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ТАЙМ-МЕНЕДЖМЕНТ ДЛЯ СТУДЕНТОВ ВУЗОВ

В статье рассматривается вопрос развития навыков самореализации студентов вузов при помощи тайм-менеджмента. Автор утверждает, что самореализация во всех сферах личной и общественной жизни является высшей потребностью современного человека. Для достижения данной цели наилучшим инструментом является обучение технике «time management» (управление временем, организации времени), под которой следует понимать не просто набор техник планирования, но комплексную систему, т.е. самоменеджмент.

Ключевые слова: управление временем, современное общество, постановка целей, самореализация, самоуправление, способность, потребности.

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TIME MANAGEMENT FOR UNIVERSITY STUDENTS

The article deals with the development of students' self-realization skills through time management. The author claims that self-realization in all spheres of personal and social life is the highest need of modern man. To achieve this goal, the best tool is to teach the technique of «time management», which means not just a set of planning techniques, but a complex system, that is, self-management.

Keywords: time management, modern society, goal-setting, self-realization, self-management, ability, needs

Self-realization is the primary reason for a person's activity aimed at creating goods for himself and others. Self-realization is a process of constant overcoming of internal contradictions by the person with the purpose of disclosing of the forces and abilities. Self-realization of a person is a transition from life in his inner world, in the world of his consciousness, to life in the outer world, that is, from self-knowledge in the broad sense of the word to practice, or from the ideal «I» to the real «I» [1, p. 9].

Self-realization (in the pyramid of needs A.H. Maslow) – the highest desire of a person to develop their talents and abilities. This is the desire of a person to Express themselves in society, to show their positive side.

In modern society, a person cannot be successful without a conscious attitude toward his life, his design, without a strategy of life. Self-realization of personality is impossible without designing your life, working out life strategies. Therefore, it is necessary to develop management skills for self-realization. Manage self-realization is possible through the management of their own activities. The most natural tool for teaching management skills is the «time management» technique, which means not just a set of planning techniques, but an integrated management system, that is, self-management.

Self-management is self-organization, the ability to manage oneself, to manage the management process in the broadest sense of the word (in time, space, communication, business world).

L. Zajvert, the German professor, gives such definition to self-management: «Self-management represents consecutive and purposeful use of the tested methods of work in daily practice, in order to optimally and with sense use its time» [2, p. 18]. The methodological and theoretical aspects of self-management are reflected in the works of G.G. Arkhangelsky, P. Berd, A.I. Vronsky, D.A. Granin, V.T. and M. Kiustenmacher, A. Lakane, L. Zaivert, D. Morgenstern , D.O. Tyler, T. Bryan, and many others.

The essence of self-management can be expressed in the following positions:

- definition of goals (they must necessarily be realistic and, preferably, specific);
- creation of a picture of success in your mind (include your material situation, surroundings and other moments);
- using the «big jump» technique, which implies a quick transition to specific actions; unconditional belief in one's own strength and success;
- focusing on the main goals and screening of secondary ones;
- ability to behave in the hands and start again in the event of an unsuccessful experience.

The main goal of self-management is to make the most of your own opportunities for overcoming external circumstances, optimizing your time. The process of managing one's own activity as a whole consists of the following stages: setting goals and objectives for management, making decisions on organization of tasks, organizing activities to accomplish tasks and achieving goals, self-monitoring and controlling the results.

In this regard, we believe that the study of self-management is necessary for students. Time management has a lot of flexible techniques that allow you to get good results without driving yourself into narrow limits. Currently, there are three main areas of time management:

- application of timekeeping.
- keeping a diary.
- minimizing the planning of activities.

The combination of the basic techniques of time management can help any person to optimize their time and activities.

The first technique is planning (using the Pareto rule, the ABC analysis method, the combination of importance criteria and urgency).

The second technique is effective work with information. There is no need to absorb all incoming information. Based on the information collected, a decision is usually taken.

The third technique is the ability to perform unpleasant things.

The fourth technique is the adjustment of communication with others.

The fifth technique is the ability to alternate work and rest.

In addition to all the above methods, it is recommended to adopt the following principle of time management: «Everything can be improved!»

When managing its own activities, it is necessary to take into account the main criteria that cover all the key aspects of self-management. These include: materiality and visibility of tasks and information; measurability of results, time and efficiency; systematic, coordinated, coordinated work; flexibility of activities, ease of planning, responsiveness; purposefulness, definiteness of direction; priority, focus on the top; development orientation; timeliness of execution; controllability of performance, ease of operation; attention to efficiency.

We can also highlight the key skills of effective self-management: the ability to manage oneself, set clear personal goals, emphasize permanent personal growth, apply effective decision-making strategies, and so on.

It should be noted the need for students to plan the activities of the manager (the ability to manage time through the preparation of work plans for the month, week, day) and ways to rationalize the personal information and communication processes manager (practical knowledge of telephone conversations, the ability to organize, hold meetings and sum up their results).

Students will receive the theoretical and practical skills that will enable them to quickly and successfully solve emerging problems and tasks in the workplace, which will make them more successful in their studies, in practice, in life. This, in turn, will increase the opportunity to express oneself, to realize oneself in study and work. As a result, students have the opportunity to develop skills in the following areas:

- personal time management;
- self-analysis and self-assessment of the level of organization of their own activities;
- rationalization of personal and educational activities;

- decision making;
- public speaking.
- goal-setting and planning;

Thus, self-management is one of the conditions for self-realization of students, as mastering and conscious application of self-management techniques allows to significantly increase the creative and professional potential of students due to the reasonable use of their time, which allows achieving goals of self-realization in a shorter time.

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