



TANQIDIY NAZAR, TAHLILIY TAFAKKUR VA INNOVATION G'UYALAR



A GUIDE TO MASTER TIME MANAGEMENT SKILLS TO PROMOTE EDUCATIONAL SUSTAINABILITY

“Time is what we want most, but what we use worst” William Pen

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Abstract: *In the modern world, students are struggling with improving time management that is important for fostering productivity and achievements in the educational sphere. The main purpose of this research paper is to educate undergraduate students to get organized and offers practical techniques to enhance efficiency. In addition, this study carries out an experiment to investigate the impact of the Pomodoro technique in terms of productivity and distraction and provides an impressive record.*

Key words: *time management, achieve success, productivity, goals, perform tasks, social media, academic, educational environment, technique, Pomodoro, undergraduate students.*

Introduction

In recent decades, the young generation has experienced difficulty with getting organized and how to become master of time in effective ways. One of the highly valuable possessions of human beings which never comes back and produces the quality life is TIME. In adult life, our ordinary day requires keeping a balance between personal life and education, and it is important to perform various tasks during a specific time period. When students have developed organizational skills terms of study, they shift from teacher-dependent learners to autonomous students and can take responsibility of their learning process. Additionally, the tool - which is highly recommended and give a sense of responsibility to our life - is having strong discipline to be productive and achieve success in academic time management. Most adults seek shortcuts in achieving their goals. When they want a long-lasting successful life, the price must be paid day in and day out by following the instructions step by step, otherwise, they may fail to achieve true success. This approach offers support to optimize their productivity and experience greater sense of control not only over their academic work, but also over their lives. In these days, it is important to recognize that certain factors which cause to time-consuming and failure to maximize productivity are social media platforms, the inability to create study and daily plans because of tendency of perfectionism or having unrealistic goals and procrastination. When it comes to social network, grown-up individuals spend most of their time on Instagram, You Tube, Facebook, Telegram or playing computer games. The more time they spend on social media, the more it gravitates them towards itself , and then they complain about unproductive lifestyle or not having





enough time to perform tasks. Besides, the undergraduate students - who set high standards, try to fulfill their ambition perfectly and set high goals - often fail to go through small or invisible, but important phases of their objectives. This article provides information about practical strategies to get time efficiency in your educational sustainability and you become a master of time. There are numerous opportunities to improve concentration, motivation as well as create a suitable educational environment.

When students are taught in higher education institutions without the existence of parents' and teachers' access to supervise, authority of time management significantly influences their education. (S N A M Razali et al 2018) It is considered that becoming mastery of time plays an important role in academic achievement of university students in order to increase productivity, overcome your stress, achieve academic result, fulfill your ambitions, improve work-life balance and personal growth. One of the significant milestones to get it is the indication of following healthy and fit lifestyle. The researcher who is Somdutta Singh not only encourage learners to limit in the extent of distractions and prioritizing their tasks in terms of importance, but schedule sufficient sleeping time, engage in a punctual eating habit and regular exercise if they want to control their time. Additionally, managing time effectively begins to serve in achieving our goals and it will be part of our life, lead us progress and improve personal development thereafter. (2023. Singh) Junior et al. suggested that students with utilizing suitable resources have the satisfaction in organized study habits. According to observation, the student's ability of dealing with time management is an investigation to their academic work, because it gives a direction to effectively structure their tasks. These students make substantial progress in learning journey and implementation of sufficient approaches guides to modify their behavior, allowing them to adapt to academic setting. Consequently, they become proficient in their field and obtain better educational results. (Valente, Dominguez Lara, Lourenço, 2024). Another highlighting benefit of getting organized is the ability to develop collaboration and work with group. The productive time management offers fulfillment of responsibility on team projects and promotes mutual respect among your company. Thus, it is given that delegating your tasks has a crucial role to play in eliminating needs of micromanaging. However, this process demands certainty whether the task is given to proper member of the team or not, otherwise, it will lead to unsuccessful result and then there will be vagueness or misunderstanding. (info aligntoday.com) Brain Tracy wrote in his book that taking action with good plans and thinking measures your overall competence. When students schedule their day in advance, they stop procrastinating and keep going. He pointed out a principle which is called "Pareto Principle" and helps to increase productivity. It is also founded by Vilfredo Pareto who is Italian economist and wrote about it in 1895. This technique is that 20 percent of your action will produce 80 percent of your result. For example, undergraduate students organize their day and their deadlines include ten items. When they measure two of these items, they should be several times worthier than other of them. Even though they may perform hard work, but the award which comes from it will be marvelous.





