

TIME MANAGEMENT TECHNIQUES AND HOW STUDENTS MANAGE THEIR TIME IN EDUCATION; REVIEW.

*Fazliddinova Zulfiyakhon Dilmurod qizi,
English Filology, NamSu, Namangan.*

I. Abstract.

Time is an abstract notion and considered to be most valuable matter in this world, as time is irreversible, unstoppable, and every minute is costly. There are many time management strategies that help humanity to control their time, although time cannot be controlled for each of us time is given in the same amount and people are able to use it's each seconds productively. So, many methods, strategies are utilized to manage our time. In this article , I endeavour to conduct strategies to effectively use the time that we have and we will se the studnts who are both studying ,working and have daily routine to accomplish. The teachniques that are used by learners are reviewed and provided to readers. Time is most valuable thing in this world and we have to use it productively.

Keywords; time, management, education, techniques.

II. Introduction.

Time is the abstract concept that existed in the past, exists now and will exist in the future and this process will proceed forever. As time is irreversible, unstopable and managable we cannot control it. Nowadays, many people complain that they do not have enough time to learn or succeed in their life or they ave many problems in their life. Although, if you see the successful people in the life they arenot complaining about their time but using it maximally to achieve something. So, instead of complaining and waiting a good moment of the life or seking help fromothers it is ggod to start doing actions day by day and in this way people develop ttheir daily routines and chage their ba habits to good ones, to do this a recommend Atomic habits byJames Clear which helped me to acheve remarkable results. One of the famous Islamic scientists Khasan Basriy exclaimed – “ you are consisted of hours, if you're an hour wasted, your part is lost” , so each minute is very valuable and we must try touse it maximally to achieve our goals in this life, as we life here not many years we have to try to make good tyo people and life in this gorgeous life happily. There are many scholars who did many things that other people cannot do, by using all their econd of time usefully. If we look to our life 15 yers of our life goes in childhood and growing an finding out ourselves. Ofter this if we sleep 8 hours each day we lose 1/3 of our life in sleeping, if we work 7-8 hours it mean next one part of our life gone for working,

so we have another 8 hours to life, to eat, to conversate, study an many other need that ordinary people have.

We cannot change or control time for each of us 24 hours in a day is given and how to use it is our choice. We won't go too far, Muhammad Abdulhai Laknavi Hindii. He passed away in 1304 AD at the age of 39, nearly a century ago. In addition, he published numerous pamphlets, to more than 110 large novels with numerous volumes. All books are helpful and focused on pressing concerns.[1] how he coul manage is the secret and nowadays what we have evenn we are 40 or more. There are many this kind of examples who use their time maxcimally to write or learn languages or make good for people. As a students I also have many challenges in my live. I work part-time an study in other hours , both I try to help my family and so on. For many students and workers it is not easy to manage all events and workd on time. Delaying is considered as bad alternative as, we don not know do we live tomorrow or not.

So as we see if we use our time effectively and use time managements strategies that are provided by our scholars we may use of time profitable. As time is money, but we cannot by time for money. This article discusses the time management strategies, and how students who are both studying and working and living deal with time problems in their life experience and some researches about thhis topic will be reviewed.

III. Literature review.

There are several time management strategies that reduce procrastination, reduce distractions, and improve discipline, especially when conducting research. Allocating time to tasks that will help achieve goals is a part of time management. Monitoring, setting goals, prioritizing, planning, delegating, and time analysis are all methods of time management.[2] Firstly to start managing your time , yous should see what kind of activities you are doing during your 24 days and according to them you will manage your time. Monitoring is esefull and must be first step only in these case it will be evident how much time you are using for any activity in this case you have to be honest with you. Secondly, set a proper and exact goals to achieve, if a humanity knows its aims in this life it will be easier to life as they know where to go and what to do in this life. As you have listed your goals, arrange them in terms of significance. Planning means predicting the approximate way that you pass through your years, plan fistly how much time does take each of your goal and make a to- do list firstly for a years, for a month and for a day. If you make a daily plan it will be simpler to accoplish tasks looking to your to-do list and your time will be organised. Paying attention to one activity will lead you to achievment never plan doing two or three purposes simultaniously in this case your concentration doubles and everything seems to be sophisticated and none of yours will be achieved. Next thing to do is to build a filter for yourself. Think carefully before doing something you have many activities but you

will not manage to do all of them. Do the actions that are urgent and must do activities each day, postpone and delay the movements that are useless for your career.

Another technique that helps you manage your time is pomodoro technique [3]. The Pomodoro Technique aims to offer a straightforward technique or procedure for enhancing productivity (both on your part and that of your team), which is capable of doing the following: alleviate the fear of becoming, reduce interruptions to improve attention and concentration, become more conscious of your choices, boost your drive and maintain it, boost your resolve to accomplish your goals, both qualitatively and quantitatively, improve the estimating process, enhance the way you work or learn, boost your resolve to continue working hard in challenging circumstances. How to use this strategy? this strategy is like the timer you will put from 25 to 40 minutes working time and 5 to 15 minutes break. The most preferable time is 25 minutes work and 5 minutes break in total. In 25 minutes we will try to work maximally use, study and make effort to study. By learning this method you will learn to use the time maximally and manage all our work. In the break time you will relax. This method is very useful and I use it to work for many hours.

Additionally, another studies were done in this theme. The another study added more proof to the argument that characteristic procrastinators' experiences are influenced by their level of agitation (anxiety). Under baseline circumstances, procrastinators did not become any more or less anxious than others who don't procrastinate. They were equally as stressed after making preparations to complete their course assignments (Time 2). In contrast to non-procrastinators, they did show signs of greater agitation throughout the final week of the course. As previously stated, this may due to their alleged inability to manage time. These evaluations a clearer explanation of the connections between state anxiety and compared to past evaluations, characteristic procrastination.[4] Numerous advisory pieces and counseling services are offered to both current and at-risk students, and they frequently center on the benefits of time management in schooling. Furthermore, it is widely stated that bad time management techniques, such as cramming for examinations, failing to fulfill deadlines set by academic staff, and improperly allocating time for job projects, are a significant cause of stress and subpar academic achievement.[5]

IV. Conclusion.

To conclude this article, time is the most valuable thing in our life and we must save it utilize each minutes of our time effectively. To manage our time there are different techniques such as monitoring, setting goals, prioritizing, planning, delegating, and time analysis, furthermore the pomodoro technique is used to study or work maximally in the particular time. Another studies indicated that main factor of procrastinators' problems is agitation anxiety and stress during the lifetime.

V. References.

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