

## THE IMPORTANCE OF TIME MANAGEMENT IN EVERYONE'S LIFE.

**Student: Xushmurodova Dilnura**

E-mail address: [dilnuraxushmurodova03@gmail.com](mailto:dilnuraxushmurodova03@gmail.com)

Karshi state university

### Abstract

As we know, time is one of the most crucial aspects of our lives which helps us organize everything step by step. Without time, it would be impossible to define a day, a week, a year, or even life itself.

Time is indeed fundamental to human existence. It allows us to measure change, plan for the future and make sense of the past. Everything from the rotation of the Earth (which gives us days) to its orbit around the Sun (which defines a year) is governed by time. In science, time is considered one of the basic dimensions of the universe and in daily life, it is essential for scheduling, goal setting and progress.

**Key words:** time management, day, tasks, interruptions, productivity, creativity, workload, reduce the stress, goal achievement, free time.

### Introduction

Time management is the process of organizing and planning our time wisely to maximize the effectiveness of people's efforts. The aim of managing our time is to make individuals to obtain better work done and even to do numerous activities in less time. The main elements of time management are organization , planning as well as scheduling.

Time management plays a essential role in part of our precious life in order to improve productivity and efficiency in any field.

Take a business setting as an example, effective time management is vital for achieving both company and employee goals. It enables employees to deliver high-quality work and meet objectives efficiently. Moreover, it allows managers to assess employee capabilities accurately, which helps in setting realistic and attainable goals.



ISSN (E): 2181-4570 ResearchBib Impact Factor: 6,4 / 2024 SJIF 2024 = 5.073/Volume-3, Issue-7

On the other hand, poor time management can result in missed deadlines, low-quality output, heightened stress and anxiety and insufficient time to complete tasks. Inefficient use of time adversely affects employees, management and the organization as a whole.

Managing time effectively involves making intentional choices about how to spend our time. Without this, people tend to respond reactively to outside pressures and lose their sense of control over their schedules and lives.

Although all work requires time, not every task holds equal importance. Prioritizing more meaningful or valuable tasks assists improve productivity and maintain a better balance between work and personal life. In general, strong time management contributes to healthier work environment.

### Methods

There're numerous ways to manage time effectively. Below are a few tips for achieving better them:

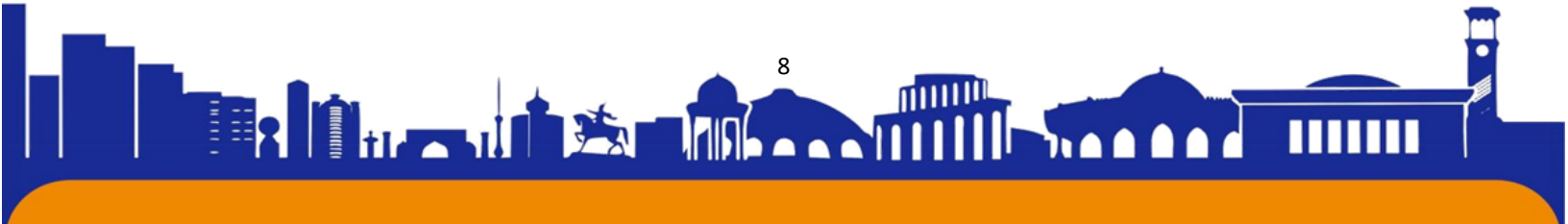
#### 1. TRACK YOUR ACTIVITIES.

=Maintain a log of your daily activities for a week to discover when you're most productive. Use this insight to plan your schedule more effectively

#### 2. START YOUR DAY WITH A PLAN.

=each morning create a checklist of specific goals and clear steps to accomplish them. For example:

Type of activity	Time for spending	the main thing to do
Morning routine	10-20-minutes	Review yesterday's notes
Vocab & Grammar	30-45-minutes	5-10 new words with examples





		1 grammar point with exercises
Speaking	15-30 minutes	Shadowing and repeat it with recording tool
Writing	30-40 minutes	Write short journal opinion or summary
Listening	15-30 minutes	Listen to a short podcast and write down key points
Reading	15-30 minutes	Read a short article or story, highlight useful phrases and summarize the text

3. PRIORITIZE TASKS

Prioritize the tasks in terms of importance and urgency. Notice that sometimes urgent tasks turn out to be less important than tasks that have long-term goals. If you have difficulties in setting priorities, try using a priority organizer.

	<b>URGENT</b>	<b>NOT URGENT</b>
<b>IMPORTANT</b>	Writing a report for the Dean, to be submitted by the end of business today	Appointment with the dentist
<b>NOT IMPORTANT</b>	Talk to a colleague about replacement tomorrow.  Buy the stationery for the meeting.	Take family out to the cinema





#### 4. CONTROL COMMON TIME

=Limit your access to e-mails and messages by checking them only at designated time, instead of constantly throughout the day.

