

TIME MANAGEMENT SKILLS

Teacher: Abduhakimova K.A

Student: Abdullayeva Iroda SamSIFL

Abstract: *In this article, you will be given the main information about the perks of time management. In addition, you will take responses for your questions like what is time management? is time management beneficial or not? How can I improve my time management? There can be crucial tips to master managing your time at the final of article.*

Key words: *Time management, setting goals, working sufficiently, enhance productivity*

Time management is essential for wisdom people, firstly you will be give responded for question, what is the time management? Time management is working smarter to enhance productivity and process of organizing and planning how to divide your time between different activities. Get it right, you will end up working smarter, not harder, to get more done in less time – even when time is tight and pressure are high. In addition time management refers to managing time effectively so that the right time is allocated to the right activity. Effective time management allows individuals to assign specific time slots to activities as per their importance. Managing time is useful and you will gain the number perks by it. The benefits of good time management when you know how to manage your time effectively, you can unlock benefits. These include:

- Less stress and anxiety
- Better work – life balance
- Increased focus
- Higher levels of productivity
- More free time
- Makes things simple and easy
- Less distraction
- Greater energy and motivation.

Ultimately, you will be given verifiable hints to increase time management.

1. Make plan: Effective time management isn't fulfilled. It involves an acceptable amount of planning. Developing a strategy for which tasks are important, task sequences, calendar management, meetings, project plans etc.

2. Deal with Stress wisely: Stress can affect our productivity. We often feel tense when we take on more work that we can accomplish. It's urgent to identify what works for you when it comes to managing stress response. Find powerful ways to deal with stress, including taking a short break, exercising, meditating, practicing a hobby, calling up a friend or listening to music

3. **Minimize Distractions:** Anything that distracts you – emails, texts, social media – can make you lose focus and become less productive. Eliminate these distractions and take control of your time so you can get more work done.

4. **Use the 20-Minute Rule:** 20 minutes increment block is one of the most essential time management skills. Prepare to tackle an important task and set the alarm for 20 minutes. Focus singularly on the task and give it your best shot until the alarm rings. Now decide if you're going to put the task down or finish it. Repeat until you've completed the task.

5. **Take Time Off:** Sometimes the best thing to do is give your mind a break from the task at hand. Taking a break is a great way to give your brain a chance to reset. It enhances focus and creativity and results in better problem-solving.

6. **Build a System and Follow It Diligently:** Try out different techniques and figure out what suits you the best. Put the selected methods together to build a system that works and helps you improve. Follow the system regularly to get the most value out of it.

REFERENCES:

1. <https://corporatefinanceinstitute.com/resources/management/time-management-list-tips/>
2. <https://www.mindtools.com/arb6j5a/what-is-time-management>
3. <https://www.skillsyouneed.com/ps/time-management.html>
4. <https://www.coursera.org/articles/time-management>