

USING THE TIME-MANAGEMENT TO IMPROVE LABOUR EFFICIENCY

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Abstract. *Time management, relying on competent planning, allows you to correctly distribute your labor forces, as well as increase your own productivity. To do this, you need to make a to-do list, timely defining the main goal and discarding the false ones. However, you need to understand that time management alone will not be enough to increase your own efficiency. You need to monitor your own health, work schedule and rest time.*

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The conditions in which each of us lives cannot be called measured, let alone calm. Lack of time, constant blockages - these are tests that not everyone can do. To organize "personal effectiveness" it is necessary to define the primary and secondary goals, and not grab onto the new, rash tasks.

Constant mental stress limits productivity and leads to chronic fatigue. To avoid stress and constant fatigue, it is necessary to establish time control, in other words, engage in time management.

Most successful people are incredibly productive. They do a lot and work a lot, and these concepts have nothing in common. Labor productivity means primarily its result, not the process. In order to increase your productivity, you need to decide on this. Most people cannot get their performance right because they haven't found the strength to firmly decide to do it.

Time management is the key to personal effectiveness, it helps to avoid the captivity of your own career or business.

Time management is a combination of techniques that help to properly allocate energy and time for greater efficiency in work.

It is about time as a resource. Each person has the right to use a limited number of seconds of his life at his own discretion. Someone spends them on entertainment or lying on the couch, while others "pay" for studies, career growth or travel. By distributing the resource of our life, we use time as an investment in projects, self-development, health care.

Planning is the main vehicle for a successful person. In order to increase productivity, you need to think about the daily planning of your activities.

Before pumping the working speed, you must first get rid of what is slowing you down. These factors are few, but they have become a reinforced concrete in our daily routine and do not want to give up without a fight.

Procrastination is a subconscious urge to delay starting a task. Instead of getting down to important work, we come up with excuses for ourselves: watch the series, pet the cat, read the mail. I'll have some coffee - and I'll definitely start.

In the course of research, it turned out that procrastination is not a disease, but a symptom. Procrastination indicates issues that we don't want to admit:

- the task is too difficult;
- it is not clear where to start;
- we have overloaded ourselves, we cannot work;
- we see no point in doing this work or it contradicts our temperament.

For example, creative people have an aversion to a routine that doesn't change from day to day.

You need to fight not with procrastination, but with the cause of its occurrence: delegate difficult and incomprehensible work to other specialists, try to get rid of meaningless activities, divide large projects into small tasks, and rest on time.

Don't confuse procrastination with laziness. You need to listen carefully to yourself, to understand the difference between the signals of tired consciousness and the body's unwillingness to move.

There is a powerful way to get started. Agree with yourself to do one small task or work for only 10 minutes. For example, if you need to write an article, decide that you will read the terms of reference and sketch out a plan. Usually after ten minutes you turn on, go into a rage and no longer want to postpone the task until later.

But the inability to deny ourselves drives us into the most dangerous trap. After all, you need to go in for sports, but improve your English, and take a couple more projects, otherwise there is not enough money.

For many people, the worst bosses are themselves. One of the foundations of correct time management is the ability to correctly assess your strength and time resource, set feasible tasks, be able to recover and rest.

A person achieves success when he performs a limited number of actions carefully, diligently, consistently.

Many possibilities that exist around them contradict each other. We cannot cover everything at once: build a business, be successful in creativity, raise three children, study ... People are sucked in by the maelstrom of opportunities and driven to burnout. Initiative coupled with hard work can play a cruel joke if you do not learn to say "no" to your own ambitions.

Take care of yourself, leave a couple of priority areas, and try to reduce the rest, even if they are very interesting.

Defeating the productivity eaters is just the beginning. Now we will learn how to plan work correctly, formulate tasks clearly and stay focused so that we can get more done.

There is the Rule of Six "Ps" which says: good pre-planning prevents bad performance.

The goal, the plan for its implementation must be fixed somewhere, be it a sheet of paper or a spreadsheet, if this is not the case, then the goal and plan do not exist. A plan is an advisor that will help you to effectively use the resources provided and not get lost on the way to your goal. The book *Effective Governor*, by Peter F. Drucker, provides an analogy:

"People in a dark room quickly lose their sense of time. But even in complete darkness, most people retain a sense of space. Being in a lighted but closed room, after a few hours you will no longer feel the movement of time. And if you want to calculate how long you have been in such a room, you will be greatly mistaken in your calculations. Therefore, if we rely on our memory, we do not notice what our time is spent on ... "[3]

To-do list or plan can increase your productivity by 20% on the very first day of using it. In the evening of this day, it is necessary to build a plan of action for tomorrow. When you start your day, you won't have to waste precious time thinking about what to do.

