

## FORMATION OF TIME-MANAGEMENT SKILLS IN TEACHERS AND THEIR ROLE IN PROFESSIONAL ACTIVITY.

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**Abstract:** In the development of a healthy lifestyle of educators, time management is determined based on various important experiences in the world. Time management is a technique and method of time management. This is self-organization and self-management. Time management helps educators or students to plan time and save resources. This article is enriched with information about the methods and tools of effective use of time, the role of "Time-management" in personal development, which has become a common practice today, the goals and tasks of educators in meaningful organization of their time, and how they set the agenda.

**Keywords:** Time management, culture, time management, institution, production, educational process, preschool educational organization, innovations.

### INTRODUCTION

In the modern educational process, the professional competence of a teacher is determined not only by knowledge and methodological approaches, but also by the possession of proper time management, that is, time management skills. The ability to plan, prioritize, effectively allocate time, and complete tasks on time is of great importance in the daily activities of teachers.

The formation of time management skills directly affects the professional effectiveness of a teacher. A teacher who can properly manage time:

clearly plans the lesson process, reduces workload, reduces excessive fatigue and stress, pays more attention to students, and establishes an individual approach.

Also, effective time management increases professional motivation, creates an opportunity to devote time to self-development, and improves the quality of work and the quality of life. For this reason, the formation of time management skills in teachers should be recognized as one of the main factors in improving the quality of the educational process.

Research and practical experience show that teachers can effectively develop time management skills through special trainings, seminars, and independent study. In this regard, it is important to include the basics of time management in teachers' continuous professional development programs.

In conclusion, it is worth saying that the formation of time management skills not only increases the teacher's productivity, but also serves to radically improve the quality of education.

Time management is the effective use of available time to achieve predetermined goals and objectives. This is self-organization and self-management. Time management helps a person or organization plan time and save resources. For example, if you are overwhelmed with work and do not know what to do first, the Eisenhower matrix will help you determine which tasks are urgent and important, and which ones are simply distracting. According to the famous "Pareto principle", 20% of the effort gives 80% of the result. The more we can do, the better and more productive the quality of our work and our lives in general will be. In the context of digital transformation and the acceleration of change, accurate time management will help you focus on your goals, stay on track, and ultimately not become a drifter in the labor market[ ]. Almost all existing methods of time management consist of three components:

- 1) prioritization;
- 2) planning;
- 3) systematization:

Improper distribution of tasks during work has a significant impact on professional well-being and overall job satisfaction. Its consequences may include:

- stress and fatigue: manifested by headaches, fatigue, illness, anxiety, loss of enthusiasm, etc.
- poor classroom management;
- poor preparation for lessons: they lack structure, clarity and purpose, which affects educational progress and student achievement;
- difficulties in achieving a balance between professional and personal life;
- poor evaluation and feedback;
- missed opportunities for professional development;
- strained relationships with colleagues, parents and students;
- reduced job satisfaction;
- difficulties in meeting deadlines.

Time management allows teachers to carry out their duties without stress and fatigue. Effective teaching is essential as teachers are busy with lesson planning, grading, communicating with students and parents, improving their professional skills, etc.[ ].

Working with students, preparing lessons, checking homework - all this requires time and attention from the teacher. To do everything, you need to set priorities and make a schedule taking into account possible force majeure situations.

In addition, the teacher must find a balance between professional and personal life. Constantly caring for students and fulfilling work obligations can lead to overload and exhaustion. The teacher must learn to allocate time for self-development, relaxation and personal interests. Thus, he will not only maintain physical and emotional health, but also maintain a high level of motivation and creative energy.

Time management will help him in this - a system of organizing and planning time to increase efficiency and achieve set tasks and goals[ ].

How to start using time management at work as a teacher? First, sort out all your responsibilities and tasks. Take a piece of paper or open an electronic document and start writing down any task that comes to mind: current, future, and even those that seem impossible or very difficult. Write down everything, even if the task is small, optional, or impossible to complete. Now we just need to collect information. Then start sorting the tasks you have written down. To do this, use the Eisenhower matrix. Draw a square, divide it in half with a horizontal line, and then again in half with a vertical line - you get 4 quadrants.

Each quadrant should correspond to one of the four categories:

- Quadrant I: important and urgent matters.
- Quadrant II: important, but not urgent.
- Quadrant III: urgent, not important.
- Quadrant IV: not urgent and not important.

Look at your list of tasks and place each task in the appropriate quadrant according to its importance and urgency. This will give you a clear idea of your priorities and allow you to manage your time more effectively [ ].

The transformation of the educational process leads to a change in the position of the teacher as the organizer of the educational process to the construction of a more complex professional activity. The teacher's activity is changing significantly, which is associated with the emergence of new opportunities and functions that the teacher takes on when carrying out professional and pedagogical work in a modern school.

Purposeful and clear planning helps to prevent many mistakes and negative events, determines general prospects and specific ways to solve problems that arise when changing the educational process. Planning is the process of preparing a set of decisions that facilitate further actions aimed at achieving goals using the most effective means. It determines the results and effectiveness of the education system. Planning also helps the teacher understand individual activities and build them creatively[ ].

Time management for a teacher is not just a set of tools. It is an art that allows the teacher to successfully perform professional tasks, save energy, be more efficient and do everything.

1. Prioritize tasks.

Divide tasks into categories based on their importance and due dates. Use the Eisenhower Matrix to do this.

2. Create a schedule.

Create a daily, weekly, and monthly plan. Include specific time slots for lesson planning, teaching, assessment, and other responsibilities.

3. Set realistic goals.

Be realistic about what you can accomplish in a given time frame. Don't overload yourself with tasks that can lead to emotional exhaustion.

4. Group similar tasks.

Group similar tasks together to increase efficiency. For example, set specific times for checking assignments, responding to emails, or planning lessons.

5. Avoid multitasking.

The idea of doing several things at once seems appealing, but only at first glance. Switching tasks reduces the quality of work, causes stress and fatigue, and increases the likelihood of errors. Focusing on one task increases productivity and reduces the time it takes to complete it.

6. Delegate when possible.

If you have support staff or resources, delegate tasks that others can handle so that you can focus on your core responsibilities.

7. Use technology.

Use apps, neural networks, messengers, special programs if it allows you to work more efficiently, simplifies communication and reduces time costs.

8. Learn to say no.

Be aware of your limitations and do not hesitate to refuse additional tasks or obligations if they overload your schedule.

9. Take breaks.

Schedule short breaks throughout the day to recharge. They increase concentration and overall productivity.

10. Make time for professional development.

Stay informed about educational opportunities, attend seminars and collaborate with colleagues.

By implementing these time management strategies, you will increase your productivity, reduce stress, and become more effective.

Remember to strive for a healthy work-life balance. Taking care of your well-being outside of work will positively impact your effectiveness as a teacher.

## CONCLUSION

Our people have such a wonderful and priceless saying: "With every sunset, you lose a piece of yourself." Time is much more valuable than money in terms of reflecting our existence in this world, or rather, it is incomparable. Humans compare time to a flowing river. For someone who thinks time passes quickly, the miles in their life also move rapidly. On the contrary, a person who considers time a blessing, uses every minute of it wisely, and is grateful is considered free from the problem of rushing and not having time. In conclusion, it should be said that a person cannot control time, but he can control himself and his actions. And thanks to self-control, he uses his time more productively. He achieves his main dreams and goals in life. We always say that we have plenty of time. True, it does not wait for us, but it can move smoothly. Only when we get rid of the words that depress us, such as "tomorrow", "not now", "I'm tired". We need to change and edit our ideas and concepts about time.

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