

TIME MANAGEMENT

Baklanova R.I., Marianska S-V.V.

The National University of Pharmacy, Kharkiv, Ukraine

marysya229@mail.ru

The purpose of this paper is to study the problems of time management. Time management is the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

Time management may be aided by a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects, and goals complying with a due date. Initially, time management referred to just business or work activities, but eventually the term broadened to include personal activities as well. A time management system is a designed combination of processes, tools, techniques, and methods. Time management is usually a necessity in any project development as it determines the project completion time and scope.

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

- Creating an environment conducive to effectiveness
- Setting of priorities
- Carrying out activity around those priorities
- The related process of reduction of time spent on non-priorities

Time management has been considered to be a subset of different concepts such as:

- Project management. Time Management can be considered to be a project management subset and is more commonly known as project planning and project scheduling. Time Management has also been identified as one of the core functions identified in project management.

- Attention management: Attention Management relates to the management of cognitive resources, and in particular the time that humans allocate their mind (and organize the minds of their employees) to conduct some activities.

- Personal knowledge management.

Manage your free time

Time management helps you make better use not only working time, but the stay. In particular, it is recommended not to take work home, to organize life so that it takes a minimum of time, carefully planned in advance and free time to follow these plans, in particular the regular practice of emotional (theaters, concerts, exhibitions, etc.) and physical (sport fitness) switch. In American companies if an ordinary employee remains on the job longer than that found in his employment contract, this fact may cause dismissal, since it indicates that the employee does not have time to do their tasks during their working hours. Used for active recreation not only the weekend, but at least one evening a week of the day, as well as used as a mini-holiday long weekends and holidays. In business travel plan free time (from several hours to two days) for sightseeing. Vacation set the rules of using the phone, email, Internet, etc. and stick to them.

I think that time management is very important in every person's life, because this section of the management makes life easier. If you will apply knowledge of time management in practice, then you will have a lot of free time, which you can use for the benefit of themselves.