

SETTING GOALS IN A TIME MANAGEMENT SYSTEM

Otajonova Maftuna Sul-tonmurodovna

Doctoral student of Kokand State Pedagogical Institute,

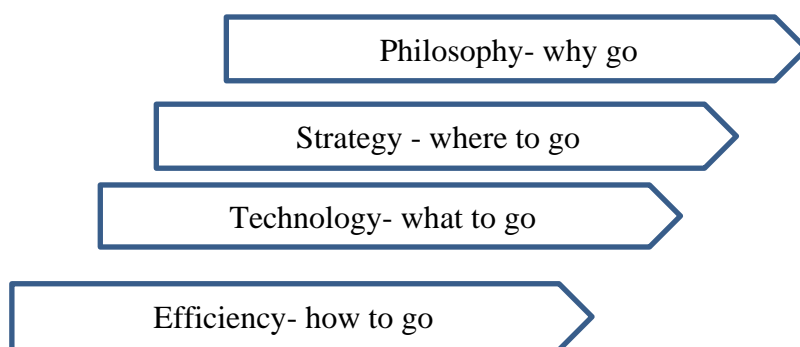
Teacher of the Department of Educational Management

ABSTRACT

The article reveals the importance of setting goals for successful time management, the importance of time management in setting goals, and the importance of a person's goals in his life.

Keywords. Goals, smart goals, the influence of time management on goals, setting goals, types of goals, the concept of goals in time management

It is not so difficult to see that time exists independently of us, so the term "time management" (time-management) or "time organization" is quite conditional. Time management means managing one's own activities, performing tasks and organizing the distribution of all resources. The concept of "personal time management" arose because time is the most valuable resource among all human resources. Time is an absolutely non-renewable and very limited resource, so all management processes should be carried out taking it into account. Modern time management It is not just a set of techniques in the league of "how to meet deadlines" or "how to run meetings", but a system of self-management and self-management. Time management as a system consists of four elements. Let's consider each of them (Figure 1).



The first element (the bottom rung of the ladder) is efficiency (which includes success). If we consider life as a kind of journey, then at this stage it is determined how to get to the goal on time and with as little fatigue as possible, that is, the first stage is the answer to the question "how to go?" How to better prepare for supervisory work in a short time? How should a person organize his time to work and study? What is the most effective way to relax? This is basically time management. The second element is technology that allows finding the most successful solutions. This element of the time management system requires consideration of a number of other, more complex disciplines. For example, business IMHN (inventive problem solving theory) and management struggle. These technologies are closely related to strategy, they provide a set of tools for making strategic decisions, including personal strategy. Personal productivity techniques include a variety of tools, from ten-finger blind typing and speed reading techniques to many neuro-linguistic programming (NLD) techniques. How to quickly get to work without wasting an hour? How to find the right arguments to quickly convince the

interviewer? How to find a creative, non-standard solution to a problem in a short time? To familiarize yourself with the listed technologies in detail (they are really very useful and in demand, especially in the management environment), it is advisable to read books on these topics. The third element of the time management system is strategy. If technology can be compared to the answer to the question "what to go for", strategy is the answer to the question "where to go?" will be the answer to the question. What are my strategic and current goals? Is there an algorithm to achieve them? Are my daily activities organized around my goals? Obviously, there is no point in moving too efficiently in the wrong direction. When discussing the issue of time management, it is logical to ask questions about strategy. Finally, the fourth element of the system is a topic that sooner or later the time-conscious person will pay attention to. This is the subject of philosophy. In the context of time management, the word "philosophy" is a very simple thing - "why?" means the answer to the question. Why set these goals and not others? How to understand your life values? How to find the meaning of life and is it necessary to look for it at all? Therefore, the issues of time management and personal effectiveness are not only closely related to setting our life goals, but also directly related to how correctly and accurately we formulate them. [1]

Only a clearly defined goal will allow you to achieve important results. If it doesn't exist, we can't make a plan of action because we don't know what we want to achieve. Even if some steps are taken, it is not clear whether they will lead to a successful outcome or not, because no one knows what it is. We become depressed and frustrated, life becomes uninteresting and meaningless, and there seems to be no point in moving forward. The idea of setting goals is incomprehensible to many of our compatriots who do not manage their lives, but only "go with the flow". I went to an English school because my parents told me to; I studied to be a lawyer because there were acquaintances, I work "where they have found out" ... It's sad, isn't it? Stephen Covey, a well-known American expert on time management, describes the "proactive" and "reactive" approaches to life separates • A reactive approach to life is to live it as it is, influenced by external circumstances.[2]

Successful, happy, overachieving, people may or may not keep a diary, supervise tasks personally or with the help of a secretary, favor regularity, or, on the contrary, respond spontaneously to situations. But what unites these people, what they clearly h To begin with, let's try to define our core values, based on which it will be possible to form long-term goals. Among the main methods of determining values is the memoir, which is a technique for moving from daily tasks to values, representing a personal mission statement and needs analysis. A simple and technological tool for determining personal values - a memoir notebook - was invented by Vitaly Korolev, a member of the TM community, a consultant on corporate management and business heritage.

