

TIME MANAGEMENT TECHNIQUES FOR INCREASING PRODUCTIVITY

Vinnitsia National Technical University

Анотація

У тезах розглядається концепція тайм-менеджменту як важливого інструмента підвищення ефективності діяльності. Визначено ключові принципи тайм-менеджменту, зокрема планування, візуалізацію та пріоритизацію. Особлива увага приділяється методу SMART як універсальному підходу до формулювання цілей, що дозволяє оптимізувати робочий процес, підвищити продуктивність і досягати поставлених завдань у встановлені терміни. Доведено, що правильне використання інструментів тайм-менеджменту сприяє професійному розвитку, організованості та самореалізації.

Ключові слова: тайм-менеджмент, управління часом, SMART-цілі, продуктивність, ефективність, планування, пріоритизація.

Abstract

The thesis examines the concept of time management as an important tool for increasing the efficiency of activities. The key principles of time management are identified, in particular planning, visualization and prioritization. Particular attention is paid to the SMART method as a universal approach to goal formulation, which allows optimizing the work process, increasing productivity and achieving the set goals within the specified time frame. It is proven that the correct use of time management tools contributes to professional development, organization and self-realization.

Keywords: time management, time management, SMART goals, productivity, efficiency, planning, prioritization.

Introduction

Recently, practitioners have been increasingly interested in time management as an integral part of management. Specialists are interested in what time management is, how to organize the rational use of time, given that it cannot be felt, seen or touched, but it can be measured.

Time has a unique feature - regardless of its quantity, it is always in short supply. Those who effectively manage their own time and know how to distribute it correctly receive significant benefits, including professional development and self-realization. Everyone has 24 hours a day, but some do not have time to complete even basic tasks, while others find time for additional work. Therefore, it is important to understand what time management tools help increase productivity, especially for specialists, for example, accountants.

At the same time, this concept is rather abstract, because time as such cannot be managed. We can only control what we can influence, but not the flow of time itself. The most effective thing a person can do is to realize the nature of time, its limitations and irreversibility, and learn to use it as rationally as possible.

Research results

One of the most important principles of time management is planning and visualization. Since the human brain cannot systematically store a large amount of information, there is a risk of forgetting important tasks. However, this does not exempt from responsibility for their implementation. The solution to this problem is to systematize tasks in various formats - in a notebook, on a whiteboard or electronically. Writing down all tasks and determining their priority allows you to avoid chaos and clearly see where to start. This helps not only to effectively distribute the workflow, but also to complete all tasks in a timely manner by the established deadlines [1].

Prioritizing using the SMART method:

SMART is a system of setting goals that requires their specificity, measurability, attainability, relevance and time limitation.

Specific objectives are specific and well-defined, measurable — quantifiable, achievable — realistic and achievable, relevant — aligned with broader plans, and time-bound — time-bound — time-bound.

Following the SMART criteria helps you plan and track your progress effectively, stay motivated, and achieve success. This approach ensures that your intentions are not just vague aspirations, but specific goals

with a clear roadmap to achieving them. The SMART methodology provides a clear framework for effectively setting and achieving goals, whether for personal development, business, or project management. SMART goals are a method of setting goals.

SMART stands for an acronym that comprehensively describes a goal and serves as a guide to making sure your goals are clear, actionable, and achievable.

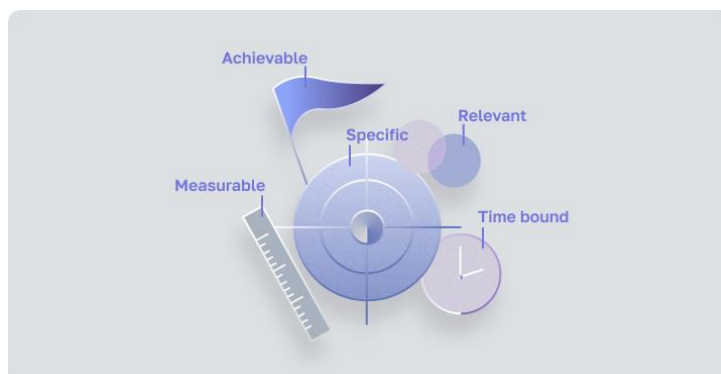


Fig. 1 SMART method

S — specific i.e. specific goals clearly define what needs to be achieved.

M — measurable measurable goals establish criteria for assessing progress.

A — achievable achievable goals are realistic and achievable, which provides motivation and feasibility.

R — relevant relevant goals are combined with big plans and help achieve greater success.

T — time bound time-bound goals have a specific time frame for implementation, which increases accountability and urgency.

Conclusions

The SMART method is an effective tool for setting and achieving goals, which allows you to systematize the planning process and increase its effectiveness. Thanks to specificity, measurability, attainability, relevance and time limitation, this approach helps to clearly define tasks, avoid uncertainty and focus on real steps to their implementation. The SMART methodology helps to increase motivation, provides control over progress and helps to achieve both personal and professional goals more effectively.

REFERENCES

1. Shtyryov O.M., Shudra O.M. Time management: historical development and use in management science. URL: http://www.economy.nayka.com.ua/pdf/1_2016/14.pdf.
2. Taim-menedzhment: shcho tse, poyasnennya ukrayins'koyu [Time management: what it is, an explanation in Ukrainian]. Available at: <https://blogchain.com.ua/tajm-menedzhment-shcho-tse-poyasnennia-ukrainskoiu/> (accessed November 13, 2023).

Паламарчук Вікторія Миколаївна – студентка групи МФКД-23б, Факультет менеджменту та інформаційної безпеки, Вінницький національний технічний університет, м. Вінниця, e-mail: palamarchykviktoria@gmail.com

Науковий керівник: **Андрощук Катерина Миколаївна** – викладач англійської мови, кафедра іноземних мов, Вінницький національний технічний університет

Palamarchyk Victoria M. - student of group MFKD-23b, Faculty of Management and Information Security, Vinnytsia National Technical University, Vinnytsia, e-mail: palamarchykviktoria@gmail.com

Supervisor: **Androshchuk Kateryna M.** - Lecture, Chair of Foreign Languages, Vinnytsia National Technical University, Vinnytsia.