

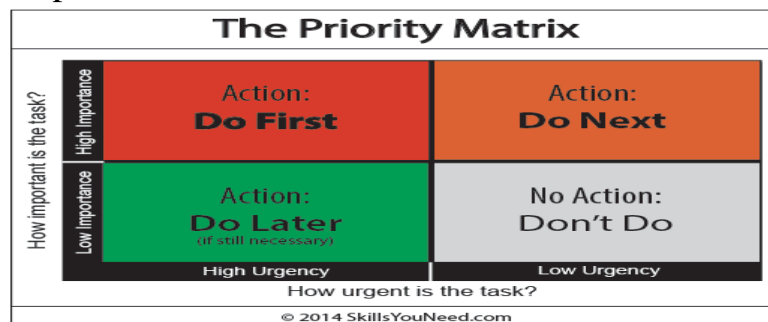
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Time Management

Time is the most limited resource and if you do not plan your time correctly you will not succeed. To be a successful manager, it is necessary to know much about work, be able to control people, motivate them, set precise goals and reach them. But this all is useless if a leader cannot manage his time properly. And this is the work of time management. To use time effectively, first a manager needs to find out what steals his time. There can be many reasons, but the most common are:

- absence of a strict schedule;
- a lot of small deeds which consume most of the work time;
- trying to do everything or inability to delegate;
- constant rush;
- lack of concentration.

The best solution for these problems is maintaining statistics. Analysis of time usage helps to identify losses, find out advantages and disadvantages of day planning. But it requires reliable information, so it would be useful to make notes about the most important events during the day. Then the information received should be analyzed and prioritized. After all, there will be a list of points based on preferences and ordered by importance.



No one will make out without a schedule. It is very important part of time management because it helps to plan all important events in a short term. Also it visualizes time and makes it more accessible for understanding. It would be better to make a long-term plan and follow it step by step. In this way unreachable targets and dreams will come true easily. But small things must be avoided.

One of the important parts is ability to say “no”. It gives an opportunity to decline things that aren't included in your “priority list”. And it will help to control “time wasters”. Also list of things “never do again” will be very useful in order to give up a bad habit or something unnecessary.

Time management is a great opportunity to get more time for your family and entertainments and also make work more productive and successful without great efforts.