



EFFECTIVE ORGANIZATION OF MANAGEMENT ACTIVITY ON THE BASIS OF TIME MANAGEMENT

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Received: August 21 st 2021 Accepted: September 22 nd 2021 Published: October 30 th 2021	It is a clear fact that time is our main weapon and enemy today. It is up to each individual to use it wisely. This article discusses the organization of time management and the effective use of time.
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It is known that any type of activity is based on management, as measures to achieve the intended purpose of the activity, the distribution of tasks, control over its implementation, as well as to protect the interests of participants in this activity, to achieve efficiency organized and coordinated in the management process. At the same time, the existing system in the economy also influences the management. Based on the world experience, Uzbekistan is on the path to a socially oriented market economy governed by free prices and market laws, which provides for the equality of different forms of government, the creation of a modern structure of production in line with national interests. has chosen and is gradually implementing economic reforms. From the very first stage of economic reforms, special attention was paid to reforming the management system of the economy. When it comes to management activities, the issue of time management is the organization of management and daily life.

Sometimes life leads to a very high rate and multiple cases of multiple things fall apart. And not everyone uses it to their advantage at all times. Someone spends time and sports and work and spends time for self-improvement and relatives. And someone might work all day and be surprised that I didn't do any important work. We really want to do everything. Demand creates supply: with success and motivation courses, many books have emerged about personal effectiveness, productivity, and coaching courses. And then- Time Management Systems. He understands that time can be set aside to make time on the site, and that it helps to be timeless and inefficient.

Time management - These are methods of time management that increase the efficiency of their use. Often there are different organizational systems: loading staff and calculating operating hours Working

hours Use some approaches for personal needs. Time management not only helps workers set aside time to work, but also pays them enough time to rest, play sports, and get close. Time management is important for those who are able to distribute time independently. If you work on a clear schedule, no change, scheduling of departure days is planned. But there are other cases where time management is useless.

Time management is not a means of motivation. Time management doesn't make you more efficient and motivated, it doesn't fall from the sky if you deeply reject what you're doing. Most importantly, make sure you really want to do these things. Maybe you need to change your professional field, and don't try to do more and better. Time management does not guarantee success. Some coaches believe that it is only worth learning their technique- And you immediately get rich, solve problems in the family, start playing sports. But it doesn't work. Time management is a useless tool without your efforts. The ideas of a great writer have been recorded, and you can hope that these ideas will come to you. Time management techniques are not universal, they are not suitable for everyone. The technique of any author- This is only the experience of the creator. But we are also separate, so not all and not always applicable. If the technique doesn't work, you don't have to rape- Just look for another. And even better- watch yourself.

You know better than yourself and how easy it is to work. Someone is effective in the morning, someone - in the evening or even at night. Time management doesn't force you to beat yourself up. At 5 in the morning, sleep 4 hours and feel bad- This is not time management. Also, don't buy yourself if it's impossible to solve tasks effectively. Allow yourself to go wrong. Some methods are not compatible- Try others. So, it is possible. There are various techniques



and tools for time management. They help at different stages: planning, prioritizing, evaluating the outcome.

Planning - An important part of time management and efficiency increases. You can plan for the next evening or early in the day. Sharing goals and objectives is very important in planning. goal- General and global. Goals are divided into small and clear tasks. For example, the goal is to report quarterly. We break it down into a few important tasks: collect data for 3 months, reduce them on the table, create speakers, make presentations. Make a to-do list for the day and longer- week or month. For each task, you need to determine the time that needs to be completed. You can use paper or electronic plans for this. So, the task board looks like a panel- This is an electronic analog board with stickers. Lists and cards can be handy for you.

You can set dozens of tasks. Priority needs to be set for them, some of whom may even refuse altogether. First, there are two popular methods: the ABC and the Eisenhuer Matrix.

ABC method. Take a list of tasks and place it on each priority level with the letters A, B, C (refer to some letters d and e).

A - important and topical tasks, a priority area of implementation. These are the ones that can lead to unpleasant or serious consequences, they are in no case or after. For example, correct an error because work on the site has been suspended, especially if the business is delaying money.

B - important, but improper work or not done, which does not lead to serious consequences. An example of this is the introduction of development that helps increase sales. This is very important, but if you try a little - it won't fix it.

C - Well done tasks: Spend the evening with friends or have dinner for your wife.

Level D includes tasks assigned by Users and related tasks.

E - He rejects it altogether.

Matrixhauer. The method is called Its Creator- US President Deight Esicenx. He performed many tasks, so he set the priority of categorization: urgency, importance; important, urgency; hasty, insignificant; insignificant, unknown. The tasks are divided into 4 squares, in which the tasks correspond.

Eisenhuer matrix: 4 squares with equation and significance. Some paper planners are already multiplied in such squares. First and foremost. They are a direct value to you and the future they cannot represent anyone. Important, but wrong, they can be safe and comfortable to obey and cooperate with during

the implementation. Try to hand over to others in a hurry and unimportant. A total rejection of the unknown and insignificant is a response.

