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TIME MANAGEMENT IN THE ORGANIZATION PROCESS PERSONAL WORK OF THE MANAGER

Working in a time deficit with a large flow of information is a difficult test for all functional systems of the human body. Working capacity, activity, functional mobility, accuracy of situation assessment - together these characteristics provide an individual style of activity of the individual and are especially evident in different situations of professional activity. Every manager, as a management entity that seeks to perform their duties well, is constantly working in a shortage of time and nervous tension, which is due to difficulties in planning work in a large number of situations that need immediate resolution (within its competence) - organization of the management process, conflict resolution, statements, complaints, urgent meetings, etc. Additional difficulties also arise due to the lack of modern technology for working with information that requires significant labor and time, high nervous tension, dedication, which slows down the process of timely decision-making

The purpose of this study is to identify ways to improve the efficiency of managers by applying the basic principles and techniques of time management.

Accelerating socio-economic processes and barriers encourages managers to find more effective methods of managing their time, so the use of scientifically sound methods and practical methods of using workers' time becomes a priority to improve the efficiency of enterprises.

One of the ways to increase the effectiveness of the manager is to use tools, principles of time management. The philosophy of time management involves conscious time management. The science of time management, or time management (time management - organization of time) - is a field of knowledge dedicated to the study of problems and methods of optimizing time costs in various fields of human activity, through which anyone can competently manage their time without effort to determine , which is

important for her, what you first need to spend time and effort [2, p. 9].

The main prerequisites for the introduction of time management are: 1) increasing requirements for the level of professional development of employees, which is impossible without the ability to organize their work; 2) transformation of personnel into the main competitive advantage of the enterprise; 3) complicating external control over activities that have a creative nature, increasing the relevance of self-discipline and self-control [1, p. 281].

Some types of practices and principles are widely used in the world. One of them is the Pareto principle "80/20", which states that only 20% of all cases lead to 80% of the desired result, so the priority should be given to this 20% of cases that will have the greatest impact: Method "ABC-analysis". According to this methodology: A-tasks are the most important, in addition, their implementation takes only 10% of time, but the importance of A-tasks is difficult to overestimate, because it is their contribution to achieving goals is estimated at 70%. B-tasks are tasks of medium complexity, which account for about 20% of the time to perform and 20% - their importance. C-tasks require at least 70% of the time, but the benefits of them in general no more than 10% [3, p. 31].

The introduction of time management methods allows employees to: systematize the planning process, reduce the number of problems (including systemic); use working time more efficiently; increase the speed of problem solving and prevent their recurrence; reduce the time to search for documents; set priorities in time; increase the efficiency of database use.

Thus, time management allows managers to set priorities for all types of work and helps to develop a more flexible and calm attitude to change through the rapid adjustment of the action plan, to form "effective thinking" and more. Consistent application of time management technologies in the practice of domestic enterprises can increase productivity at the enterprise and, consequently, increase the pace of economic development.

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