If they keep working on tasks which is highly valuable, it gives motivation to go on because of human brain that want to do different things than regular ones. Another method to overcome these challenges is ABCDE that makes your time efficient, but it is simple one. “A” is very crucial task you must do and if you experience any failure to perform it, it leads to negative consequences. Therefore, “B” means that you should do and it can be reviewing massages, when they can not accomplish, it will make someone unhappy. One of the important rules is not moving forward task B if you left to do task A. “C”, which is nice one, may include visiting somewhere or drinking coffee, does not influence to your life. When it comes to “D”, it describes delegation that is process of assigning tasks carry out from one person to another one. “E” is eliminating which is important task in some time, but it does not have any correlation with your lifelong ambitions. (Brain Tracy, Eat That Frog)

James Clear stated that environment triggers craving of getting into your bad or good habits when their cue are visible in that place. You are trying to lose weight, for instance, and walk into the kitchen and notice a plate of sitting cookies on the counter. Even if you do not think about them or do not feel hungry, you have a craving to consume them, so that people who want to achieve efficient time management skill should create a place where does not cause to make your bad habits happen. And It is also said that one space should be used one purpose: a room for your sleep, a room for your study or room for your eating and these places should be designed for them. When someone complain that “I reside in the apartment with few rooms “ they should invert rooms into tables. Another side of this method is priming the environment for future use which means making easier your next actions to reach a new habit. If you want to exercise, for example, then prepare your workout clothes, shoes, gym bag, water bottle in advance. On the other hand, you may use this oppositely to your bad habits and this makes difficult your bad behaviors. There is a method called Implementation Intention and the formula is “I WILL [BEHAVEIOR] at [TIME] in [LOCATION]”. It is designed to plan your day for when and where. (James Clear, Atomic habits)

Engaging in non-productive activities, such as checking emails, taking breaks, getting involved in conversations, or getting distracted during work, is a primary reason why individuals take long time to complete tasks and waste 50% of their time. This is defined as “If you have eight hours to accomplish a certain number of tasks, you will take a full eight hours, and you will probably be rushing at the end of the day to finish your work”. When they discipline themselves to work efficiently, they should be deeply immersed in their performance, and then can produce quality work. (Tracy)

Methodology:

The another reason of addicting to social media is that human brain tends to avoid tasks that require significant energy expenditure. There is a technique called Pomodoro which apply to overcome this situation, improve concentration as well as achieving successful outcome in the education. This method is used to break the work into intervals and invented by Francesco Cirillo in the late 1980s. This is why a survey was conducted to investigate a





month ago whether it is applicable and beneficial. The following section demonstrates an overview of how this approach is implemented and results gathered from the survey.