An important component of time management is ease. Plan a short break during the day, then determine when you don't work. Try to have a full rest on the weekend and don't work from home. No one can be effective 24/7. We need to rest and replenish resources. On your work schedule, include time with your loved ones and complete sleep. You need more time to recover. Time is what we have. No one knows how much money we have, but you can and should learn how to use every minute of your life. It's not all that simple, but on the other hand, there's nothing difficult here if you manage to do it over time. "Time" (time) is an English word that means the time of transition to Russian. Management control, management. The right conclusions in art are the foundation for successful people. Rich and happy people always know how much time they have to rest and how much work or responsibilities. It is based on the correct psychology of self-development. One has to manage time for one simple reason - we are multi-network. We are beings, so there must be so many differences, without which life simply does not stop. Even if you are on vacation, you still have a hobby and you have a love or friendship relationship with you. Life is so dynamic it still doesn't stand still. Time management helps you remember that everything around the world changes every minute of every day. You wake up in the morning and realize that you can live in a world other than the one that surrounded you 8 hours ago. Time must be managed because time cannot be reversed. We work completely and completely, so we can only interact with it. Many ask themselves, "Why am I missing out on time?" The answer is clear - you have set priorities in life. Sometimes people burden themselves with work and tasks that are completely unbearable. This can also be a cause of problems due to lack of time. Everyone needs a clear distribution of unnecessary altruism and good tone rules. Of course, mutual assistance is the first step to success. Help your neighbors and get them to respond. But you also need to remember yourself. And value your time.

Get such a useful habit to start setting all the tasks for the future. If you don't know when you're comfortable, for example, after work, you go to the pharmacy for medications in the evening or write in your personal notebook what you need to do during lunch. We live in the 21st century - if you don't like to carry a notebook with you everywhere, use a special app as a



notebook on your phone. Time management (Time management, time management) - This is a technology of time simplification aimed at increasing the efficiency of its use.

The concept of 'time management' comes from the English 'time management' and means to organize one's own time and increase efficiency. Specifically, to be more precise, it means to be aware of the amount of time spent on certain types of time, to understand conscious control, and to understand conscious control, the amount of time that can significantly increase its efficiency and effectiveness.

At the beginning of its appearance, time management is only concerned with jobs or business areas. However, when developed, the term began to expand on various aspects of a person's personal activities. Today, time management is an essential component of the development of absolutely any project, as it serves as a precise factor in calculating the amount and time required for its implementation. In Russia, A. K.K., director of the Central Labor Institute. Gastev's revolutionary and public figure began to talk about time management. He began to develop ideas about man's personal efficiency and efficient use of time. In the early 70s, the first method allowed the management of personal time called Timber. Over time, the topic quickly gained more supporters and began to introduce various areas of public activity.

It should be noted that the management of time resources allows not only the effective management of working time, which is a key part of the average person, but also the free time that a person uses for leisure. You can use it in your daily life, organize your life more efficiently, make a weekend plan, organize various activities. Occasionally disappearing in a skillful way, it can turn from a weekend to even a mini vacation. All in all, this is a very impressive emotional, mental and physical impact on human health and significantly improves one's life. To date, special schools have been established to study effective time and their successful operation. Standard education is based on the following main topics:

- Strategic planning
- Tactical planning
- Assess personal effectiveness
- Evaluate management effectiveness
- Identify personal mission as an emotional motivating factor
- Identify key factors to develop your own plan
- Ability to prioritize
- App mapping tool

In particular, the study of the basics of using software for planning (My life organ, MS project, Outlook and other programs) analysis is achieved. To educate people today, the basics of skilled management are the development of various trainings, programs, programs, programs and courses, books and other publications, for example, the lessons provided, for example, various Internet resources such as our training and online tutorials are being created, for example, on the 4Brain website. In the modern world, personal time is often more valuable than money, and often unlike them, it cannot be accumulated or restored. That's why the ability to make the best use of your time and management skills is of great importance to any person. And it's important to learn how to apply this skill in all areas of life: work, business, creativity, family relationships, and more. Time management skills provide many different benefits. Below we list just a few of them.

This is only part of the ability to manage a positive impact on a person's life. People who don't know how to spend their time, people who can't find any free minutes, they can't find any free minutes, and they don't bring in constant employment. People who are able to skillfully deliver time resources can always set aside time for something or someone, and all of them are constantly helping them achieve their goals and success.

If you are familiar with the peculiarities of life and the characteristics of successful people, they are all the most valuable asset that takes its time, perhaps time - this is all they say is a leading diary, maybe they are all leading diaries, Plans create, think about the next steps, and do it all the time. They always have a lot of ideas and the number of their cases is just amazing. But at the same times they are happy, with a smile, positively tuned; What they do, they eagerly and enjoy; He is also very healthy. If you are a person striving for self-improvement and personal growth, then you want to achieve such results, otherwise you will not be here. And there's great news for you - you can do it. You need to set yourself a goal to learn how to use your time.

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