A memoir notebook (from the word "memories") is kept as follows.

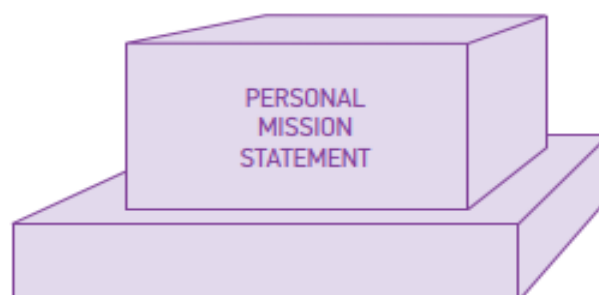
1. Set aside three to five minutes of quiet time each evening.
2. Write in a diary or a separate notebook the main event of the day, emotionally significant for you (hereinafter - KAV). It doesn't have to be the main result or main achievement of the day. The most amazing event can be, for example, a five-minute conversation with a friend. An event can be positive or negative. Funny, what's the point of recording negative events? However, they can be the most important and significant for us who have their own dignity. For example,

a loved one gets sick - this is always the most important thing for us, even if it is the most negative situation. Or you failed the test because you didn't have time to prepare. Very unpleasant, but this experience - next time you will have to be more careful when planning your preparations.[5]

3. At the end of the week, write down the main event of the week - one of the seven KAV or a separate new event. At the end of the month - record the main event of the month, at the end of the year - the main event of the year.

Answering the questions, we build the following logical chain: "Why do I want to speak at a conference? Obviously, to show myself as a serious, responsible and knowledgeable student. - Why do I need this? - After successfully graduating from the institute, I want to get a good, promising job. - What will this enable me to do? - Achieving promotion and financial well-being. Why is this important to me? Because I want to achieve freedom and independence." Structured values should be sorted by importance. This can be done using the approach proposed by A. Leikin, which is conditionally called modeling of boundary conditions. You have named love and career as values for yourself. Imagine that you finally got a call from the corporation and you were invited to an interview with a manager who personally selects employees for a place where you have been working for a long time. If this interview goes well (you have successfully passed all preliminary tests), you will be appointed to a job and get a high-paying and very promising position. The top manager is only in the office for about an hour, and then he goes on a long business trip, and there is rarely another opportunity to meet him afterwards. When you are already sitting in the car, the hospital calls and tells you that your loved one has been in a car accident, is in critical condition and they are asking for you. They warn that if you do not come immediately, his condition will seriously deteriorate. Thus, you imagine a situation of clear choice, that is, in this case, a person not only makes a decision, but also performs an action. After all, a person is formed through specific actions, because in the actions of a person, his values are most clearly manifested. By understanding their proportions in such an extreme situation, you will be able to apply this knowledge in your daily activities, because choosing what to do in different situations is also a micro-action that implements your values. True, the alternative value that you did not choose, because it is in a borderline situation, is not completely canceled, but only transferred to the future, so the consequences of choices and actions here are not so serious and irreversible. But the dependence of this micro-movement on values remains logically the same: one of the possible options is always preferred. Your performance and personal values become the selection criteria. Personal mission statement. This approach to defining values was first proposed by Stephen Covey in his book "The Habits of Highly Effective People". Declaration - a personal mission statement - a document like a company's mission, in which you try to formulate your tasks in the world - what is important to you, what do you want to achieve? The concepts of "goal" and "mission" should not be confused too often. The differences between them are as follows: goal is what we "get", conquer, accept from life; this is the point we have managed to "conquer"; mission is what we "give", what we bring to the world; as the famous song says, "it's all that's left of me." Let us remember the meaning of the word "missionary" - leaving one's home and going to a distant and not always friendly country to spread freely the idea to which one is committed. the person who leaves. The

mission is, first and foremost, your identity. What would change in the world if you left? What will you leave behind?(Fig.2)



A personal mission is not born in an instant and is not created once and for all, because it reflects the meaning of our life, and its understanding can be radically different in different periods. The main thing is to think from time to time about why we live and what kind of mark we want to leave. Writing down your understanding of your personal mission and periodically re-reading what you have written, revising it and changing it as we grow, and therefore our values in life are different. It's good to go. It is not an easy task, but it is very useful, it helps to find a higher meaning in the hustle and bustle of everyday life and lay the foundation for setting "dear" goals

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