New tasks need to be added to the plan, taking into account priority to the rest of the items. After completing one of the points, you need to remove it from the plan. This action clearly shows that the plan is working and gives you the strength to complete the rest of the points.

The plan is built from larger to smaller, for example, first you need to set life goals, and then annual, weekly, daily. Each item must have a fixed deadline.

Big actions should always be divided into small ones. In this case, the comparison with a tree is suitable, where the trunk of the tree is your main goal, and the branches and leaves are minor tasks.

Thinking through a plan before starting work will save a tremendous amount of time to complete it. This rule is called 10 by 90, where 10% is the time to think and 90% is the time that can be saved while completing the task.

Time management is used in order to timely determine the main goal and discard false goals that will hinder you in achieving the main goal. There should be a priority list in the list of tasks to be done so that you know which tasks need to be done first, and which ones can be postponed a little.

After establishing the main task, it is necessary to build two possible completion of events - this is the completion or failure of this task. Failure to meet the priority goal can lead to serious problems.

The simple letter sequencing method works well for determining the importance of tasks. This method consists in assigning its own letter to each task. The task under the letter "A" entails the most serious consequences if it is not completed. The basic rule of this method is not to skip over the points of the plan if the task under the letter "A" is open, not to start the task under the letter "B", and so on.

The last letters in the list should indicate tasks that do not affect anything. The plan may have several priority tasks: they are designated as "A1, A2, A3". Their execution can be parallel.

The main principle of time management is focus.

To begin with, it is necessary to solve priority tasks, to act consistently, i.e. do one thing at a certain point in time. If you do several tasks at the same time, without completing one, then you will reduce the efficiency of your work by 5 times.

It is necessary to set priorities for yourself and first of all do what will bring you a positive result and significant benefit in the future. There is always enough time for the most important things - this is the meaning of the law on compulsory effectiveness.

According to the classification of D.D. Eisenhower, all cases can be divided into several groups:

- Urgent and important - they are carried out directly by the manager (trying to postpone these matters will create many problems);
- Urgent, but not important - the manager can delegate their solution to others (it takes a lot of time to solve these cases, they do not give the desired result and are reflected in efficiency);
- Important, but not urgent - the manager does not need to solve them right away, but in the future it is necessary to return to their implementation (if you postpone these tasks, they can have a strong impact in the long term);
- Not urgent and not important - the manager needs to delegate the decision of these cases to other persons (these cases do not have significant consequences if they are not fulfilled);

The concept of "eat a frog". There is an old parable: if you eat a frog in the morning, it will be the worst thing that can happen to you in a day.

The essence of this parable is that it is necessary to perform the most important and urgent matters first, even if they are not very pleasant things, in order to get rid of them faster, since by postponing, you will waste your energy and experience emotional stress. It is necessary without further thought - just take it and do it.

One important guideline for your timing is the use of the word no. You need to be able to say "no" to things that are not part of your planned plans and priorities. Here you need to be able to competently refuse people, so that the person understands that you rejected his task, and not his personally.

It is necessary to identify what is "your time waster" in the workplace. These can be cases that are not directly related to work (reading news on the Internet, discussing gossip with colleagues, too frequent tea drinking, etc.)

Some experts advise to make a rating of these empty activities, calling it "I will never do this again", and put there those activities that do not bring any benefit and do not bring you closer to your goal.

Ask yourself questions throughout the day:

1. What are the most important and valuable deeds?
2. What can I and only I do that will significantly improve the situation?
3. How to make the most of your time?

By answering these questions, you will understand for yourself how to increase your productivity.

Statistics show that people who work at a clean table perform well. Usually, people with a cluttered desk who work in disarray and chaos are less productive. About 30-40% of your time is spent finding the required document. You need to get into the habit of throwing unnecessary trash off your desk and sorting papers on time. The trash can is one of the most effective time management tools.

Often, at the sight of an ever-increasing volume of work, many people panic. You don't have to work to the point of exhaustion. This will lead to serious consequences for your body. Balance is very important.

Time management alone is not enough to achieve full effectiveness. You need to monitor your health, keep yourself in good physical shape, monitor changes in events around you, because they can radically affect the structure of achieving goals. You always need to saturate your life with rest, family and favorite hobbies.

After all, you are building your effectiveness for yourself and for those close to you. All this should come first.

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