

UDC 372.881.111.1

DEVELOPING TIME MANAGEMENT SKILLS OF SENIOR STUDENTS VIA ONLINE APPLICATIONS

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The most important thing is to know what time management. Time management or time organization. To succeed in the professional field, as well as to live without too much fuss, it is important to be able to manage your time. Time is a wealth that can be used wisely or squandered on trifles. Unfortunately, the basics of time management are not taught in school, although such a science will be simply necessary in life. Time is the same objectively existing reality as space, in view of the fact that all phenomena of reality are observed both in time and in space. The very object of knowledge - time - is a very versatile aspect of the surrounding reality. The perception of time is a reflection in the brain of the objective duration, speed, sequence of phenomena of reality. For children, the reflection of such a complex aspect of reality as time is in many ways a more difficult problem than the perception of space. This is mainly due to the very essence of time as an object of reflection and its role in the lives of children. I believe that in order to clearly formulate the tasks, the first step towards achieving the desired result should be a detailed action plan for several months in advance. It should include all possible ways to implement the plan: additional classes or training, necessary courses, trainings. By

time management, we understand only the management of our own activities, the organization of tasks and the allocation of resources. After all, management is a set of principles, methods and means of management. The term "personal time management" is justified by the fact that time is the most valuable of all resources, as it is completely non-renewable and very limited. Therefore, it is time that gives the most convenient angle of view on all management processes. In order to help people in solving complex problems of organizing their time, there is the so-called "time management" - the art of time management.

Most people who are not familiar with time management imagine it as a system of planning and structuring time according to the principle: the more order, the better the results. This is not entirely true. Planning, of course, is an integral and very important part of time management, but it is not the only method offered by modern time management. And, using it, you should not forget about all the other ways, without which this very structuring is unlikely to be effective. Today, the organization of time is considered in close connection with the life position of the individual as a tool for maximizing the realization of personal potential in accordance with life values, worldview and attitude of a person. The mission of a person is considered as a prerequisite for the formation of goals, goals - as a subject for equipping with criteria, values - as the basis for priorities and the desire for self-development - as the main motivator.

After the goal is designated, it remains to find the time to achieve it. Time management brings up the following qualities in children: independence, responsibility, goal-setting, reflection. Experience in the development of the intellectual and volitional sphere. All this is inextricably linked with the ability to organize their activities and time. Analysis by the critical path method involves the analysis of all stages of a complex process, ascertaining the nature of the interaction of the stages and the time of each of them. Next, the optimal order of passing the stages in the shortest total time, that is, the "critical path" itself, is found out. The critical path is drawn on the diagram using partially overlapping lines, and the pattern of the actual progress of the process can be tracked by comparing its parameters with the diagram.

The opportunity cost of time is the cost of those benefits that we could have received in a unit of time, but which we refused or intended to give up by spending this unit of time on something else. The concept of opportunity cost is especially useful in prioritization.

Currently, time planning through priorities is very relevant - a planning technology that consists in compiling a list of tasks for a period and arranging them by priority in descending order with a view to subsequent execution. This is done in order to ensure the usefulness of all subsequent cases regarding a particular goal or task. Some of the priorities will turn out to be more important, others - less, and therefore they will be numbered according to the degree of importance. Ranking tasks by importance and urgency. The division of goals into short, medium, and long-term. The concept of daily planning is born, which is seen in business notebooks, but is already more complicated: first, a list of tasks is written down. And then they are distributed for execution in accordance with the degree of importance and urgency.

Proper time management helps the child in the process of socialization. Socialization is the process of becoming a person, during which and with the help of which people learn to adapt to social norms, that is, the process that makes possible the continuation of society and the transmission of its culture from generation to generation. The socialization of the individual depends on the activities of the child, his participation in work, social life. The formation of personality occurs in the knowledge of the environment, good and evil, what he will have to face in later life. Much attention is also paid to the psychological characteristics of the organization of time by each individual. These are features of character, and features of perception of the world (including time). There was an important concept of "timeline" discovered by neuropsychologists. Such a qualitative leap requires a deeper knowledge of oneself, high self-discipline and perseverance. People with the included time, on the contrary, are often

unable to really distinguish between the past, present and future, because due to the fact that the time line passes through their head, they are always in the present, in the constant “here and now”. As a result, the exact time of the meeting and the timing of the execution of this or that case are only of relative importance for them, while, since they are within their line, their memories, and sometimes their future ideas, turn out to be associated. Such people are very difficult for business - and as businessmen themselves. However, it seems that time management is not a task of childhood at all, that it should be addressed in adolescence, adolescence, when the child becomes more conscious. Children, they say, can do without time management. But we see that even at primary school age, the question arises of teaching children time management skills due to the fact that children really need such skills - in adolescence it may be too late to teach a child to plan time for preparing lessons, for organizing useful activities, to rest: the child will get used to the way of life that he had.

