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Time is the most important business person resource. Every successful person, feeling time shortage, pressure of terms, experiencing forced haste stress, faces the notion "time management".

We will deal with this concept in detail. "Time management" is the ability use-time most effectively, by organizing personal schedule.

With the time-distribution, it is possible to successfully combat factors interfering the performance of official duties, such as:

- laziness and habit of procrastinating, the means against which is the creating strict day-plan, which also includes deserved rest;
- desktop paper debris, the fear of taking time parsing them and, as result, more time spent;
- unwillingness or inability to entrust part work to their colleagues, irrational time use due to congestion;
- information pressure from colleagues, bosses, media, Internet.

The tools used in time management are quite diverse, but the main helping people orientate through time is the diary. It allows you to keep important cases records and exercise constant control over their implementation, correcting deviations. So Peter F. Drucker in the book "Effective manager", citing examples of using the diary indicates that ". .. If we rely on our memory, we don't notice what consumed our time ... "

Also, tasks distribution into categories allows them better understand their decisions in the context of the situation, and the compilation hierarchy of tasks, allowing you to see basic steps and their relationship, in order to properly distribute resources and time achieving each sub-goal. It is important to think about what tasks and how you can transfer to others, since this can save more time afterwards.

Hence it follows that the art of correctly prioritizing is the basis for the successful people. Rich and happy people always know how much they have time to rest, and how much to work or commitments. This is the basis of the correct psychology of self-development.

But not only time management alone allows a person to cope with difficult situations and fulfill planned plans. Always one should remember that the effectiveness of a particular person is affected by the state of corporate culture and the moral and psychological climate in the team.