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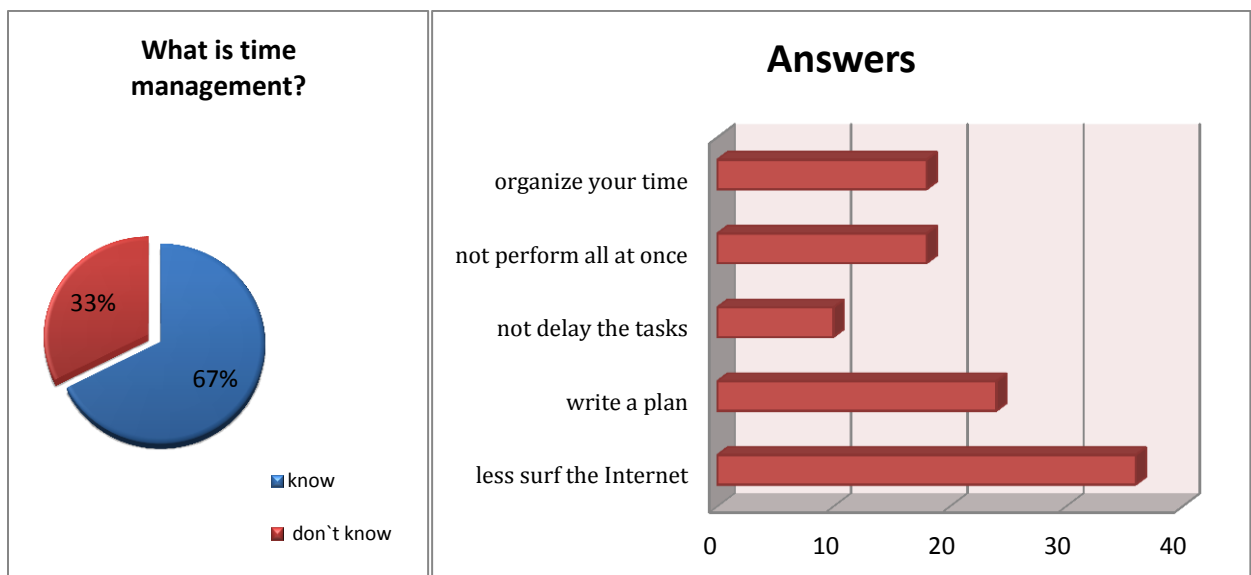
TIME MANAGEMENT – THE KEY TO SUCCESS

What are time management skills and why are they important to employers? Time management means working efficiently, and employers in every industry look for staff who can make optimal use of the time available to them on the job. Saving time saves the organization money and increases revenue. That's why it is necessary to know time management, especially for students.[2]

We conducted a survey where 100 students who study at Zhytomyr Ivan Franko State University, answered a few questions:

- What is time management?
- What are you doing to save your time?

Survey Results:



We summarized and emphasized 5 main time management tips that can help students save their time.

1. Focus on advantages

Absolutely any job has its pros and cons, so just concentrate on advantages. Make a list of priorities. [1]

2. Plan in advance

Plan your time well. Plan out which tasks you need to do and who you are going to meet up with. First thing to do every morning is to decide what you are going to do the following day.

3. Limit time

After your daily plan is ready, block out segments of time and allocate how much time you need to dedicate to each of your assignments. This will let you plan your spare time as well. [3]

4. Have time for rest

Take small breaks between your tasks. [5]

5. Use organizers

To become focused, one needs to effectively use organizers and timers. It's easy enough to find the most suitable for you. Download calendars, notepads, time controllers or other stuff which you find good for your work. [4]

If you know how to save your time, you can use it for the benefit. Nowadays employers value employees who are able to organize their working day efficiently.

So, everyone should remember that one of the main rules of time management is 20% of efforts gives 80% of result. [5]

LITERATURE

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