UDC 378

APPLICATION AND IMPROVEMENT OF THE USE OF TIME MANAGEMENT TECHNOLOGIES BY UNIVERSITY STUDENTS

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***Abstract.** It is considered in the work time management is a critical skill that every university student must possess. Effective time management skills have been linked to higher academic achievement and lower levels of stress among university students. To improve time management skills, several resources such as the Pomodoro Technique and the Eisenhower Matrix have been developed. Additionally, studies and articles have shown that using a planner, setting specific goals, and taking breaks between study sessions can also improve time management skills. By utilizing these resources and strategies, university students can effectively manage their time and achieve academic success.*

***Key words:** time management, university student, efficiency, use of time, planning, time management methods, priorities.*

Introduction.

Time management is a critical skill that every university student must possess. The ability to manage time effectively is essential for academic success and personal growth. According to a study conducted by the University of Michigan, effective time management skills are linked to higher academic achievement and lower levels of stress among university students. The study found that students who managed their time well were more likely to complete assignments on time, attend classes regularly, and achieve higher grades. However, many university students struggle with time management due to various factors such as procrastination, lack of motivation, and poor organizational skills. To address these challenges, several resources have been developed to help students manage their time effectively.

The book "Time Management for College Students: A Comprehensive Guide" by Elizabeth Grace Saunders offers a comprehensive guide to time management for college students, providing practical tips and strategies to help students manage their time effectively. The author covers a range of topics, including setting priorities, creating effective schedules, overcoming procrastination, and managing distractions. The book also includes real-life examples and case studies to help students apply the concepts learned in their daily lives [1].

The workbook "The Time Management Workbook for College Students" by Tom Miller provides a step-by-step approach to time management for college students, with practical exercises and activities to help students develop effective time management skills. The author covers key topics such as goal setting, prioritization, time blocking, and overcoming procrastination. The workbook also includes templates and tools to help students create personalized schedules and track their progress [2].

Next book "The Productivity Project: Accomplishing More by Managing Your Time, Attention, and Energy" by Chris Bailey. While not specifically aimed at university students, this book provides valuable insights into productivity and time management. The author shares his personal experiences and experiments with various productivity techniques, offering practical advice on how to manage time, attention, and energy effectively. The book covers topics such as mindfulness, goal setting, and finding motivation, which are relevant to university students seeking to improve their time management skills [3].

The Pomodoro Technique is a time-management system that involves breaking work into focused intervals of 25 minutes, followed by a short break. This book provides an in-depth look at the technique, with practical tips and strategies for implementing it in daily life. The author covers topics such as setting goals, tracking progress, and overcoming distractions, making it a useful resource for university students seeking to improve their productivity and time management skills [4].

The book "Getting Things Done: The Art of Stress-Free Productivity" by David Allen is a classic in the field of productivity and time management. The author provides a comprehensive system for managing tasks and projects, with practical advice on how to prioritize, organize, and execute tasks effectively. The book covers topics such as capturing ideas, processing information, and reviewing progress, making it a valuable resource for university students seeking to improve their time management skills [5].

The paradigm shift of learning method centered on the students has been applied to several universities, one of them by using Problem Based Learning (PBL) method. The importance of good time management will produce readiness to face the PBL process because in the PBL process using self directed learning where a student is required to be able to manage the time independently. The purpose of this study is to know the time management of nursing students by using Time Management Questionnaire (TMQ) in implementing Problem Based Learning (PBL) method in STIKes Dharma Husada Bandung.Method: The type of research is quantitative with the model of analytic design and cross sectional approach [6].

In article [7] examines the self-reported time management behaviors of undergraduate engineering students using the Time Management Behavior Scale. Correlation analysis, regression analysis, and model reduction are used to attempt to determine which aspects of time management the students practiced, which time management behaviors were more strongly associated with higher grades within the program, and whether or not those students who self-identified with specific time management behaviors achieved better grades in the program. It was found that students' perceived control of time was the factor that correlated significantly with cumulative grade point average. On average, it was found that time management behaviors were not significantly different across gender, age, entry qualification, and time already spent in the program.

The purpose of this research topic is to explore the various aspects of time management specifically tailored to university students. By understanding the challenges faced by students in managing their time effectively, we can develop strategies and interventions to help them optimize their productivity and achieve their goals.
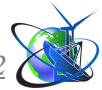
Main text.

