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Maschak A. – ПМ-11

*Ternopil Ivan Pul'uj National Technical University*

## **STUDENTS' TIME MANAGEMENT**

Supervisor: candidate of philological sciences, PhD Plavutska I.R.

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Time is very important in our life. Our life, health and happiness depend on how we manage our time. Everybody needs time: famous people and housewives, children, adults and students. Unfortunately, there is never enough time for us to do our everyday business. The solution of the problem is proposed in this article.

Nowadays lack of time is also an actual problem for students. Students cannot plan their time correctly. They are not able to value their time. For example, we can read a book the night before the exam. To study is not so difficult, but we like to complicate everything. Young people often use free time for unnecessary things. It is very important to think about the right balance between work and rest in your life. You should use "prime time" to increase your productivity. Prime time is the time of a day or night, when you are the most energetic. You must organize your life so that difficult and creative work is done during your prime time, for example, writing of an article or preparation for the exam. For someone morning is a productive time of the day. For others, evening is "prime time". So if you do not delay things to the last moment, you will have enough time for everything.

"Time management" refers to how you organize and plan your specific activities. Time management is the key to being a successful student. With exams approaching, students should think about how to get better at time management and organize their day so that they can achieve the right balance between university life, work and housechores.

If you use methods of time management, you will become a successful student.

There are some recommendations for you:

You should set work regime and follow it.

1. You must plan only 4-5 hours of work daily. Sleep for 6-8 hours every night.
2. Mind deadline, a popular thing in order to be more concentrated and productive.
3. The beginning is always the hardest. So, you must start doing something that will help you move from the dead point.
4. Focus on your most productive time of the day. Some people work better in the morning, and some are more concentrated in the evening.
5. Arrange important meetings in the morning, because before the event you will lose all time doing small and less important things.
6. Always make notes. Your brain can not remember everything.
7. Take a break. Clear your mind and refresh yourself to refocus.
8. Keep track of your progress.
9. Leave time for fun. It is also an important thing for students.

In our opinion, this problem maybe solved, if planning your day, you comply methods of time management. Consequently, you should follow the main methods that are offered and you will be able to use time management skillfully and intelligently.