

## **Section 02. Management**

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### **Time Management as the Key to Success for the Manager**

Speaking about the time and management, we naturally mean time-management. This new direction learns to operate time, allocating it so that the schedule is normalized, employees had the days off. The main objectives of time-management is an aspiration to effective planning of working hours, and also obtaining skills of rational distribution of duties between colleagues. The second task gives additional benefits to managers: some tasks can be charged to subordinates, it will save your time, will allow the subordinate to show the level of his qualification and experience.

The major aspect that is integral from the concept of time-management is control. Each kind of work should include so called “control points” meaning the careful analysis of time spent by the staff of the company for execution of tasks. This procedure is carried out at least once a month and it will give the chance to correct and change the schedule of work of the company. It gives the opportunity for each employee not only to perform and fulfill direct duties on time, but also have an opportunity to show an initiative and have a rest in a proper way.

The undoubted advantages of appealing to time management are gradual entry into moderate rate of work without time troubles and rush work. Effective use of time allows increasing considerably labor productivity and quality of work of employees. The main difficulty of using time-management is constant control. It involves such activities as estimating the time required for completing the operation, making decision on the best period to carry out different actions, and the cases making employees work as hard as possible, etc. The necessary elements of modern time-management are: drawing up the work plan of day; specifying the hours of the highest concentration of employees; avoiding extra nervous affairs capable to shift the operating schedule; using morning hours for the most important issues as this period of the day is the time of the greatest activity of a brain for most of the people in the world; using day time for holding business meetings; regular updating of the business plan; accounting possible unforeseen circumstances during the working day. Using these simple recommendations and spending some time to organize effective and productive working day, the manager can achieve big positive results in the field of management not only of personnel, but also personal time. It is important to develop effective strategies for managing time to balance the conflicting demands of time for study, leisure, earning money and job-hunting. Time management skills are valuable not only in job-hunting, but also in many other aspects of life: from revising for examinations to working in a vacation job.