

## CONCEPT OF TIME. CHRONOMETRY AS A PERSONAL SYSTEM OF TIME CALCULATION

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### ABSTRACT

The article reveals the special importance of the work aimed at the formation of self-organization skills for successful time management and finding effective pedagogical tools and technologies for this, as well as the importance of improving the skills of using time technologies.

**Keywords.** Independent activity of a student in higher education, self-organization skills, time management techniques, systematic analysis and modeling, personal development, use of time technologies

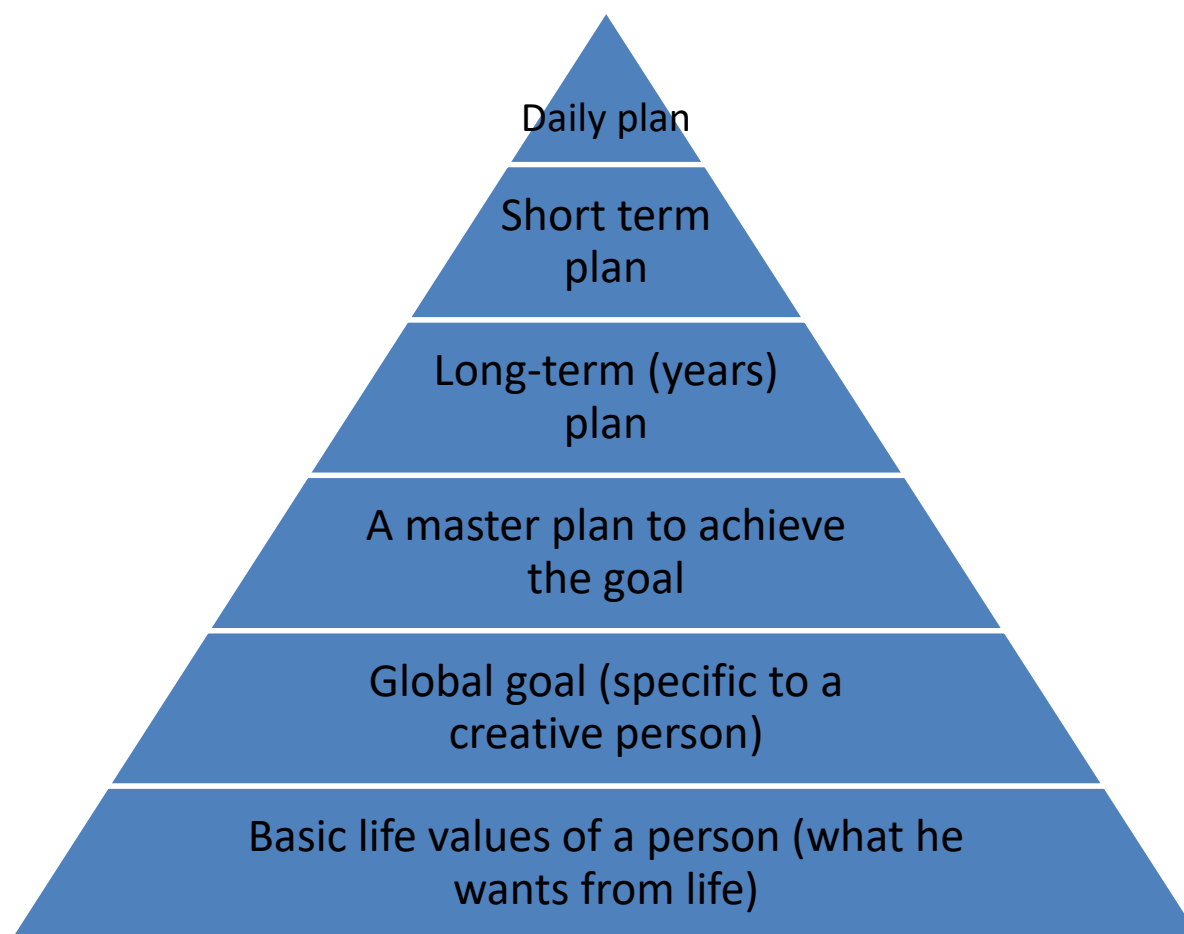
The only resource that all people have without exception is time. Everyone is equal before him: bankers and housewives, students and managers. Everyone has 24 hours in a day. The only difference is how you use this time.

Many smart, talented people in life could not realize their projects and ideas, did not achieve anything in life for one simple reason: they did not know how to use the time at their disposal wisely. A successful person is a person who knows how to manage time. He who catches up will succeed. Timeliness means doing things on time, and things not done on time are wasted. (F. Bacon).

Each of us can give examples of highly organized, efficient people who have achieved many successes and significant results. One of them was Benjamin Franklin. Benjamin Franklin is a famous American scientist, inventor, writer, philosopher and statesman. Franklin published the Pennsylvania Gazette for 20 years and the literary magazine Poor Richard's Almanac for almost 30 years.

