

**USE OF BASIC PRINCIPLES OF TIME MANAGEMENT IN
DISTANCE EDUCATION FOR PREPARATION OF FUTURE
SPECIALISTS**

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The "distance education" on determination of E. Polat are a form of studies, at that co-operation of teacher and students with each other at a distance and reflects all the inherent components of the educational process (aim, maintenance, methods organizational forms, facilities of studies), that will be realized by specific facilities by internet-technologies or other facilities that envisage interactiveness [5, p. 17]. Such a method of receipt of knowledge, unlike an in absentia form, envisages not only a permanent self-education and work with lecture material but also permanent contact both with teachers and with other students. At a time when correspondence education is sworn in communication with the teacher several times a year.

The controlled from distance education need independence, and if to watch and execute all in time and discipline, it will be far easier to get used to such types of studies.

When a student sees plenty of tasks and does not know that to do first of all, then at this moment it is necessary to calm down and remember about time management. In fact, due to this technique, it is possible to be productive, correctly to organize the time and place priorities for implementation of tasks.

For this purpose, it is necessary to take advantage of the basic principles of time management.

1. Planning of time

Planning working hours is probably the most important rule of time management. And ideally, it is necessary to plan not only working but also personal time. Planning is the inalienable constituent of success and financial independence.

Planning of business hours can be carried out by two methods:

- on a paper (in a notebook, organizer);
- in an electronic kind (in the computer or mobile organizer).

2. Placing of priorities

Another important principle of management of period of – ability correctly to place priorities. It is better all to divide all tasks into two directions: urgency and importance. Then, planning the working day, first of all, to write important and urgent businesses into a plan, further to the extent of the slump of urgency and importance decrease.

3. Rule of Pareto

There is the so-called rule of Pareto, which states that 20% of actions bring 80% of the result, and, conversely, 80% of the effort spent brings only 20% of the result. Up to a point he can be applied and to the management sometimes. The essence of this method of management of period consists in that it is not needed to hammer in the head superfluous information, and the diary of – by vain tasks. It is necessary to learn to distinguish "IMPORTANT".

4. From difficult to simple

At the planning of business hours, the most difficult tasks must be put at the beginning of the day, and then to move to the end of the day to the extent of the slump of complication. The fact is that at first a person has more strength, and he will cope faster and easier with complex tasks.

5. Keep to the cleanness in the workplace

On the face of it, this principle is difficult to attribute to the management sometimes, however, he too is one of the methods of management of period. Disorder in the workplace influences negatively on productivity, as simply diverts attention.

6. Not to do many businesses simultaneously

The theory of management of period talks that it is impossible to endeavor in a new job (and the anymore – a few), not making off an old woman. If simultaneously to grasp at a few difficult matters it substantially will debase their implementation and will increase the common time of your work in comparison to the implementation of all tasks in order.

7. Break up a difficult task into simple

An extraordinarily effective instrument of management of time is for the decision of tasks that seem unsolvable is to break them down into a few simpler and feasible ones.

8. Explain itself

Internal motivation (or self-motivation) it that factor that will allow to work and use the time more effectively and with a greater return [3].

Considered basic principles of management of period, it is possible to come to the conclusion, that a time management sometimes plays a leading role organization of the controlled from distance studies.

But, it is needed to remember, that all receptions, technologies, rules and methodologies of time management, will be effective only then, when them will use in practice.

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САМООСВІТА ЯК ОДИН З ОСНОВНИХ МЕТОДІВ НАВЧАННЯ

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Велике значення в підвищенні рівня самоосвіти має спілкування по електронній пошті, участь у чатах, форумах, майстер-класах, тематичних відеоконференціях, вебінарах, семінарах. Натепер у мережі створюються фахові об'єднання, групи і спільноти, учасники яких, спілкуючись, мають можливість удосконалити свої знання, використати їх на практиці, обговорити з колегами ті проблеми, які їх хвилюють: вирішити складні клінічні задачі, провести консультації з професіоналами, поділитися досвідом.

Студент закладу вищої освіти має керуватися у своїй пізнавальній діяльності такими принципами самоосвіти: безперервність навчання, цілеспрямованість, інтегративність, єдність загальної та професійної