One of the key reasons why time management is important for university students is the need to juggle multiple tasks and deadlines. Students are often required to attend lectures, complete assignments, study for exams, participate in group projects, and engage in extracurricular activities. Without proper time management skills, students may find themselves overwhelmed and unable to meet their academic obligations. In addition to academic commitments, university students also need to allocate time for personal activities and self-care. This includes maintaining a healthy lifestyle, engaging in hobbies and interests, and spending quality time with friends and family. By effectively managing their time, students can strike a balance between their academic and personal lives, reducing stress and enhancing overall well-being.

Time management is a crucial skill for university students. With the abundance of academic and social activities, it can be challenging to balance everything effectively. Fortunately, modern technologies have made it easier to manage time efficiently. In this article, we will discuss some of the ways in which university students can use modern technologies to improve their time management skills.

1. Calendar Apps

Calendar apps are digital tools that allow you to schedule and organize your tasks, events, and appointments. They offer a range of features such as reminders, notifications, and syncing across multiple devices. Here are some ways in which calendar apps can benefit university students:

1. Prioritizing Tasks: One of the most significant advantages of using a calendar app is that it helps you prioritize your tasks. You can schedule your assignments, exams, and other activities based on their importance and urgency.

2. Planning Ahead: With a calendar app, you can plan ahead for the entire semester or academic year. You can schedule your classes, meetings with professors, and other important events well in advance. This helps you stay organized and avoid last-minute rush.

3. Avoiding Overlapping: Another benefit of using a calendar app is that it helps you avoid overlapping of tasks and events. You can check your schedule before committing to any new activity or event.

4. Syncing across Devices: Most calendar apps offer syncing across multiple devices such as laptops, smartphones, and tablets. This means that you can access your schedule from anywhere and at any time.

5. Time Management: Finally, the use of calendar apps can help you manage your time effectively. You can allocate specific time slots for each task or activity based on their duration and complexity.

2. Time Management Apps

Time management is a crucial skill for university students to master. With the many academic and extracurricular activities that students have to juggle, it can be challenging to balance everything effectively. Fortunately, there are many time management apps available that can help students stay on top of their schedules and make the most of their time. Here are some of the best time management apps for university students:
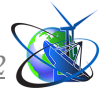
1. Trello. Trello is a project management app that allows users to create boards, lists, and cards to organize their tasks. It's a great tool for students who need to keep track of multiple assignments and deadlines. With Trello, you can create a board for each course and add cards for each assignment.

2. Forest. Forest is a unique time management app that helps users stay focused by planting virtual trees. When you start a task, you plant a tree, and it grows as long as you stay focused on the task. If you leave the app, the tree dies. Over time, you can grow a virtual forest and earn coins that can be used to unlock new tree species.

3. RescueTime. RescueTime is a time tracking app that helps users understand how they spend their time on their devices. It runs in the background and tracks which apps and websites you use, how much time you spend on each one, and how productive you are.

4. Focus@Will. Focus@Will is a music app that provides customized playlists designed to improve focus and productivity. The app uses neuroscience research to create music that helps users stay focused for longer periods.

5. Evernote. Evernote is a note-taking app that allows users to capture ideas, notes, and to-do lists in one place. It's a great tool for students who need to keep track of lecture notes, research articles, and class schedules.

6. My Study Life. My Study Life is a planner app designed specifically for students. It allows users to create a schedule for each day, week, or semester and track assignments, exams, and other important dates.

7. Habitica. Habitica is a gamified habit tracker that turns productivity into a game. Users create avatars and earn points for completing tasks, developing good habits, and achieving goals.

Benefits of Using Productivity Apps:

1. Time Management: Productivity apps can help you manage your time more effectively by providing you with tools to schedule your tasks and activities. You can set reminders for deadlines, create to-do lists, and prioritize your work.

2. Increased Productivity: With a clear schedule and task list, you can focus on completing your work efficiently without getting distracted by other activities. You can also track your progress and see how much you have accomplished.

3. Reduced Stress: By having a clear plan of what needs to be done and when, you can reduce stress levels associated with procrastination and last-minute cramming.

4. Improved Organization: Productivity apps can help you keep all your notes, files, and resources organized in one place, making it easier to access them when needed.

3. Online Study Resources

Online study resources, such as e-books, online courses, and video tutorials, can help students save time and learn more efficiently. These resources are often available for free or at a low cost and can be accessed from anywhere with an internet connection. Some popular online study resources include Coursera, edX, and Khan Academy.

