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TIME MANAGEMENT TECHNIQUES

Until we can manage time, we can manage nothing else.

Peter Drucker

Time management is the act or process of learning to consciously control the time spent on activities, resulting in increased efficiency and productivity. Management can help you acquire the skills, tools, and techniques used to accomplish specific tasks, projects, and goals.

Time management is such a rational distribution of hours in a day that you can do everything, sleep a full 7-8 hours, and be effective, and stay healthy. This is a skill that is worth pumping constantly.

Understanding what time management is and what its principles are, allows you not only to achieve goals with minimal effort and on time, but also to keep in balance the various spheres of life, without sacrificing your rest, communication with relatives, or care for your own health.

We can manage ourselves, how we plan our day, and how we spend our work time. The judicious, productive and economical use of this resource is an important part of the employee assessment.

Time efficiency can be achieved in two ways. You attain meaningful results by saving time. This means you know how to get things done in the shortest time possible.

Effective time planning will help you reduce the number and volume of tasks you do.

The Pareto Principle states that a small proportion of reasons, effort and investment are responsible for a large proportion of results. This principle was formulated by the Italian economist Vilfredo Pareto in 1897 and has since been confirmed

by quantitative research in a wide variety of areas of life: 20% of the effort gives 80% of the results

This is probably the most well-known concept of time management today, which allows you to prioritize. This technique, the creation of which is attributed to the American General Dwight D. Eisenhower, allows you to sort cases both by their urgency and by their importance. Everyone understands that only a limited number of tasks can be completed at a time. Sometimes, without prejudice to work, only one.

Mind maps are a method that allows you to:

1. effectively structure and process information;
2. think using your creativity and intellectual potential.

Time management is a combination of knowledge, skills and abilities, thanks to which a person knows how to set priorities, accurately plans his time.