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ТАЙМ-МЕНЕДЖМЕНТ БУДУЩЕГО РУКОВОДИТЕЛЯ

В статье анализируется тема повышения эффективности и способности управленцев и будущих менеджеров успешно и качественно достигать целей с помощью особой системы – тайм-менеджмента. Авторы обращают внимание на то, что человек, который работает в сфере управления, должен быть самоорганизованным, уметь вести за собой коллектив, четко планировать и достигать свои цели. Чтобы этого достичь, необходимо изучить систему тайм-менеджмента или, другими словами, контролировать личное время, используя различные вспомогательные методы и правила.

Ключевые слова: управление временем, постановка целей, планирование, матрица Эйзенхауэра, делегирование, ловушки времени, тайм-сейверы

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TIME MANAGEMENT OF THE FUTURE LEADER

The article analyzes the topic of increasing the efficiency and ability of managers and future managers to achieve their goals successfully and efficiently using a special system, time management. The authors draw attention to the fact that a person who works in the field of management must be self-organized, be able to lead a team, clearly plan and achieve their goals. To achieve this, it is necessary to study the time management system or, in other words, to control personal time using various auxiliary technics and rules.

Keywords: time management, goals formulation, planning, Eisenhower Matrix, delegation, time trap, time-saver

«It has been my observation that most people get ahead during the time that others waste».

Henry Ford

Our pace of life is constantly accelerating nowadays. Obviously, this leads to a problem with the management of time resources. Time is a continuous process of existence that no one can change, but it can be controlled. Competent time management is effective in achieving the best results. Time management is a system that increases personal efficiency through the rational use of time. Over the past few years, this system has become as important and necessary in people's lives as a healthy lifestyle.

Nevertheless, some people believe that using time management will make them robots that will do everything on a strict schedule. In fact, competent time management never limits the freedom of people. On the contrary, it creates freedom and confidence in the future.

It should be noted that the problem of better time management is the most important moment for professional managers. For the manager there is nothing more terrible than waste of time. It can badly affect the professional reputation. How can a person control and organize other people if he cannot cope with his own disorganization? This is the main reason why these people do not become leaders.

In order to manage your time, you should use the following steps. To begin with, analyze the use of time – identify time traps and time-savers. Find your own

time traps by using the Timing technique. It means to fix the duration of all actions performed during the day with an accuracy of 5-10 minutes. After collecting a sufficient amount of statistical information, you should analyze and identify the most relevant time traps for you. Social networks and phone conversations are the most frequent traps of time now.

The best time-saver is time planning. According to Japanese managers, one hour spent on planning, gives a saving of 3-4 hours in the performance of work. When planning, you must write down your tasks.

There is a professional tool for formulating and setting tasks in time management – the principle of SMART.

According to this principle, the task should be:

- specific;
- measurable;
- achievable for a certain period (Attainable);
- actual – it is necessary to understand in advance whether this task will really help in achieving the goal (Relevant);
- time-bound.

Using this principle will help the beginning leader succeed in the future.

Time management of the chief-manager includes the compilation of two lists of tasks. The first type is "hard tasks", and the second is "flexible", which you can perform in your free time between performing hard ones. For the correct compilation of the lists, one should use the Eisenhower Matrix, according to which all cases are sorted into four categories:

Tasks of type A are important and urgent. These include critical situations, projects that are close to deadlines. These tasks are also called the "Fire Sector", because postponing the solution of these problems leads to adverse consequences. Tasks of this type must be performed without delay.

Type B tasks are important, but not urgent. This is strategic planning, evaluation of the results. This is the most productive type of task. It is important not to allow the flow of tasks of this type to type A.

Tasks of type C are unimportant and urgent. Various spontaneous requests and instructions, breaks. If possible, such requests should be refused or delegated to other employees.

Tasks of type D are unimportant and non-urgent. These are the traps of time [2].

For the most successful results when performing tasks from these lists, you also need to adhere to the following rules:

- «eat a frog for breakfast». Such advice is given by the famous specialist in practical time management Brian Tracy. "Frog" is the most difficult and unpleasant affair of the current day. You always postpone it for later or tomorrow. This creates a constant emotional tension, which prevents you from performing all other cases productively [1];

- the use of the Pareto principle: 20% of the effort brings 80% of the results, and the remaining 80% of the effort - only 20% of the results. Therefore, it is important to be able to identify these 20% of the most effective actions and concentrate on them;

- the use of the Franklin pyramid as an integrated system of setting and achieving goals. It includes the following elements: a plan for the day and week, a medium-term plan of 1-12 months, a long-term plan of 3-5 years, a master plan for achieving the goals, global goals, basic life values;

- always lay the reserves of time;

- motivate yourself. When doing work, it is worthwhile to think about its successful results;

- leave time for rest. You cannot save on sleep, your own days off and communication with loved ones, because all this makes our life more intense;

- use of waiting time. On the train, at the airport, on the road, we spend time that seems to be lost, but it can also be used effectively. For example, to read a news bulletin or an interesting book;

- be able to delegate. Delegation is the ability to transfer tasks and powers to a person who takes responsibility for their implementation. Any tasks that are more appropriate (in terms of finance and time) to provide to others, should be provided to others. The higher the cost of your personal time, as a leader, the minor and not too important tasks can be delegated.

The implementation of these guidelines will help to manage your time better and to achieve your goals more effectively. The purpose of time management is to optimize the use of training time, working time, and time for recreation. Implementing the principles of time management in your life, you need to look back from time to time, summarize your experience of time management, study your mistakes and work on them. With the help of time management, you will start to appreciate every minute, every hour of your life, which can help you become a real modern leader.

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