Of course, it is possible to change habits in adolescence, but the easiest way to start working on this is from primary school age, declaring war on the enemies of wasted time that have been identified.

Everyone has to-do lists that they can't get done. Due to procrastination and inability to manage time, things pile up, deadlines press, and work has to be taken on weekends. As a result, it is not possible to either work normally or rest normally. Everything can be fixed if you use time management techniques - time management and organization systems. I would like to dwell on the use of active methods - the activity approach that underlies the entire program. This approach presupposes not a simple presentation by a teacher, a psychologist of educational material, but such an organization of work in the lesson, in which schoolchildren, together with the teacher, derive new knowledge. Only such a presentation of the material makes it possible to form the skills of educational activity - the leading activity of a younger student - goal-setting, planning, self-control, self-esteem, etc. In addition, the activity approach is the right way to form learning motivation, interest in learning, which is sometimes lacking in modern children. Thus, we found out that it is necessary to teach schoolchildren time management from the 1st grade. It is at primary school age that students most successfully perceive information about time management. They regard their new activity as a game and actively participate in it. In adolescence, it is more difficult to accustom a child to a certain regimen, since a certain behavioral stereotype has already been formed. Today, the organization of time is considered in close connection with the life position of the individual as a tool for maximizing the realization of personal potential in accordance with life values, worldview and attitude of a person. The mission of a person is considered as a prerequisite for the formation of goals, goals - as a subject for equipping with criteria, values - as the basis for priorities and the desire for self-development - as the main motivator.

Investigation of the problem of time distribution.

Sociological survey. For a more detailed study of this problem, I conducted a sociological survey. The question was: how do you spend your free time most often? Answer options: I watch series / movies (I will write my favorite series in the comments), go in for sports, communicate in social networks, do creative work, surf the Internet, communicate with friends on the phone. The option “I hang out on social networks” won the largest number of votes - 28. Creativity and sports can be attributed to useful activities, and social networks, telephone, cinema and the Internet - to chronophages. The ratio of useless entertainment and self-development is 62% to 38%. Therefore, the problem occurs quite often.

Todoist is a universal time management service that is suitable for solving work and everyday tasks. In it, you can make a shopping list before going to the supermarket or plan the work of the team in the project. Main functions:

- 1) You can create boards with tasks and subtasks, put labels for each task.
- 2) For each task, you can set a due date and reminders of an upcoming deadline.
- 3) The application allows you to organize the work of the team. For each task, you can assign an executor, prescribe the stages of execution and monitor progress.

Advantages:

1) The service structures information by deadlines and priority
2) You can leave a comment for any task if you need to enter additional data or a note for the future

3) There is a graphical display of the degree of productivity - the service gives points for the successful completion of tasks in the "Karma" section

4) The Twist helper service allows you to build a dialogue within the team using chat. Twist connects to Todoist and generates a to-do list from messages.

Todoist is a worthy alternative to the myriad of notes, stickers, and hand-crafted planners. The service will save time and help to organize the work of a small team.

Google Calendar is a planner in calendar format with a sync feature. It can be connected to any application and receive from it all the data necessary for work. Main functions:

1) In the calendar, you can organize appointments and events.

2) Sending notifications about an upcoming event is provided.

3) You can also set goals in the calendar and the application will offer you the best time to achieve it.

Advantages:

1) All events from the gmail mailbox are automatically imported - you will not forget the departure time, the date of the report, or someone's birthday

2) It is possible to synchronize with the built-in calendar in the phone

3) Access from any device through a Google account is possible.

An easy-to-use and versatile online calendar that is suitable for both personal purposes and business.

After analyzing the information, you can get a complete picture of the day, understand what precious minutes and even hours are spent on.

All successful people plan their lives. Planning things for the next day (or next week) is of practical importance in any job. It doesn't matter if you are in school, earning extra money in your spare time - a clear action plan will always bring real benefits in the form of increased performance.

Even if your actions are strictly regulated, you should always have a plan in advance - this will help you cope with the work more efficiently and quickly.

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