Steps to Implement the Pomodoro Technique:

1. Get into optimal work space without any distractions
2. Choose one task
3. Set your time for 25 minutes
4. Start your work
5. Stop when time end
6. Take 5-minute break
7. Repeat the cycle 4 times
8. Take longer break (for. ex 30 minute)

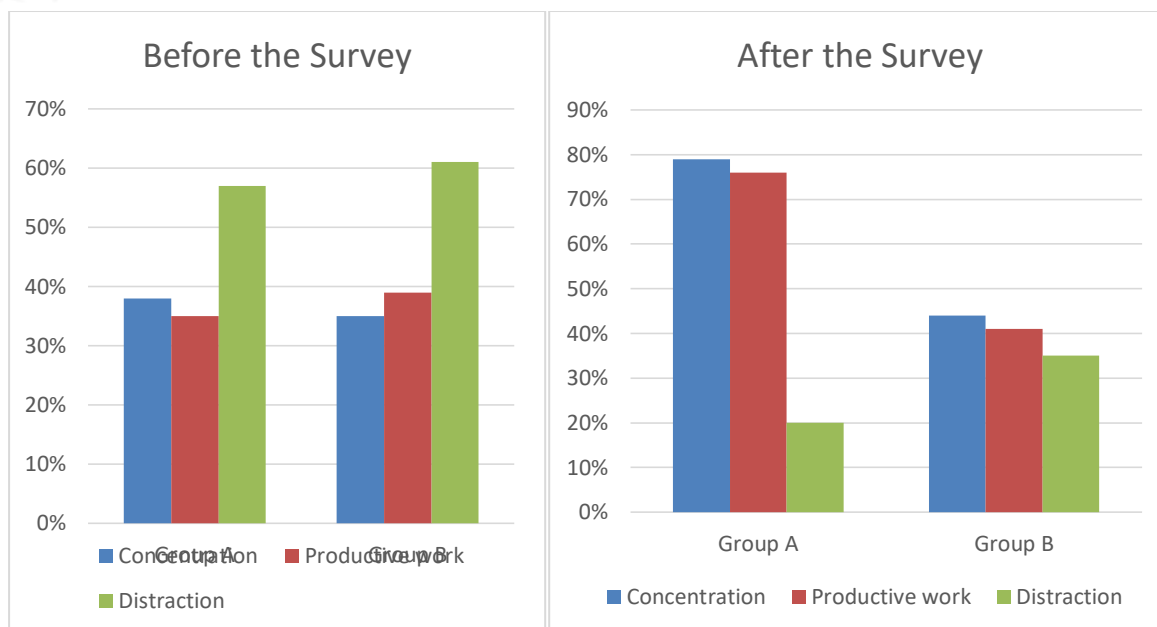
If you give promise to bring a reward to yourself which you love the most (maybe, your favourite chocolate) after completed every 25 minutes. This is employed for increasing craving and motivation for your next actions.

Results and discussions:

According to carrying out survey, a number of students participated and they were divided into two groups: Group A and Group B. Over a period of 30 days, this method should be used in Group A and they have to perform all tasks using the method and giving rewards while Group B is independent to utilize any techniques or continue with their traditional methods. Having conducted experiment, results were compared to evaluate effectiveness of the technique. It is concluded that concentration, ability of working productively and getting distracted of Group A students to their education was approximately 38%, 35% and 57% before this method had been used in these students. When it comes to Group B, these features showed 35%, 39% and 61% on average. After completing this experiment, these figures of Group A illustrated 79%, 76% and 20%. Unfortunately, there were no any significant modifications in Group B, indicating 44%, 41% and 35%, compared to Group A. First group demonstrated high quality of work and reduced distractions compared to second group results.



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In the research, it is proven that utilization of the method promotes a valuable and balanced learning environment. Therefore, the main purpose of this study is to evaluate the time management skills of students and to analyze the methods and determine the most effective one.

Conclusion

It is widely claimed that, students who are mastery of getting organized are becoming dominant as usual on all sides than poor time manager. By understanding this evidence, it is observed benefits of valuable approaches to get high level of productivity in the educational sustainability. One of effective techniques is Pomodoro that offers variety opportunities. It not only provides productive work, but it is a way to increase attention span and decrease distractions. In conclusion, every single undergraduate student should actively work on themselves in academic field, because modern world demands younger professional and experienced generation in their sphere. That is way becoming mastery of your time which is extremely important aspect long-term learning journey.

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