



Volume: 03 Issue: 10 | 2022 ISSN: 2660-454X

<https://cajitmj.centralasianstudies.org>

Essential Characteristic and Advantage of “Time Management”

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Received 8th Aug 2022,
Accepted 7th Sep 2022,
Online 8th Oct 2022

Abstract: The article presents an analysis of different approaches to the interpretation of the term "time management". The concept of "time management" as a process and as a system is considered. The characteristic of types of time management is given.

Key words: time, time management, efficiency improvement.

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If we talk about the idea of time management, then perhaps it has existed for as long as humanity has existed. The problem of time has been under close attention of the inquisitive human mind throughout history. What is time? Does it exist objectively? Where does it flow? Representatives of various fields of knowledge have tried and are trying to find answers to these questions, which make up the main difficulty of the problem. Some thinkers left behind systems in which time was considered either as a thing in itself or as a form of the human mind. Others considered time as the main form of moving matter, in which the cognizing subject himself, a person, also exists.

So even at the very beginning of our era, in the year 50 AD, scientific workers - and Seneca can be fully considered a scientific worker - kept track of their time and tried to save it. The ancient philosophers were the first to understand the value of time - they probably even before Seneca tried to somehow curb time, tame it, and understand its nature, because even then it oppressed people with its transience. According to some views, time, as an object, does not exist, and according to others, time, as an object with certain physical properties, is outside the subject in the form of current changes in the external world. It is hardly correct to see in these conclusions a deliberate reduction of the problem of time to well-known and so-called subjectivist approaches. Rather, on the contrary, one should think that the problem of time, by its paradoxical nature, leads researchers to the fact that it is largely connected with time in the psyche of the person himself. According to the data obtained, each person has a set of his own temporal properties that are revealed to him in a really experienced duration [1].

Thus, the subjectively apparent properties of time, attributed by one or another researcher either to the external world or attributed to his own mind, were derived on the basis of their personal relationship to their own directly experienced time. The last statement allows us to approach the problem of time from the standpoint of human existence, i.e. time, as a reality, exists for each person in the form of a directly experienced duration within the limits of his own present. The problem of setting goals, choosing

priorities in business, and the reasonable use of time by a person was set a long time ago. One of the first to raise this question was the Roman philosopher Lucilius Seneca. He stated: "When I do not know which harbor I need to steer, then not a single wind will be favorable for me". In his "Letters to Lucilius" he urged his friend "to save and save time, which was previously taken away or stolen, which passed in vain" [2].

The English scientist, politician and philosopher Francis Bacon wrote: "To choose the right time means to own life. Lateness is fatal." It is worth noting Benjamin Franklin's personal time management system, which is based on the choice of long-term and short-term goals, without which it is impossible to imagine modern time management. Useful advice in this area was not reduced to a serious theoretical generalization - this was not required at this stage of development, so as a society with comparative stability in social processes and a high dependence of the individual on the society and its rhythms, separate recommendations were sufficient. Nevertheless, starting from the first decades of the XX century, systematic methods for improving the quality and level of work of an individual worker have become one of the key areas influencing the increase in production efficiency.

Translated from English, "time management" means "time management". Time management includes the whole set of technologies for planning the work of an employee of an organization, which are used by an employee independently to increase the efficiency of using working time and increase control over an increasing volume of tasks [3].

Sometimes the terms "self-management", "personal (personal) labor organization", "time management", "time organization" are also used to refer to such technologies. Today in domestic management, there are many approaches to the interpretation of the term "time management". According to A. Y. Myzdrikova, time management is a technology:

- ✓ aimed at organizing time and increasing the efficiency of its use (the most common and generally recognized definition);
- ✓ helping to organize activities, focusing on the irreversibility of time (wider understanding);
- ✓ allowing you to use the irreplaceable time of your life in accordance with the goals and values;
- ✓ Representing a certain set of methods and methods aimed at reducing time costs and performing any business without loss of quality [5].

M. N. Gnativ writes that time management implies an action or a set of actions to train conscious control over the amount of time spent on certain activities and through which you can significantly increase your productivity and effectiveness [4]. Different authors consider time management as a process and as a system. Time management is a process:

- Organization, planning and distribution of time between specific activities;
- Aimed at training conscious control over the amount of time spent on specific activities, in which efficiency and productivity are specifically increased; is included in the knowledge management system in the organization;
- Conscious control over the amount of time spent on certain types of activities, in which an increase in its efficiency and productivity is intentionally realized;
- Control of the time spent on performing certain tasks, which allows them to be performed more productively;
- Conscious control of a person over the working time spent on a certain type of activity or its fragment, a specific subject [2].

