



UDC 378

## EFFECTIVE TIME MANAGEMENT IN TEACHING: PRACTICAL ASPECTS

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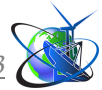
**Abstract.** The article is an overview of key methods and strategies that help university professors organize their work more effectively. The article discusses the following aspects: *Planning and prioritizing:* Instructors will learn how to develop detailed plans, prioritize, and allocate time between tasks. This method helps you focus on your key responsibilities. *Delegation:* The article describes how to delegate some tasks to colleagues or students to reduce the workload and focus on important tasks. *Focus Techniques:* Instructors will learn about techniques, such as the Pomodoro technique, that help improve concentration and productivity. *Email & Messaging Management:* This article provides practical tips for using email effectively, setting boundaries for communication, and organizing messages. *Workplace Optimization:* Educators will learn how to create a comfortable and organized workplace for more productive work. *Time Analysis:* This article describes time analysis techniques that help identify areas for improvement. *Self-Motivation and Stress Management:* Teachers will learn how to develop emotion management skills and keep yourself on your toes. The article provides practical tools and recommendations for the successful application of these methods in the daily activities of teachers.

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

### Introduction.

In today's educational process, university professors face a number of challenges, including a high workload, multiple tasks, and limited time. Effective time management is becoming a key skill for successful teaching. A number of publications have paid considerable attention to this topic. For example, the article "18 Time Management Tips for Productivity" [1] provides a list of time management tips, strategies, and techniques to help you take control of tasks and time to complete them. She emphasizes the importance of conscious planning, prioritization, and setting boundaries between work and personal time. In the article "Time Management as an Effective Means of Management" [2] considers time management as practical actions that allow you to manage time as consciously as possible. It emphasizes the expediency of all actions and the principles of time management. Time management as an important component of successful business activities [3] discusses time management as the basis of management in general. It will help you organize your work, prioritize it, and draw a line between work and personal time.

The relevance of the topic is as follows. Increasing demands on teachers: Modern universities strive to improve the quality of education, and teachers must meet these expectations. Effective time management helps them perform their duties more efficiently and achieve better results. Changes in the educational environment: The introduction of new technologies, online learning, and flexible class formats requires educators to adapt and use their time effectively. Stress and burnout: An intense work schedule, lack of time to prepare and evaluate work can lead to stress



and burnout. Time management helps reduce negative impacts. Professional development: Knowledge of time management methods and techniques allows teachers to plan their activities more effectively, improve their skills and increase professional competence.

The purpose of the article is to consider the practical aspects of time management for university teachers, to provide useful recommendations and tools that will help them effectively organize their work.

### **Main text.**

Consider the following **time management methods** for university faculty:

1. **Planning and prioritizing:** Developing a detailed plan for the day, week, or semester helps you prioritize tasks and allocate time efficiently between them.
2. **Delegation:** The ability to delegate some tasks to colleagues or students helps to reduce the workload and focus on key responsibilities.
3. **Focusing techniques:** Using techniques such as the **Pomodoro technique** allows you to work in a concentrated manner for specific periods of time.
4. **Email & Messaging Management:** Determine the time to check your mail and set boundaries for communication through instant messengers.
5. **Optimize your workspace:** Creating a comfortable and organized workspace helps you work more efficiently.
6. **Time Analysis:** Assessing where it takes longer to identify areas for improvement.
7. **Self-motivation and stress management:** Developing emotion management skills and the ability to keep yourself in good shape.

Practical tips and tools for the successful application of these methods will be presented.

**Section 1. Planning & Prioritization.** *Planning and prioritization* are fundamental methods of time management for university faculty. Let's take a closer look at how these methods can be applied in professional activities:

1. **Development of a detailed plan:** Teachers should make a plan for the day, week, or semester. The plan should be specific and include not only training sessions, but also preparation for them, administrative tasks, scientific research, and other responsibilities.
2. **Prioritization:** Educators are often faced with a variety of challenges. It is important to determine which ones are the most critical. Priorities can change depending on the context, but it's important to always know what to look out for first.
3. **Eisenhower Matrix:** This technique helps classify tasks according to two dimensions: importance and urgency.
4. **Setting time frames:** Planning should include not only tasks, but also an estimate of the time it takes to complete them.
5. **Regular plan updates:** The plan should not be static. Instructors should update it regularly to account for new tasks, schedule changes, and priorities.

It's important to understand that planning and prioritization are skills that evolve over time. Teachers can experiment with different methods and find the ones that best suit their individual needs and work styles.



