

TIME MANAGEMENT AS A MEANS OF EFFECTIVE TEACHING

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Annotation: *Time management: a guide for teachers and education staff*

One of the biggest challenges people face is managing their time productively and coping with their workload. Teachers juggle classroom time, exams, lesson prep and marking. Non-teaching staff are faced with admin, finances, staffing, tech support and anything else needed to keep the school running. Whatever your role, this article offers tips to help you manage your workload and life goals productively.

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The time management process is the management of time in the way you plan and organize your specific tasks and work. The importance of time management will provide insights that will certainly change the faith. It will almost effortlessly reinforce the appropriate behavior to take full advantage of the benefits of time management. The importance of time management in student life: Time management is not only important for professionals, but also for everyone. Even students need to know how to manage their time in order to use it effectively. Some of the reasons why time management is important for students are,

- ☑ Help them develop a sense of responsibility.
- ☑ Can lead to effective learning
- ☑ Money management assistance
- ☑ Good efficiency gains
- ☑ Prepare them for the outside world

Use a time management technique

The Pomodoro Technique[®], created by consultant and time management expert Francesco Cirillo, is effective for boosting productivity for both pupils and education staff. Pomodoro is Italian for "tomato," and although the technique itself doesn't require tomatoes, the inventor used a tomato-shaped egg timer!

The basics are as follows:

Pick a task. Choose something you need to get done. Big or small, something you've been putting off for a million years. All that matters is that this task requires your full, undivided attention.

Set the Pomodoro (your timer) for 25 minutes. Promise yourself that you will spend 25 minutes on this task exclusively, without interruptions. You can do it! It's only 25 minutes.

Work on this task until the timer rings. If you suddenly realise you have something else you need to do, write the task down on a sheet of paper.

When the timer rings, put a checkmark on your paper. Congratulations! You've spent an entire, uninterrupted "pomodoro" on a task.

Now take a short break. Before you begin your next task, do something relaxing for about 10 minutes. Breathe, meditate, grab a cup of coffee, go for a short walk or do something else not work-related. Your brain will thank you later.

Every four pomodoros, take a longer break. Once you've completed four Pomodoros, you can take a longer break. Try for 20 or 30 minutes. Your brain will use this time to assimilate new information and rest before the next round of Pomodoros.

Teaching Time Management Skills

With a better understanding of time, students are able to plan and prioritize their work in ways that support academic success. Successful students are able to use their time effectively to get their work done. Teachers often encourage their students to use their time wisely and be efficient in their work habits without explicitly telling them how to do so. Providing explicit lessons on understanding time can be particularly challenging for new teachers, but there are several simple ways to teach students what time feels like. These lessons will make it much easier for students to independently self-monitor and better organize their time.

WAYS TO TEACH TIME

1. Encourage estimation. Before students begin an assignment, have them estimate how long they think it will take. After they complete the assignment, have them write down how long the assignment actually took and reflect on the estimation. Often students anticipate an assignment taking a shorter amount of time than it actually does. As a result, they may not set aside an adequate amount of time to complete the given assignment. Conversely, had they known the assignment would be completed quickly, the student may have prioritized work differently. As students progress through school, we want them to become better at organizing their schedules and prioritizing tasks. When students estimate and then reflect, they can be more aware of how long a given task will take and will anticipate accordingly. Initially it's best to practice within class assignments. Once students have had practice, it can be incorporated into homework.

2. Use a visual. Use a timer that gives students a visual of the passing of time. This helps students stay on task and gives them a way to organize their time effectively. For

example, if students have 10 minutes to finish four short written responses, when the timer hits 5 minutes, students should be reminded that they should be about halfway done. If this becomes a routine in a classroom, students can start to organize and prioritize the work they are completing independently.

3. Set a minimum. Teachers often give students a limit on the time they can use—for example, “You have 30 minutes to complete this assignment.” Instead, try setting a minimum rather than a maximum. By letting students know that the task should take at least 20 minutes, you are prompting them to slow down and monitor. Students might confuse speed for success. They are eager to announce, “I’m done,” but have rushed through the process.

Additionally, teachers can build in other systems that help students focus on the process rather than the product. For example, teachers can add in checklists or rubrics that students must refer to as they work on their assignment. This builds in natural moments of reflection.

