

USING TIME MANAGEMENT TO EDUCATE EFFECTIVELY

Niyatova Maftuna Norbek qizi,

Jizzakh branch of the National University of Uzbekistan
named after Mirzo Ulugbek, The faculty of Psychology,
Teacher at Foreign language department

Mohamed Lamine Mariko

lecturer at Kazan Federal University

***Annotation.** One of the most difficult things for people to do is to effectively manage their time and deal with their responsibilities. Instructors balance class time, tests, lesson planning, and grading. The administrative, financial, personnel, tech support, and other tasks required to keep the school operating fall within the purview of non-teaching staff. This article provides advice on how to effectively manage your workload and life goals, regardless of your role.*

***Key words:** Communication, goal-setting, Delegation, planning, time, management, Stress management, Problem-solving, Note-taking lesson.*

The method of managing your time involves planning and arranging how you will accomplish your individual chores and job. Understanding the value of time management will offer perspectives that will undoubtedly alter one's beliefs. In order to fully reap the rewards of time management, it will almost effortlessly encourage the right behaviour. The value of effective time management for students. Effective time management is crucial for everyone, not just those in the workforce. To use time wisely, even students must learn time management skills.

Students can plan and prioritise their work in ways that assist academic success when they have a better awareness of time. Students who are successful are able to

manage their time well enough to complete their assignments. Without specifically teaching them how to do so, teachers frequently urge their pupils to make efficient use of their time and develop efficient work habits. It might be particularly difficult for new teachers to give kids explicit lessons on comprehending time, but there are a few easy approaches to teach them what time feels like. Students will find it much simpler to better manage their time and self-monitor on their own after taking these sessions.

It's not the time management task that calls for extra abilities. The ability to execute a timetable and a commitment to its execution are the only requirements. More importantly, schedule everyday tasks in a way that will lead to success and better outcomes.

Since implementing a change is never simple, once you grasp its advantages, it becomes a little more tenacious. He'll respond to you favourably.

The benefit of time management extends beyond professional advancement. It significantly affects one's personal life. Appropriate scheduling is essential and promotes self-control since being on time has numerous benefits. The primary goal of time management is stress reduction. You will get better results if you use time management effectively. You can unwind and enjoy your work as well. Stress makes working hours worse, and interrupted productivity never produces the finest outcomes. No one can predict if the outcome will be the best or the worst, but it will definitely happen.

Having good time management skills will first let you decompress and then concentrate on achieving your objective and completing the task at hand. A target accomplishes their goals in life more quickly than someone who puts in more effort. People's constant goal is to live a prosperous and enjoyable life, and tracking every action will help you get there.

Self-assurance is essential to human existence, and self-assured individuals always lead better lives than dependent ones. This emotion typically shows up when you carefully schedule your work and decide how long it will take to get better.

"Time management increases your time instead of taking it away." When someone has self-confidence, they can accomplish anything and reach new heights. Everybody wants to accomplish their life's ambition and imagines themselves relaxing in the future once they have done so. You can use your time more effectively when you manage your time. Everyone can spend more time with the things that are most important to them thanks to the time management system. Time management is advantageous in this process, and individuals think that planning is a superior choice. One of the primary issues that triggers a fatigue phase is stress and weariness. Someone who is fatigued becomes weary of life. They become discouraged as well because they keep thinking about their failed attempt to take control of their time management. They regard their failed endeavour as a personal setback and depart with a curiosity in everything. The majority of people are prone to the illness. Not everyone finds good planning to be easy. Rather of guiding you deeper, the first and last just capture the skills that let you unwind from the challenges of a busy existence.

Working after time management can occasionally lead to overcommitting to tasks and overconfidence. You made a huge error in this specific state. Because of your haughty demeanour, you are held in high regard by others and ultimately feel that you have a lot on your plate. And mismanagement is the result of this uncertainty.

Time management requires additional work because of frequent misconceptions. Quite the opposite—effective time management makes life easier and more passive for people. Inertia results from time consumption when tasks require less effort than normal. Effective time management can enhance one's life by allocating time to appropriate activities and locations. However, an infatuation with perfection can lead to a lifeless state. Since it will be hard for you to say "no," it's possible that you have skipped or forgotten appointments since you have been preoccupied with other tasks. Such absurd circumstances encourage life's friction. By carefully planning and preparing, you can steer clear of such issues. There is no way to produce more time,

but there is no doubt that time can be managed more effectively. People are unable to say no to anyone, thus it is always best to avoid them.

Simple actions like swinging the pendulum or getting up early cause greater issues later in life. Managing your time well gets you to a roadblock. If you are aware of what to do, you detest squandering time on pointless pursuits that spark disagreements and disturbances. Because everything can go wrong, concentrate on the stages before work rather than what to do next. This causes a lot of issues for folks. Undoubtedly, one of the primary objectives of time management is productive behaviour. It can occasionally result in vague objectives that usually affect people the most. What should a person who is unconscious do? Tasks that are not finished in the least amount of time will have a greater impact on you if you are unable to effectively manage your workload.

Time management strategies can generally reduce stress. reduced surprises, reduced time constraints, and some urgent occurrences from one activity to another and from one location to another will result from the procedure. Setting productivity as a goal can be achieved by using time management strategies. Though it cannot be expanded, time may be controlled. People who are good at managing their time can prosper and lead easy lives. Most successful people would say that scheduling is a surefire way to achieve both personal and professional success.

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