#### 5. PRACTICE EFFICIENT EMAIL HANDLING

= Group e-mails into batches for processing and delay less urgent ones to be dealt with later.

6

#### 6. PLAN FOR INTERRUPTIONS

= expect unexpected disruptions and factor in extra time for tasks to accommodate them.

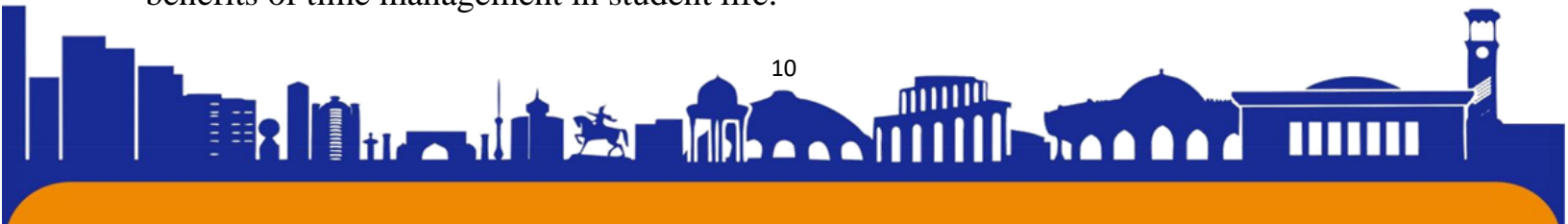
#### 7. BALANCE YOUR WORKLOAD

= Don't take on more work than you can reasonably handle. If it demands too high, communicate and negotiate with your supervisor or team.

### **Result and discussion.**

It is common for not only students to feel demotivated when they have a lot on their plate, but also it is adults who struggle with managing time effectively on a daily basis. It becomes challenging for them to manage academics, assignments, projects, extracurricular activities, etc, while also preparing for the term examinations, essential meetings or even organizational presentations. This is where effective time management becomes extremely important in every student's and adults' and, employee's life.

People must understand the value of time at a young age and learn to manage time. It not only helps them at school but also plays a crucial role in shaping their future. Here some benefits of time management in student life:





### **Increased Productivity**

By learning time management, students can effectively divide tasks and allocate the right amount of time to each of them. With this, they can focus on one task at a time and accomplish it more efficiently. This leads to reduced procrastination and hence increased productivity.

### **Help to Prioritise the Work**

Time management is all about planning the entire day and wisely allocating time for each task based on its importance and deadline. This allows students to prioritise the work and complete the most important tasks first. This skill is not only important at school level but helps them throughout their career.

### **Reduced Stress**

One of the significant reasons behind high-stress levels is poor time management. When students don't pre-plan their tasks, they might get overwhelmed when there are too many assignments or other things to work on. By learning time management, they can schedule their day or week in such a way that every task is accomplished on time. This further results in reduced stress.

### **Increased Opportunities for Growth**

Students who learn to manage their time at a young age are often able to develop multiple skills. Overall skill development is extremely important to grab the top job opportunities in today's highly competitive world. This is what they can ensure through effective time management.

### **Helps You Become More Efficient**

Efficiency is all about doing the maximum in minimum time without compromising on the quality.



Poor time management often leads to increased procrastination and students are able to perform less than their capabilities. But with effective time management, they can efficiently accomplish their tasks while ensuring that they can maintain a good work-life balance.

### **Enables You to Accomplish Your Goals Faster**

Another significant importance of time management for students arises when it comes to accomplishing their short-term or long-term goals. By allocating dedicated time for each task, students are motivated to give their best. It further helps them achieve their goals faster and more efficiently.

### **Accountability and Discipline**

Discipline and accountability play essential roles in improving the overall well-being of a student. Children should learn to take responsibility for their tasks from a young age. This is what they can do through time management

### **Conclusion.**

In conclusion, Time management is crucial for personal and professional success. By effectively prioritizing tasks, setting realistic goals, and minimizing distractions, individuals can enhance productivity, reduce stress, and achieve a better work-life balance. Mastering time management techniques empowers us to allocate our most valuable resource—time—wisely, leading to improved efficiency, greater accomplishments, and ultimately, a more fulfilling life. It's an ongoing process of self-discipline and strategic planning that yields significant long-term benefits.

### **References:**

- 1.Keith Jckson: “ What is time management?”. Mindtools.com
- 2.Ben Lutkevich, Ivy Wigmore (2023): “ What is time?”. Techtarget.com

**ISSN (E): 2181-4570 ResearchBib Impact Factor: 6,4 / 2024 SJIF 2024 = 5.073/Volume-3, Issue-7**

3. Mitja Puppis (2024): “What is time management?”. Myhours.com

4. Coursera staff (2024): “ What is time management? 6 ways to better manage your time”.  
Courser.org

5. Sudarshan Somanathan (2024): “ The importance of time management. 10 key benefits”  
clickup.com