In today's fast-paced world, time management is crucial for university students. With the increasing workload and responsibilities, it is essential to make the most of
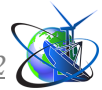
every minute. One way to achieve this is by utilizing online study resources. In this article, we will explore the benefits of online study resources and how they can help students manage their time effectively. Online study resources refer to any digital tool or platform that helps students learn and study. These resources can be accessed from anywhere, at any time, making them an excellent option for busy students. Some of the most popular online study resources include e-books, videos, podcasts, online courses, and interactive quizzes.

4. Cloud Storage Services

Cloud storage services, such as Google Drive, Dropbox, and OneDrive, allow students to store and access their files from anywhere with an internet connection. This can be especially useful for students who work on multiple devices or need to collaborate with others on group projects. Cloud storage services also provide an extra layer of backup in case of computer or device failure.

How can Cloud Storage Services help University Students?

1. Access Files Anytime, Anywhere. One of the biggest advantages of cloud storage services is that you can access your files from anywhere with an internet connection.

2. Collaborate with Others. Cloud storage services also offer collaboration tools that allow you to work on projects with others in real-time.

3. Automatic Backups. Another advantage of cloud storage services is that they offer automatic backups. This means that your files are saved regularly, ensuring that you never lose important data.

4. Increased Productivity. By using cloud storage services, you can save time and increase productivity. You no longer have to spend time searching for files or transferring them between devices.

5. Cost-effective. Cloud storage services are also cost-effective. Many services offer free plans with limited storage, making it accessible for students who may not have the budget for paid plans.

We will explore some ways trends and opportunities to improve the use of time management for university students.

1. Use Time-Blocking Techniques. Time-blocking is a popular technique used by many successful people to manage their time effectively. The technique involves dividing your day into blocks of time and assigning specific tasks to each block. This helps you stay focused and avoid distractions. To use this technique, start by creating a schedule for your day and allocating specific time slots for each task.

2. Prioritize Your Tasks. Prioritizing your tasks is essential to effective time management. It helps you focus on the most important tasks and avoid wasting time on less important ones. To prioritize your tasks, start by making a list of all the tasks you need to complete. Then, rank them in order of importance and tackle the most important tasks first.

3. Use Technology to Your Advantage. Technology can be a great tool for managing your time effectively. There are many apps and tools available that can help you stay organized and on track. For example, you can use a calendar app to schedule your tasks and set reminders, or a to-do list app to keep track of your tasks and deadlines.

4. Set Realistic Goals. Setting realistic goals is crucial to effective time management. It helps you stay motivated and focused, and ensures that you are making progress towards your objectives. When setting goals, be specific and realistic, and break them down into smaller, more manageable tasks.

5. Learn to Say No. Learning to say no is an important part of effective time management. It can be tempting to say yes to every request or invitation that comes your way, but this can lead to overcommitment and burnout. Instead, learn to prioritize your commitments and say no to those that are not essential or do not align with your goals.

6. Take Breaks. Taking breaks is essential to effective time management. It helps you recharge and refocus, and can actually improve your productivity in the long run. To take breaks effectively, schedule them into your day and use them as an opportunity to do something enjoyable or relaxing.

Summary and conclusions.

Modern technologies have made it easier than ever for university students to manage their time effectively. Calendar apps, time management apps, productivity apps, online study resources, and cloud storage services are just a few examples of the tools available to help students stay organized and focused. By taking advantage of these technologies, students can optimize their time and achieve their academic goals with greater ease.

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Abstract. Мета дослідження теми тайм-менеджменту для студентів університетів складається в тому, щоб вирішити проблеми, з якими стикаються студенти при ефективному управлінні своїм часом, і розробити стратегії, які допоможуть їм оптимізувати продуктивність і досягти своїх цілей. Улучшая навыки тайм-менеджмента, студенти університетів можуть підвищити свою успішність, знизити стрес і розвинути

передавані навики, які несуть їм користі в їх майбутній кар'єрі. Ефективне управління часом має вирішальне значення для студентів університетів, стремящихся збалансувати свої академічні зобов'язання з особистими обов'язками. В цій статті пропонуються практичні поради і стратегії, які допомагають студентам ефективно управляти своїм часом і досягати своїх цілей. Для покращення навиків тайм-менеджменту було розроблено кілька ресурсів, таких як техніка Помідора та матриця Ейзенхауера. Крім того, дослідження та статті показали, що використання планувальника, постановка конкретних цілей і перериви між навчальними заняттями також можуть покращити навики тайм-менеджменту. Використовуючи ці ресурси та стратегії, студенти університетів можуть ефективно управляти своїм часом і досягати успіхів у навчанні.

Key words: *тайм-менеджмент, студент ЗВО, ефективність, використання часу, планування, методи тайм-менеджменту, пріоритети.*

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