**Section 2. Delegation.** *Delegation* is an important method of time management that allows educators to allocate tasks more efficiently and focus on key responsibilities. Let's take a closer look at this method:

1. **Identification of tasks to be delegated:** Educators should analyze their responsibilities and determine which ones can be delegated to others.
2. **Choosing the right performer:** When delegating, it is important to choose the right person to complete the task. This can be a colleague, an assistant, a student, or another professional.
3. **Clear description of the task:** Teachers should clearly describe what is required of the performer. This will help to avoid misunderstandings.
4. **Trust and control:** After delegating a task, teachers should trust the executor and not interfere with the process. However, it is important to have monitoring and feedback mechanisms.
5. **Training and support:** If the performer is inexperienced in completing the task, instructors can provide the necessary support and training.
6. **Systematicity:** Delegation should not be random. Educators can create a system that allows them to delegate certain tasks to others on a regular basis.
7. **Positive effect on productivity:** Delegation allows educators to free up time for more important tasks, such as class preparation and research.

It's important to remember that delegation is not a disclaimer, but a strategy that helps you use your time and resources more efficiently

**Section 3. Focusing Techniques.** Focusing techniques help university professors improve concentration, productivity, and efficiency at work. Let's take a look at some of them:

1. **Pomodoro Technique:** This method involves working in focus for 25 minutes, followed by a 5-minute break. After four such cycles, there is a long break (15-30 minutes). This helps to avoid fatigue and maintain high concentration.
2. **Blocking Distractions:** Educators can use apps to block social media, notifications, and other distractions while working. For example, Freedom.
3. **Prioritization:** Focusing on key tasks helps avoid distraction. Teachers can use the ABCDE method, where "A" are the most important tasks, "E" are the tasks that can be postponed or deleted.
4. **Blank Screen Method:** Before starting work, educators can create a "blank screen" by clearing the workspace of all open windows and applications. This helps you focus on the task at hand.
5. **Meditation and breathing exercises:** Short practices of meditation or deep breathing help relieve stress, improve concentration, and regain focus.
6. **Proper nutrition and physical activity:** A healthy diet and regular exercise contribute to improved cognitive function and the ability to focus.
7. **Creating an optimal working environment:** Educators can customize their workspace to minimize distractions and create a comfortable working environment.

It is important to choose the methods that best suit the individual needs and style of work of each teacher.



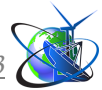
**Section 4. Email & Messaging Management.** E-mail and messaging management is an important aspect of effective time management for university faculty. Let's take a closer look at this section:

1. **Setting a time frame for checking mail:** Educators can define specific time intervals for email review. For example, in the morning before the start of the workday and at the end of the day before the end of work. This helps you avoid constant distractions and focus on the tasks at hand.
2. **Using Filtering Rules and Folders:** Creating rules to automatically filter incoming messages helps you organize your mail. Instructors can create folders for different types of messages (e.g., Students, Administration, Research) and forward emails to the appropriate folders.
3. **Brevity and clarity in answers:** When replying to emails, it's important to be concise and clear. Instructors can use a structured response format, including key information and links as needed.
4. **Deferring Complex Tasks:** If an email requires a lengthy response or a solution to a complex problem, instructors may want to postpone it to a more appropriate time. For example, add a task to the plan for the next day.
5. **Setting boundaries for communication:** Educators can set clear boundaries for communicating via email. For example, don't respond to emails outside of business hours or on weekends.
6. **Using Response Templates:** For frequently asked questions or requests, instructors can create canned answers. This helps to save time and ensures consistency in communication.
7. **Proper Use of CC and BCC:** Instructors must use the CC (CC) and Bcc (BCC) fields correctly when sending emails. For example, include in the CC only those who really need to see the email.

It is important to find a balance between prompt responses and distraction from current tasks. Effective email management helps educators use their time more efficiently.

**Section 5. Workspace Optimization.** Optimising the workspace is an important aspect of effective time management for university faculty. Let's take a closer look at this section:

1. **Workplace ergonomics:** Educators must provide a comfortable and efficient workspace. This includes proper placement of the monitor, keyboard, mouse, as well as a comfortable chair and footrest.
2. **Cleaning & Minimalism:** A clean and tidy desk helps you focus on tasks. Teachers can regularly clean the workplace and avoid the accumulation of unnecessary objects.
3. **Optimal illumination:** Good lighting promotes comfort and productivity. Teachers can use natural light and additional light sources if necessary.
4. **Separation of work and personal space:** Teachers should have a separate workplace to avoid mixing work and personal tasks.
5. **Organization of working tools:** All the necessary tools (computer, pens, notepads, etc.) should be conveniently located on the desktop. This helps to avoid search and distractions.



6. **Greenery and natural motifs:** Plants and natural elements in the workspace promote comfort and increase productivity.
7. **Proper use of technology:** Educators need to know how to use programs and apps that help them do their jobs. For example, the ability to quickly find the files you need or use online collaboration services.
8. **Regular Update and Analysis:** Educators can periodically review their workspace, remove unnecessary things, and analyze what can be improved.

