

TIME MANAGEMENT AS A KEY ASPECT OF STUDENT SUCCESS IN THE CONDITIONS OF MODERN EDUCATION

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Анотація

У статті розглядається тайм-менеджмент як важливий аспект успішності студентів в умовах сучасного навчання, зокрема під час дистанційного навчання. Описано основні проблеми, пов'язані з браком часу, та негативні наслідки неправильного розподілу навантаження. Представлено метод ABCDE як ефективний підхід до тайм-менеджменту, що дозволяє визначати пріоритети та оптимізувати робочий процес. Підкреслено важливість самоорганізації, планування та делегування для досягнення високого рівня продуктивності.

Ключові слова: тайм-менеджмент, студент, дистанційне навчання, самоорганізація, метод ABCDE, планування, делегування, ефективність.

Abstract

The paper examines time management as an important aspect of student success in modern learning conditions, in particular during distance learning. The main problems associated with lack of time and the negative consequences of improper load distribution are described. The ABCDE method is presented as an effective approach to time management, which allows you to prioritize and optimize the work process. The importance of self-organization, planning and delegation is emphasized for achieving a high level of productivity.

Keywords: time management, student, distance learning, self-organization, ABCDE method, planning, delegation, efficiency.

Introduction

Time management involves strategically planning and regulating the time allocated to various tasks. Effective time management allows individuals to accomplish more in less time, reduces stress levels, and contributes to professional success.

Nowadays, in wartime, a distance learning form with materials from the information network is coming into effect, which allows you to study and obtain the necessary knowledge remotely from an educational institution at any convenient time. Therefore, to obtain a high level of self-education, proper self-organization and effective use of time in wartime are important. Properly planned time requires carefully thought-out approaches to its management, planning, distribution, and monitoring.

Research results

Today, the ability to rationally manage time is an integral part of a student's life, because the modern world offers many opportunities that young people should use. Many students combine study with work, engage in hobbies, travel, and participate in youth activities. However, when responsibilities become too much, it is important to distribute your time wisely. Excessive workload, chaotic schedule, constant fatigue, and lack of proper rest can negatively affect health, causing physical exhaustion and psychological disorders [1].

To solve the problem of lack of time, students need to learn to plan their day correctly, and effective time management will help them with this. For effective management of affairs, it is worth using the ABCDE method, which helps to set priorities.

The letter A indicates the most important tasks that must be completed, since their completion or non-completion will have significant consequences - both positive and negative. For example, it could be a meeting with a key client, completing a report that management needs for an important meeting. These are the most terrible “frogs” in your life.

“Frog” is the most important and difficult task that you are likely to put off if you do not change your approach. At the same time, its implementation can have the greatest impact on your life and lead to significant positive results right at that moment.

So, what is the essence of the ABCDE method:

A – the most important and urgent tasks, the completion of which depends on the result (for example, defending a project, visiting a doctor, preparing a report).

B – tasks that are desirable to complete, but can be postponed without serious consequences (for example, current work, non-urgent calls and meetings).

C – tasks that are not of particular importance and are performed at will (for example, a coffee break, a trip to the store, conversations during lunch).

G – tasks that can be delegated to others, freeing up more time for more important things (e.g., cleaning, gathering analytics, some negotiations).

D – tasks that should be excluded from the list as irrelevant or insignificant [2].

The ABCDE-method
A. Your <i>highest</i> priorities. Need to be complete this week
B. Your <i>medium</i> priorities. Need to be complete next week
C. Your lowest priorities No needle movers
D. Delegate tasks to someone
E. Eliminate tasks They do not matter

Fig. 1. ABCDE method

The ABCDE method helps you prioritize effectively, allowing you to focus on the most important tasks and optimize your workflow. Category A tasks require immediate execution because they have a critical impact on results, while B and C are less important and can be completed later. Category D involves delegation, which allows you to free up time for more important tasks, and E includes tasks that can be eliminated completely because they do not add value.

Conclusions

This approach reflects the essence of time management: effective time management does not mean simply doing more, but focusing on what really matters. The ability to properly allocate resources, delegate secondary tasks, and eliminate unnecessary tasks are key principles of productivity in both academic and professional life [4].

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