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The Role of Time Management in Today's World

The problem of time management is known to be very important in today's dynamic world. It is considered to be a necessary condition for successful running any kind of business and effective work of each employee. A lot of psychologists and social scientists from different countries have studied the ways of better organizing and planning work by dividing time between specific activities. The main aim of their researches is to make good time management an essential tool which helps people to work smarter so that they could do more in less time, even when time is tight and pressures are high.

It should be noted that the situation when there is never enough time in the day has become quite common. The problem is that while getting the same 24 hours some people achieve much more with their time than others. The people who are good at time management and are able to arrange their time exceptionally well increase their effectiveness and avoid stress, while those who fail to manage their time damage their productivity and find themselves in stressful situations.

Recent researches have shown that using different time-management techniques can improve an ability to function more effectively – even under pressure and in limited time conditions. Good time management requires an important shift in focus from activities to results. It should be remembered that being busy is not the same as being effective. One must not divide attention between a lot of different tasks because it will result in losing concentration and low productivity. Time management deals with the ways that people use to organize and plan how long they spend on specific activities in order to achieve more.

Among the benefits of good time management are:

- better performance and efficiency;
- a better professional reputation;
- reduced stress;
- increased opportunities for advancement;
- greater opportunities to achieve important life and career goals.

The most undesirable consequences of failing to manage time effectively are:

- missed deadlines;
- inefficient work flow;
- poor work quality;
- a poor professional reputation;
- higher stress levels.

Learning about time-management techniques can be highly beneficial in the modern world because the process of organizing and planning time spent on specific activities is sure to make businesses and careers more effective and successful.