Optimizing the workspace helps educators use their time more efficiently and focus on tasks.

**Section 6. Time Analysis.** Time analysis is a process that allows university professors to use their time more consciously. Let's take a closer look at this section:

1. **Time Log:** Instructors can keep a journal where they record how much time is spent during the day. This helps identify areas where you can save time or improve efficiency.
2. **Categorization of tasks:** Instructors can categorize tasks by type (class preparation, administrative tasks, research, etc.) and estimate how long each category takes.
3. **Estimating time per task:** Instructors can determine how long it takes to complete a particular task. For example, preparing for a lecture can take 2 hours, and checking students' work can take 1 hour.
4. **Identification of temporary thieves:** Educators can identify tasks or habits that take up more time than expected. For example, frequent breaks from social media or long meetings.
5. **Setting Goals and Measuring Results:** Teachers can set specific goals and evaluate how well they are achieving them. This helps to identify where efficiency can be improved.
6. **Comparison of plan and actual time spent:** Regularly comparing the plan with the actual time spent helps to identify discrepancies and adjust the plan if necessary.
7. **Using Tools for Time Analysis:** Educators can use apps and programs that help them automatically analyze time spent on different tasks.

Time analysis helps educators plan their activities more effectively, improve productivity, and achieve better results.

**Section 7. Self-Motivation and Stress Management.** Self-motivation and stress management are important aspects of effective time management for university faculty. Let's take a closer look at this section:

1. **Definition of goals and motivation:** Educators can define their long-term and short-term goals. Having a clear understanding of why they are doing their profession helps to keep them motivated.
2. **Positive Thinking and Affirmations:** Teachers can use positive affirmations to support belief in themselves and their abilities. For example, "I'm doing well" or "I can find a solution."
3. **Planning rest and breaks:** Taking regular breaks helps reduce stress and improve productivity. Teachers can schedule time for rest, exercise, walks, and other enjoyable activities.



4. **Time & Priority Management:** Good time management helps to avoid overload and, as a result, stress. Instructors can prioritize and assign tasks without feeling under constant pressure.
5. **Peer support and communication:** Communication with colleagues, sharing experiences and support help to cope with stress. Educators can build a network of professional contacts and connect with colleagues.
6. **Physical Activity and Healthy Eating:** Regular exercise and proper nutrition contribute to better physical and mental well-being.
7. **Finding inspiration and variety:** Educators can look for inspiration in literature, art, scientific research, and other fields. Variety helps to avoid routine and fatigue.

It's important to remember that stress is a natural response to difficult situations, and it's important to develop management skills

### Summary and conclusions.

In this article, we have looked at effective time management in teaching from a practical point of view. Based on the analysis of the literature and experience, we have identified the following key points. Planning and prioritizing: educators should develop detailed plans, prioritize, and allocate time between tasks. This helps to manage working time more effectively. Flexibility and adaptability: unexpected situations often arise in the university environment. Flexibility in planning and the ability to adapt to changes help to successfully cope with tasks. Focusing techniques: using techniques such as the Pomodoro technique can improve concentration and productivity. Email & Messaging Management: setting times to check emails and setting boundaries for messenger communication helps avoid distractions. Self-motivation and stress management: educators must develop emotion management skills to cope with the workload. It's important to understand that every teacher is unique, and time management techniques can vary depending on personal preferences and circumstances. However, conscious planning, flexibility, and the ability to manage one's time are key competencies that will help teachers achieve success in their professional activities

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**Abstract.** Стаття є оглядом ключових методів і стратегій, які допомагають викладачам ЗВО організувати роботу ефективніше. У статті обговорюються наступні аспекти: планування та розстановка пріоритетів: розробка детальних планів, розподіл часу між завданнями. Метод допомагає викладачам зосередитися на своїх основних обов'язках. У статті описано, як делегувати деякі завдання колегам або студентам, щоб зменшити навантаження та зосередитися на важливих завданнях. Техніки зосередженості: викладачі



дiзнаються про методики, такі як техніка Pomodoro, які допомагають покращити концентрацію та продуктивність. Керування електронною поштою та повідомленнями: наведено практичні поради щодо ефективного використання електронної пошти, встановлення меж для спілкування та організації повідомлень. Оптимізація робочого місця: викладачі дізнаються, як створити комфортне та організоване робоче місце для більш продуктивної роботи. Аналіз часу: описуються методи аналізу часу, які допомагають визначити сфери, які потрібно покращити. Самомотивація та управління стресом: викладачі навчаться розвивати навички керування емоціями та тримати себе напоготові. У статті подано практичні засоби та рекомендації щодо успішного застосування цих методів у повсякденній діяльності вчителя.

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

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