4. Incorporate silent time. Time, or the feeling of being timed, can cause anxiety to rise. As stress increases, one’s ability to utilize their executive functioning skills decreases.

At the beginning of a task or assessment, set a timer for a small amount of silent time, such as 5 minutes. During this time, students are not allowed to ask questions. You might find that when the 5 minutes are over, students have filtered their questions and either have gotten started or have identified their confusion. The use of silent time encourages students to implement a plan independently and initiate the task.

5. Try half timed and half not. When giving a task like recalling math facts, have students write their answers in pen for the first minute. Then, allow students to continue working untimed in pencil. This allows them to differentiate between automaticity and ability. Often the stress from being timed can negatively impact a student’s ability to showcase their knowledge. The use of a pencil and pen also allows students to reflect on how time restraints impact their learning.

Students need to learn how to organize time to be effective and productive. Fifteen minutes of playtime or screen time feels different than 15 minutes of writing. When teachers are explicit and teach students how to use time and give them a significant amount of practice, students will begin to internalize time and be able to independently plan and prioritize a given task. As students progress through school, they must eventually not only plan and prioritize a task but plan and prioritize many assignments over several weeks. In order to be successful, students must learn ways to organize their time efficiently and use their time effectively. If students can practice organizing their time when working on one task and experience success doing so, they can begin to generalize this skill and carry it out in their independent assignments.

Advantages or benefits of time management:

The time management activity is not the one that requires additional skills. The only necessity is to know how to implement a time schedule and to commit to its

implementation. And more importantly, align daily activities to achieve better results and even success.

Since the change implemented is never an easy task, it becomes a bit more persistent when you understand the benefits. He will give you a positive answer.

The advantage of time management is not only important for career development. It has a significant impact on personal life. Reasonable scheduling is necessary and leads to self-discipline because punctuality has many advantages.

1. Reduction of stress levels

Reducing stress is the main content of time management. If you apply time management correctly, you will achieve a better result. You too can relax and enjoy your work. Stress leads to a worsening of working hours and a disrupted workflow can never lead to the best results. The result will undoubtedly come, but no one can say that it will be the best or the worst.

2. Allows you to concentrate on the task

Time management skills initially relieve you of stress and later help you focus on your goal and performance in the task. A target succeeds in less time than a person who fights harder to achieve their goal in life. People always want to have a successful and pleasant life, and this can be achieved by keeping track of everything and every step.

3. Reduce the hesitation

There is a lot of time in life and it also causes fluctuations. The special point in introducing time management is the ability to predict results and control situations. Time management is not something that requires additional skills, the only thing you need to know is how to implement it and how to deal with it in your daily activities.

4. Gain confidence

Self-confidence plays a crucial role in human life and people who are confident always have a better life than dependent people. This feeling usually manifests itself when you plan your work properly and make decisions about the time it takes to improve. "Time management never takes time, but gives you extra time." A person can do anything with self-confidence and self-confidence takes a person to a higher level.

5 .A path to the goal

Everyone has the desire to achieve their goal in life and dreams of a relaxing future after reaching that goal. Time management gives you time where it has the most effect. The time management system allows everyone to spend time with the things that are most important to them. In this process, time management has a positive aspect and people consider planning as a better option.

6. Test your productivity

Everyone's capacity is similar, only habits differ in the results. People who reach 100 out of 100 points are also people and not robots, the fact is that they follow their dreams. The state turns into a turtle with your determination when you plan your next meeting

because all the tasks are listed on the to-do list. You can use priorities when you define the order in which tasks are performed.

7. Have an instinct for success

The performance of a task is different, while the success of a series of successes is a very different task. Only then will our kitten experience a series of successes if we make our efforts in a pre-defined way. Discipline and personal development are a must. Communication tools that are available in various forms of support, synchronous, such as setting the meeting time as a web conference and asynchronous without a fixed time to contribute as a discussion forum in the form of interaction. This performance is the result of hard work and dedicated behavior. Everyone must introduce time management if they are to be successful.

8. Time for relaxation and leisure activities

Recreation in this time of rush is a blessing and everyone wants it, but few can do it. Don't miss an event. You don't have to worry about missing events as the working day is scheduled with reminders and alerts for urgent events. The blessed are those who work punctually and adopt a schedule in their lives to create daily chaos. Relaxed living motivates people and puts them on the road to success. Leisure activities also give a boost to family life. People feel more connected to their families. The only thing to keep in mind is that relationships need time and love to thrive.

