

TIME MANAGEMENT

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Time management is important in any situation and most people have difficulty getting started. Time management is a skill that you have to learn. Time management is a life style. The best place to begin working on time management is by changing your behaviors and your environment. The definition of time management is: getting everything done in the allotted amount of time. It is a budgeting process of effectively using the time you have and getting rid of “useless” time. Organizing your activities in a sequence is that best utilizes your time. Time management includes your personal life and business life. Time management is efficiency of your time. Analyze your current time and think how you can make better use of your time.

Time-management is a vital skill, one that will be necessary in your chosen career as well as in university. People have different time clocks and what works for one student might not work for you. The following are some time-management strategies that you may want to incorporate into your time-management routine.

Some basic strategies:

- 1) Keep your long-term goals in sight. Map a plan to achieve your goals.
- 2) Schedule everything you know about! Use a calendar to write down class times, work times, social events, and breaks. When up-coming events span beyond the current month, write them into empty calendar blocks.
- 3) Start tomorrow at the end of today. Plan each day starting with when you intend to get up. Use a “to do list” for daily activities. Put scheduled events into their appropriate time slots and prioritize the rest of your list.
- 4) Work your plan. Often it’s easy to stop a task and immediately deal with what we think is a small interruption. However, sometimes small interruptions snowball into big time consumers. Work your day according to your plan. If something new needs attention, wedge it into your schedule or if it is an immediate emergency, make sure you reschedule your current task. Also, be sure to mark your place. Write a note to yourself if need be.
- 5) Do the tough stuff first. Once, the worst part of a project is over, the rest will be a breeze! However, if the “tough stuff” is keeping you from getting started, then start with something easy to convince yourself that you can get the job done!
- 6) Break things down to the ridiculous. Dividing large assignments into smaller parts makes it easier to fit them into your schedule. In addition, you’ll benefit from a sense of accomplishment as you finish each phase. It’s a lot more satisfying to visualize what you have done than it is to agonize over what remains to do.
- 7) Rules were made to be bent. Build some flexibility into your schedule. Give yourself extra time to cope with interruptions in your schedule. As well as time to work, build in some time to play. Scheduling recreational activities and regarding them as important parts of your day gives you something to work towards.

8) There's always tomorrow. Like any other skill, it takes time to learn how to manage your time. Even time management experts have days when their whole schedule falls apart. If yours does, don't quit on time management. Instead, pick up the pieces and start again the next day. Review your schedules at the end of each week to see what did and what didn't work for you. Build on your successes as you develop plans and time management strategies for following weeks.

So, for effective time management one needs to be:

- Organized - Avoid keeping stacks of file and heaps of paper at your workstation. Throw what all you don't need. Put important documents in folders. Keep the files in their respective drawers with labels on top of each file. It saves time which goes on unnecessary searching.

- Don't misuse time - Do not kill time by loitering or gossiping around. Concentrate on your work and finish assignments on time. Remember your organization is not paying you for playing games on computer or peeping into other's cubicles. First complete your work and then do whatever you feel like doing. Don't wait till the last moment.

- Be Focussed - One needs to be focused for effective time management.

Develop the habit of using planners, organizers, table top calendars for better time management. Set reminders on phones or your personal computers.

РОЛЬ СТРАТЕГІЧНОГО УПРАВЛІННЯ НА ПІДПРИЄМСТВІ

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Зовнішнє середовище, в якому нині функціонують різноманітні за формою господарські організації, стає якісно іншим: постійно підвищується ступінь його невизначеності, з'являються невраховані чинники ризику. Управління у сучасних умовах має бути більш пристосованим до ринкової саморегуляції. Все частіше говорять про нову роль менеджменту, нові підходи до стратегічного планування й управління.

Приклади використання стратегічного підходу до управління діловими організаціями почали простежуватися ще в 20-30-х роках минулого століття. Але поняття стратегії увійшло до лексики менеджменту лише в 50-і роки, коли реакція компаній і фірм на несподівані зміни в зовнішньому ринковому середовищі набула виключно важливого значення [1].

Зарубіжний досвід теорії і практики сучасного менеджменту свідчить, що перехід від потокового внутріфірмового планування до довгострокового, а потім і стратегічного в країнах з ринковою економікою викликаний прискоренням темпів науково-технічного і соціально-економічного розвитку, посиленням елементів невизначеності і непередбачуваності після зовнішніх стосунків. Вироблення і реалізація корпоративної стратегії, яка могла б краще відповідати зовнішнім мінливим умовам, стало виключно важливою частиною діяльності керівництва більшості компаній [2].