhance and improve the overall quality of your life. It is to increase the amount of pleasure and happiness you experience [4].

Time management also helps you have a greater sense of control over your life – both at work and at home. When you feel as if you are in control of your time, you feel empowered and confident. Then when something arises that you were not prepared for, you're more likely to be able to deal with it productively rather than getting stopped by it [3].

So these easy methods of time management will help you have time to do much more affairs, don't get exhausted, and efficiently use your time in the performance of important business, thereby leaving more time for pleasant soul affairs.

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