9. Financial strength

Success brings financial benefits. A person is always in good financial health if he or she has planned his or her life well and has a schedule for his or her personal and professional life. The experience of lifelong learning promotes the empowerment of people with knowledge. They can do research and find information. Shared interpretation offers students the opportunity to establish a network connection. A global community of interesting people.

10. Become healthy

Health is a blessing to people and can be achieved through appropriate care. Time management is also useful for making human life healthy; as if a person were planning their life, they would certainly save time for exercise and other health-related activities. Thus, he/she will definitely become healthy. Once you have decided to plan your time, you need to discipline yourself and work to improve yourself, where health is a key factor.

Disadvantages of time management:

The first fall, while you are managing your time, is an area of your life that influences other areas. To avoid a compromising situation, it is enough to understand that learning time management theory mainly means a change in lifestyle. In other words, it requires a consistent adoption of values for effective time management. This can be very difficult for someone who does not accept punctuality and time. Time management has very few

disadvantages. The main disadvantages of management are that it takes longer to create plans. It can also make human life mechanical.

1. Unclear targets

Productive behavior is certainly one of the main goals of time management. Sometimes it leads to imprecise goals that generally hit people hardest. An unconscious person does not know what to do? If you are not able to manage your workload better, you will be more affected by tasks that are not completed in the shortest possible time

2. Bad management

Organized results for less rework and mistakes, but an excess of enthusiasm for the organization leaves a person in error. Articles, details, and instructions are so forgotten that they lead to extra work and blame for mismanagement. A person must do a task more often if he forgets something. This leads to fatigue and occurs due to predictive behavior.

3. I cannot say “no”:

You may have forgotten an appointment or missed an appointment and everything has happened because you have been working on other tasks, because saying “no” will be difficult for you. Such crazy situations promote the friction of life. You can avoid such problems by planning and preparing carefully. No one can create more time, but it can be better used by managing time, no doubt about it. It is always better to stay away because people cannot say no to anyone.

4. Obstacles

Simple measures such as moving the pendulum or working early lead to more problems in life. Time management leads you to an obstacle. If you know what to do, you hate wasting time in idle activities, which leads to arguments and disruptions. Instead of thinking about what to do next, focus on the steps before work, because everything can go wrong. This results in many problems for people.

5. Inactivity

Frequent misunderstandings make time management an extra effort. On the contrary, good time management makes human life easier and more inactive. If things take less effort than usual, then time consumption leads to inertia. Managing time to improve life, because time management means spending time in the right places and on the right things, but sometimes the obsession with doing things right makes your life stagnate.

6. One load of different jobs at a time

When you work after time management, you sometimes take on too many tasks with too much self-confidence. This particular state makes you make a total mistake. People have too many expectations of you simply because of your pompous behavior, and finally, you feel a lot of work on your shoulders. And such confusion leads to mismanagement.

7. Fatigue and stress are part of life

Fatigue and stress are common problems that lead you into a phase of fatigue. Fatigue makes a person tired of life. They also feel demoralized because they think again and again about their unsuccessful attempt to take charge of time management in their

lives. They consider their unsuccessful attempt as a stop in their own way and leave behind them an interest in everything. Most people are susceptible to the disease. Good planning is not a cup of tea for everyone. The first and last grasp only the abilities that allow you to relax from the difficulties of a hectic life, instead of taking you deeper.

8. No time to rest

Recovery disappears from the lives of people who are more concerned about time management than their personal abilities. They waste most of their time planning instead of acting. Intellectuals generally define actions as speaking louder than words. And people who invest their time and money in planning can never succeed. Leisure has become a necessity in today's life. If someone does not, then these people's lives will become a burden to them and they will lead their lives in a stagnant way.

CONCLUSION

In general, time management techniques can directly lower stress. The process will lead to fewer surprises, less time pressure, and some urgent events from one task to another and from one place to another. You can make productivity a goal by implementing time management techniques. Time cannot be increased, but it can be managed. Time management enables people to succeed and lead easy lives. The majority of successful people define scheduling as unquestionably leading to professional and equally personal success.

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