He opened the first public library in the United States, founded the American Philosophical Society and the University of Pennsylvania. Interested in physics, Franklin independently followed the path of a world-famous scientist, made the most important discoveries in the field of electricity and founded the theory of shipbuilding.

In addition, Franklin is one of the most famous political figures in America. He is one of the authors of the US Declaration of Independence, which bears his signature. In order to find time to do all this at the same time, Franklin invented his own time management system, which allowed him to act several times more efficiently than the average person. This system can be described as a pyramid.[1]



**Figure 1 - Time management pyramid**

The base of this pyramid will be the life values of a person, and the peak will be daily plans, work and tasks. All levels of the pyramid are interconnected and influence each other. When a person ascends, the global task in front of him is divided into subtasks, which in turn are divided into even smaller parts. The process of applying this system is like building a pyramid, and the material for its construction is time (years, days, hours). It should be remembered that this is an irreplaceable resource. A stolen watch, unlike money, cannot be returned to you. Everything we have, Lucilius, is someone else's property, only time is ours. Nature has given us only a fleeting and flowing time, but it can be taken away by anyone.

What takes up our time? Where are the precious minutes flowing into hours, days, years?[2] Creating a personal time tracking system allows you to optimize its inefficient costs for various activity processes. For this, it is necessary not only to have an idea about time resources, but also to know which actions require time and who are its winners. Let's take a closer look at this question. In the process of work, a person is often distracted by other things, leaving his main activities. Time is wasted in this way. On average, a manager working in an office is distracted once every eight minutes. Because of this, it takes up to two hours a day just for small distractions. Imagine: two hours a day will disappear forever!

How much valuable time is spent on e-mails, phone calls, discussing various issues? All these factors can be classified as time wasters (Figure 2.2a)



® Mail

® Mobile phone

<sup>11</sup> Debate

However, when combining work in blocks, the exchange of the executor is minimized, as a result of which additional time resources are saved. (Figure 2.2b).



Time wasting takes many forms. Work systematically does not start on time. Workers leave the workplace before the end of work signal. Scheduled meetings and meetings start one and a half hours later than the scheduled time. We observe endless motionless, boring ... waiting. Part of this waste of time is explained by the fact that everything happens at the wrong time: the employee is late, the speaker does not come on time, the teacher is caught, etc. Often, the loss of time in queues and waiting is due to the system itself being wrong. Here the struggle for time becomes a big organizational problem. The speaker was late because he was entrusted with various tasks - the problem is in the affairs of the clan. Queues in the bank are explained by a faulty work allocation system. The impossibility of obtaining a reference soon is due to the historical inconsistency of our filing system, which values only the outgoing number, not the substance of the matter. Time wasters are inefficiently organized processes that lead to its loss. A person can actively or passively participate in these processes. Below is a sample list of time wasters (time wasters) that rob us of our precious building material, time. Among the things on this list, there may be a reason why you don't always have time.[3]

Time winners:

- 1) setting a vague goal;
- 2) lack of priorities in work;
- 3) trying to do too many things at once;
- 4) lack of imagination about expected tasks;
- 5) wrong planning of the day;
- 6) messy and full paper desk;
- 7) Internet, computer games, chats, forums;
- 8) road;
- 9) lack of motivation;
- 10) phone calls, distractions;
- 11) search for records, addresses, telephones;
- 12) lack of cooperation;
- 13) unscheduled visitors;
- 14) inability to say "no";
- 15) incomplete or late information;
- 16) lack of self-discipline (frequent smoking trips, coffee breaks);
- 17) inability to complete the issue;
- 18) distraction to external factors;
- 19) protracted meetings, assemblies;

- 20) insufficient preparation for conversations, negotiations, meetings;
- 21) watching TV, video and DVD movies;
- 22) "selling talk" on personal topics;
- 23) excessive politeness;
- 24) number of redundant work records;
- 25) procrastination syndrome;
- 26) desire to know all the facts;
- 27) long waiting (queues);
- 28) haste, impatience;
- 29) very rare delegation (I decide what others can do);
- 30) insufficient control over delegation;

The peculiarity of time wasters is that they are different for different people. Everyone has a favorite set of "priorities" - they seem very pleasant and harmless to us until we consider how much it costs us to maintain them. Time is not enough for everyone, even idlers. Even the "lazy" It is not enough even for those who watch TV for hours. At the same time, no one takes seriously the time spent. We can say about our salary last year with accuracy to a soum. But who can say how much he spent on creativity and reading last year? spent time, how many hours did he lose, how many hours and why did the TV "eat" him?[4]

Ways to reduce inefficient use of time.

