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Time is a specific resource that is irreversible. It is leaving, so its effective use is relevant, especially at today's pace of life.

The working hours of most modern people are compacted to the limit, the working day is not standardized, and yet it is often not possible to complete all the planned tasks by the set deadline.

In such a situation, the only solution can be only the use of special techniques and methods that are collectively called time management.

It is recommended to consider options for combining two or more cases. For example, during cleaning take a foreign language course. However, if you do several things at the same time during each day, then sooner or later psychological fatigue will come.

Time management as a time scheduling system includes a number of elements that, when used together give a significant reduction in the time required for the implementation of various production processes. These elements include analysis of the use of working time, setting goals that a person wants to achieve in the course of using time management, planning working hours, developing various methods of dealing with the causes of irrational use of time resources. In the information age, it is more and more difficult to keep up with everything, and this is very important for any person. Today the price of time is becoming more valuable than money. To lead an organization or a small department, or simply work, carrying out assignments, and at the same time fully devote time to family, rest is the task of any person.

So I want to have time for everything: to do the work, to sleep, to chat with family and friends. When we are in a hurry, in a rush, time gets away from me, so we need to plan and use it correctly. But, unfortunately, many, realizing that there is not enough time, do not want to change anything.