Time management is a system:

- ✓ Planning, organizing, accounting and controlling the use of working and personal time in order to increase work efficiency;
- ✓ Including a combination of actions, tools, technologies and methods of time management;
- ✓ Skills, tools and methods used in the performance of specific tasks in the implementation of projects and goals;
- ✓ Time management techniques, the main task of which is to maximize the efficiency of its use [4].

G. Arkhangel'sky understands time management to be the management of one's own activities, the organization of tasks and the distribution of all resources. D. Litvak notes that time management is a concept according to which the word TIME is an abbreviation for time itself (time), information, money and energy [1].

The main idea of time management is to get the job done at a lower cost, under better conditions, and with better results. At the same time, without haste and stressful situations, with greater job satisfaction. As a result, an increase in labor motivation, an increase in qualifications, less workload, the absence of errors in the performance of professional functions, and the achievement of the goal in the shortest possible way. The main goal of studying time management is, after all, the maximum use of one's own capabilities and conscious control over the passage of time. There are personal (personal), role-playing (professional) and social time management. Personal time management is closely related to personal self-development and is carried out personally by a person whose goal is to increase the efficiency of their activities. To do this, each person applies their own methods and approaches, extracting information from different sources, as well as their own ideas to improve the efficiency of using personal time. Role-based time management allows a person to achieve maximum efficiency by performing a certain social role, more often a professional one. Time management is 50% the psychology of work activity and another 50% methods for improving labor efficiency, borrowed from NOT (scientific organization of labor). Such time management usually requires the help of a professional consultant [3].

Social time management refers mainly to interpersonal relationships and/or the collective management of the time of several people. A common example of this time management is corporate. Most of the efforts of social time management are based on the optimization of the processes of interaction between people (business processes, organizational and communication processes), and only subsequently some attention is paid to the methods of time management. Types of time management and their characteristics are presented in Table 1.

Table 1. Types of time management and their characteristics

<i>Type Characteristics</i>	<i>Individual</i>	<i>Role-playing</i>	<i>Social</i>
Subject of management	Person	Time management consultant	Time management consultant
Control object	Person	Person (professional)	A group of people (a team, an organizational substructure)
Purpose	Reach any personal goals	Achieve maximum efficiency in the performance of a specific social role	Optimize the process and result of organizational functions, including relationships

Subject	Personal experience, skills, knowledge, skills	Professional skills and abilities, a plan of conduct	Norms, rules, standards, algorithm, methods of operation and communication
Motivation	Internal: self-interest, striving to be better	Partly internal (increasing competence), partly external (difficulties in work)	External: inactive and inefficient work; group management difficulties

Modern time management is a complex system for managing oneself and one's activities, consisting of the following main steps [3]: Efficiency (lower step) is the answer to the question: "How to go?" (If you consider life as a kind of journey).

Technology (the second step) is the answer to the question: "What to ride?" Allows you to find the most successful solutions. These technologies should be closely related to the strategy, and then they create a set of decision-making tools.

- How to get ready for work quickly? How to find the right arguments? How to find a creative, non-standard solution to a problem in the shortest possible time?
- Strategy (third stage) is the answer to the question: "Where to go?". What are your strategic and tactical goals? Is there an algorithm to achieve them? Are your daily activities organized according to your goals?
- Philosophy (fourth stage) is the answer to the question: "Why?". Why set these goals and not others? How to realize your life values? How to find the meaning of life and is it necessary to look for it at all?

Thus, all successful people are very productive. They work hard and have time for a lot, but this is not the same thing. Productivity, first, means the result, not the process. If a person intends to improve his performance, he must firmly resolve to do so. People are wasting time because they never decided to improve their productivity. The main secret of personal effectiveness lies in the correct distribution of time. Time management helps to avoid the unenviable fate of a hostage of one's own work.

This study allows us to draw the following conclusions: Today, time management techniques are very popular. Every literate person should be aware of existing technologies, as they are designed to improve human life. The paper highlights the features of time management techniques in the scientific literature; the main reasons leading to the loss of time, which can be eliminated through the systematic use of time management techniques, are considered.

The selected methods were successfully tested and allowed, through mathematical calculations, to make a table and conclude that the use of time management techniques can significantly save time and increase the utilization of working time, which confirms the hypothesis put forward.

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