In the example of one of the most mentioned time wasters - time spent on the road - we will consider organizing activities to minimize time consumption. How frustrating it is to spend an hour and a half to two hours to solve this problem when sometimes it takes 3-5 minutes to solve it. No matter how much we convince ourselves of the importance and necessity of taking this path, the time consumption is immeasurable: for three to five minutes of effective action, we have to lose one and a half to two hours of irretrievable resources. Is it possible to optimize costs, to make the journey from one place to another as profitable as possible? One of the solutions to this problem, which allows you to make the trip and spend the time spent on it productively, is based on the application of simple rules:[5]

- • thoroughly prepare for the trip;
- • optimal choice of time, route and type of transport;
- • filling the road with useful content (reading your favorite book or lectures, listening to your favorite music, audio book, English lessons, etc.). It is important to remember that every action should bring profit while following these rules. To determine the benefit of the event, ask yourself two questions:
  - 1) "How can I benefit by optimizing travel time?";
  - 2) "what tools can I use for this?"

The answers to these questions will help you find a solution to the problem.

Before you start preparing for your trip, there are a few important things to consider. The number of movements should be reduced to the optimum. When determining the optimal number of trips, you should remember the principle of the "golden mean": it is about optimizing, not minimizing actions. If trips are unavoidable, it is up to you to determine their time, type of transport and travel route. The combination of these three components allows you to choose the best option at the moment. A good way to optimize your travel time is to

schedule your travel dates. The principle of carrying out all trips on Thursday is widely used in organizations where managers have clearly defined travel days. Andrey Blinkov, one of the members of the TM community, says about this: "When I did this, I got a very interesting result. Some trips are no longer necessary. The rest were done in 3 hours on Friday instead of hours on normal days of the week. Saving time from two to four hours. And this will be enough reserve to solve many issues.[6]

- all activities that are the reason for going on a trip must work for us 100%.

It is recommended to actively apply the following principles:

- if possible, make an appointment by phone in advance;
- • trying to solve most problems by phone or email;
- • planning most of the meetings in the office, without trips (this approach is relevant for managers);
- • solving travel arrangements by outsourcing delivery services, courier services, etc.;
- • coordinate activities to go to different places with colleagues, friends, relatives. The principle is simple, but the most effective.

Coordinate your proposed trip: If someone is on the road and can solve your problem at the same time as theirs, entrust them with this task. The time spent on the trip should provide additional benefits unrelated to the purpose of the trip. The principle of "secondary benefit" is realized due to the fact that travel time is "full" with useful processes unrelated to the reason for travel. Listening to audio books, music recordings, CDs with English lessons, reading magazines, serious books, reading lectures or solving crossword puzzles, playing chess, making outgoing calls, checking SMS among these'. This is conscious content. It all depends on what your inner mood is for the road: it is rest ("walk"), purposeful movement ("route"), urgent movement ("gallop") or others. Everyone can identify their usual situations in action and the possibility of using them, it is only necessary to pay attention to it. If a person can withdraw into himself during a long journey, he will overcome both space and time, if he only stares out the window and yawns with boredom, he will have to live every minute, every kilometer. C. Wilson. The next set of tips is related to the use of time, such as unlimited 114. traffic jams, queues, forced waiting in airplanes, trains, subways. Waiting is one of the many time wasters that can be overcome by following simple but effective rules and guidelines. In the pages of his article, Dmitry Viter shares some of them and his experience of dealing with time wasters.

#### Useful waiting time

In my line of work, I often receive many pages of documents that require reading (manuals, instructions, announcements, etc.).

I'm having trouble reading them at work. I usually print these documents, staple them together, and put them in my portfolio.[5]

When I am forced to wait, I take such a document out of my briefcase and read it. After reading, the document is shredded and thrown away. (In this case, a mandatory reminder is to be careful with confidential documents.) If you come to work by subway, then do not miss the opportunity to use it for 1.5-2 hours a day. Of course, during high traffic, your options in the subway will be limited, but it is possible to keep a small format book and a pre-printed document in hand. Once upon a time, I realized that I read books almost exclusively on the

subway. If you have a laptop, bring it with you. I read most of my incoming e-mail messages on standby. An extra laptop battery is a great investment - as it doubles the useful time of your trip. An example of a good use of time is the writing of this article itself. It was written on trains. On airplanes. In the subway. The first draft was written in a taxi. I did this not because I "didn't have time" to do it in a more comfortable environment, but because it was more convenient for me. This is usually easier than trying to carve out time to "work at a desk for an hour every day", which is often difficult to achieve. [6] Thus, we learned that any process of inefficient use of time can be changed by creating a system of certain rules and principles that optimize activity and allow to obtain additional time reserves. In addition, this work helps to have a more conscious attitude to one's life - which is necessary for every successful modern person: it develops the ability to identify inefficient processes and improve them. Thus, we need to find out what we can spend our time capital on, what is its winner.

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